



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
August 10, 2021

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Tri-Valley Administrative Office in Crookston, MN and remotely via Microsoft Teams.

Board members present were S. Peterson, S. Vonesh, L. Hall, C. Spisak, M. Gunderson, J. Duckstad, T. Anderson, D. Svaren, J. Bachmeier, J. Jacobson, G. Willhite, K. Hassel, D. Mack, M. Kroulik, and S. Kjono.

Staff members present were J. Carlson, L. Coleman, and D. Littlefield.

Quorum was established with 15 voting members present.

J. Carlson requested that an agenda item be added to New Business to review and approve the plan for the Transportation Program's lease of buses. J. Duckstad moved to approve the Consent Agenda, which included the current agenda (with addition of 12-I), August 2, 2021 Executive Committee Meeting Minutes (Bethel Facility Funding), status report, financial report, First Book grant request to provide books for families to encourage reading, and Hindi's Library grant request to provide books for families to encourage reading. Seconded by M. Kroulik. Motion carried.

J. Carlson reviewed details of the Bethel Facility Funding grant request that the Executive Committee approved on August 2. The funding will be used to renovate the existing facility so that Head Start services can move from Rogers, MN to Bethel, MN. T. Anderson moved to approve the Executive Committee report. Seconded by D. Svaren. Motion carried

Treasurer J. Duckstad reported that the fiscal documents were reviewed on July 8 and August 5 and were in order.

J. Carlson presented the Chief Executive Officer report.

- A Fournet building update was provided.
 - Lighting and ceiling vendors are continuing their installations.
 - The delay with the elevator may push our move to the end of September. The vendor has a target date of mid-August to begin the installation.
- As per new CDC guidance, masks will be strongly recommended in the Tri-Valley Administrative Office beginning August 11.
- J. Carlson shared a photo depicting Denny DeMers and Jason burning the Weatherization Program's mortgage paperwork as it is now paid in full.

S. Peterson moved to accept the Chief Executive Officer report. Seconded by M. Kroulik. Motion carried.

S. Vonesh and L. Coleman provided highlights from the first Policy Council meeting of Migrant and Seasonal Head Start/Early Head Start. Highlights included:

- Tommy Sheridan, Deputy Director of the National Head Start Association, who is originally from Minnesota, is planning a site visit this summer to the Glencoe center
- The Worthington center closed permanently as they were unable to identify and enroll enough children and families to remain open. There was only one child enrolled for half days and there were seven staff.
- A new center will be opening in Bethel, MN upon completion of facility renovations, after which the Rogers, MN center will close. An analysis of the move identified that a majority of families live closer to Bethel than Rogers so the move will decrease transportation costs. All staff from the Rogers site will move to Bethel.

G. Willhite moved to accept the Head Start, Child and Families Programs report. Seconded by S. Kjono. Motion carried

J. Carlson shared correspondence received to include a thank you note from the family of John Gerszewski, a former Tri-Valley Board member who passed away suddenly.

Board approval was requested for a resolution to amend the 401(k) Profit-Sharing Plan. The amendment will change salary reduction eligibility from 2 months to 60 days. The change is necessary due to conflicts between the Tri-Valley and Mutual of America systems. M. Kroulik moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested for the Family Homeless Prevention and Assistance Program (FHPAP) resolution that authorizes Tri-Valley Opportunity Council, Inc. to administer funds in the amount of \$373,200 made available through the Minnesota Housing Finance Agency Family Homelessness and Prevention and Assistance in the counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater, and Roseau in Minnesota. D. Svaren moved to approve. Seconded by T. Anderson. Motion carried.

J. Carlson reviewed the results of the Community Services Block Grant & Minnesota Community Action grants review conducted in May 2021. The results were positive and no action items were identified.

J. Carlson reviewed the final monitoring review results of the COVID-19 Housing Assistance Program. No unresolved concerns or issues were identified and documentation requirements were met. No additional action is required.

Board approval was requested for the Tri-Valley lease of office space in the Polk County Human Service Center from August 1, 2021 to December 31, 2025. J. Duckstad moved to approve. Seconded by M. Kroulik. Motion carried.

Board approval was requested of the basic terms of the proposed switch to paid time off (PTO) from the current vacation and sick leave policy. Approval will direct J. Carlson to work with the Tri-Valley management team to create policy that aligns with the basic terms for full approval in September. S. Peterson moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested for a change to the current holiday policy beginning in 2022 that will replace Good Friday with Juneteenth on the Tri-Valley holiday schedule. A floating holiday will be added for all regular staff. D. Svaren moved to approve. Seconded by M. Kroulik. Motion carried.

J. Carlson reviewed information for Board training available via the MinnCAP website. The Board is invited to view the training video at 6:00 p.m., September 14, prior to the regular Board meeting.

Board approval was requested to authorize J. Carlson to sign the Transportation Programs' lease of buses that is necessary due to the delay in delivery of 6 buses that were ordered for the program in 2020 and 2 that were ordered in 2021. With assistance from MnDOT, Tri-Valley will lease buses from a local dealership that offers a 12-month lease. The lessor will be Santander Bank. M. Kroulik moved to approve. Seconded by J. Duckstad. Motion carried.

The next meeting of the Board of Directors will be September 14, 2021, 6:30 p.m.

S. Peterson moved to adjourn the meeting. Seconded by J. Duckstad. Adjourned at 7:50 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL