



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
October 13, 2020

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

Board members present were G. Burris, G. Willhite, S. Peterson, D. Diedrich, S. Vonesh, J. Gerszewski, H. Bawzer, T. Anderson, L. Hall, S. Kjono, J. Bachmeier, C. Spisak, N. Myers, M. Gunderson, D. Svaren, D. Mack, J. Duckstad, and M. Kroulik.

Staff members present were J. Carlson, C. Pic, M. Hedden, and D. Littlefield.

Quorum was established with 18 voting members present.

D. Diedrich moved to approve the Consent Agenda, which included the current agenda, September 8, 2020, meeting minutes, August 1, 2020, Executive Committee meeting minutes, September 17, 2020, Executive Committee Meeting Minutes (Early Head Start Expansion Grant Request), and September 17, 2020, Executive Committee Meeting Minutes (Tri-Valley 401(k) Draft Audit), Financial Report, and Status Report. Seconded by G. Burris. Motion carried.

D. Diedrich reported that the Bremer Bank statement was reviewed and is in order.

J. Carlson presented the Chief Executive Officer report.

- Jean Christensen with Wipfli is planning to retire and we will be assigned a new auditor.
- The house in Red Lake Falls has a signed, purchase agreement in place. The house in Warren has been listed with a realtor.
- MnDOT met with the Crookston City Council regarding the downtown, cobblestone sidewalks as they are not ADA compliant. A study is planned on downtown traffic that may include the existing Tri-Valley building due to the dangerous, Hwy 2 corner.
- Wipfli performed a cyber security audit for Tri-Valley and we were presented a rating of A- (a security posture of 90%).
- J. Evers is currently working on the Fournet building, ground floor façade, which, when completed, will be floor to ceiling glass. Since sheet metal work is not yet complete, certain projects cannot begin (e.g. low voltage wiring, sprinkler system).

J. Duckstad moved to accept the Chief Executive Officer report. Seconded by D. Mack. Motion carried.

J. Carlson presented the Head Start, Child and Family Programs report.

- Melody Hedden, the Head Start Assistant Director of Program Services, provided Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training to the Board.
- The Information Memorandum – Fiscal Year 2021 Monitoring Process for Head Start and Early Head Start Grantees was presented. The Improving Head Start for School Readiness Act of 2007 requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds. As a result of the COVID-19 pandemic and public health emergency, all monitoring reviews for the 2020–2021 school year will be conducted virtually. This decision was based on two principles that have driven OHS's decisions and guidance to programs throughout this period: (1) taking decisive actions to support each program's success and (2) keeping the safety of children and staff paramount.
- Stephanie Vonesh shared information from the September 12, MSHS/MSEHS Policy Council meeting. Highlights included:
  - It was the first meeting with newly elected Policy Council members.
  - There was a lot of information and discussion regarding Covid-19 and how Tri-Valley has implemented processes and PPE-wearing to keep families safe. The PC members requested some specialized Covid-19 training so Laurie will ask Cindy Boudreaux, the Health Services Manager, if she can develop and present this at a meeting.
  - Election of officers will be held remotely.
  - At the Federal level
    - The National Migrant and Seasonal Head Start Association (NMSHSA) has requested \$350M to support migrant and seasonal programs.
  - At the State level
    - Governor Waltz has extended Minnesota's COVID-19 peacetime emergency so that the state will continue to have flexibility in responding to issues from the pandemic.
    - MN Department of Health has updated their decision tree for people in schools, youth, and child care programs. The purpose of the decision tree is to provide a guide to if a child, student, or staff person is experiencing COVID-19 symptoms.
    - MN Department of Health have started provided free Covid-19 testing for school teachers and licensed child care centers (which our Head Start centers are considered to be). If a person from our staff does not have health insurance or cannot afford a test they can request one from MN Dept. of Health, who will mail them a test kit. If a staff member requests a test kit, they will have to stay home until after the test results come back. It's recommended that staff get tested through their normal health provider rather than from MN Department of Health because results from the mailed kits take much longer.
- Stephanie Vonesh shared information from the October 12, HS/EHS Policy Council meeting. Highlights included:
  - It was the first meeting with newly elected Policy Council members.
  - Juanita Wilkes has been participating in the interviews for the replacement Executive Director of the MHSA. Her final MHSA quarterly meeting will be Tuesday morning (today).

- MHSA has been meeting monthly to discuss Covid-19 happenings at all the centers throughout the state. They are implementing new, mandatory reporting for centers. This keeps our staff very busy.
- We are limiting the number of people coming in and out of centers and number of staff going in and out of classrooms to limit exposures.
- Currently home-based visits with families are being held outside. Once weather will not permit this, the home visitor will meet with each family to discuss how they want to do visits, based on their and the staff's comfort level.
- The election of officers was held except for the Ad Hoc to the Board, which will occur at the next meeting to allow those who could not attend this meeting the opportunity to run for that position.

L. Hall moved to approve the Head Start, Child and Family Programs report. Seconded by N. Myers. Motion carried.

Board approval was requested to apply for the Caring Companion Program grant request in the amount of \$1.00 per hour of services from January 1, 2021, to December 31, 2023, to help offset various administrative, training, orientation, and volunteer and staff travel mileage reimbursement costs. There are 7 separate grant requests; 1 each for the counties of Roseau, Red Lake, Norman, Marshall, Mahnomen, Lake of the Woods, and Kittson. S. Peterson moved to approve the 7 grant requests. Seconded by J. Duckstad. Motion carried.

Board approval was requested to apply for the Office of Justice Programs, Stop School Violence Program grant request in the amount of \$719,439 for 36 months to provide training on preventing violence in our area schools. D. Diedrich moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Office of Justice Programs, Stop School Violence Program grant request in the amount of \$698,334 for 36 months to develop threat assessment and intervention teams in area schools. J. Gerszewski moved to approve. Seconded by J. Bachmeier. Motion carried.

J. Carlson requested Board ratification of the Tri-Valley benefit renewal. The dental renewal has a 4% premium increase. The vision renewal has no change from 2020. The Life/LTD renewal will move to The Standard and we are adding 9, 10, 11 months (30+ hours to be included with 12 months and 30+ hours for Tri-Valley will be paid Life/LTD). G. Burris moved to approve ratification. Seconded by D. Mack. Motion carried.

Board approval was requested to make a temporary change to our Vacation Cash-In policy so that staff would be allowed to perform a one-time cash-in of up to 40 hours of accrued vacation on top of the 40 hours normally allowed. This change would be effective only through the end of 2020. The previous temporary change to the policy requiring 5 days of vacation having been taken in 2020 would still apply. J. Bachmeier moved to approve. Seconded by J. Gerszewski. Motion carried.

J. Carlson shared his investigation into savings and investment options that would allow Tri-Valley to accrue more interest on existing account(s) than what we currently accrue. After careful examination, there were no viable options available to us.

J. Carlson requested Board ratification of the Employee Compensation Cap, a Head Start requirement, that attests that there are no employees in Tri-Valley that are being paid close to or above the Employee Compensation Cap of \$178,700 (inclusive of fringe benefits) as published in Office of Head Start Program Instruction, ACF-PI-HS-05-01. G. Burris moved to approve ratification. Seconded by J. Duckstad. Motion carried.

The Board of Directors completed self-evaluation forms and returned them to D. Littlefield.

The next meeting of the Board of Directors will be in conjunction with dinner at the Crookston Eagle's Club on Tuesday, December 8, 2020.

G. Burris moved to adjourn the meeting. Seconded by D. Diedrich. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL