



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 8, 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 and remotely via Microsoft Teams.

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

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

Quorum was established with 15 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, October 13, 2020 meeting minutes, and Status Report. Seconded by L. Hall. Motion carried.

J. Duckstad moved to approve the Financial Report. Seconded by D. Diedrich. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- Polk County, Low-Income Sector representative, John Gerszewski, has resigned from the Tri-Valley Board of Directors.
- Jason attended a webinar for the Stop School Violence grant. All but one school in the NW Council of Collaboratives 8 county area have confirmed their participation in the program thus far.
- Regarding the Fournet building renovation:
 - Materials for the glass storefront are in and the frame is being cut.
 - A contractor has been selected to install the steel for the skylight.
 - The third floor ceiling demo is progressing.
 - They have discovered nice, original framing in the old ballroom section that they may decide to keep exposed.
 - Even though sheet metal work is not yet complete, electrical and sprinkler system installation has begun.

G. Willhite moved to accept the Chief Executive Officer report. Seconded by M. Gunderson. Motion carried.

S. Vonesh shared information from the October 24 and November 21, MSHS/MSEHS Policy Council meetings and the November 2, HS/EHS Policy Council meeting. Highlights included:

- L. Coleman Laurie is participating on a Parent Aware committee to identify safe sleep criteria for infants (e.g., pacifiers cannot be attached to anything; no heavy clothing).
- L. Coleman is a current member of the Early Child Reform Committee and they are meeting to discuss topics such as COVID-19 and how families are being affected, and distance-learning challenges for non-English speaking families.
- Tri-Valley Head Start staff attended the NMSHSA Virtual School Readiness Institute on November 17-19. Of all the RXII Head Start programs nation-wide, Tri-Valley's program was the only one who has remained open and offered a distance learning option during the pandemic. Although some classrooms had to close, we did not have to close the entire program and served 72% of our goal, which is very good under the circumstances.
- MHSA has worked with the State of Minnesota to bring COVID-19 saliva testing to our centers. Starting next week, our existing COVID RNs will perform testing of staff onsite, mail them in, and have results in 24-48 hours. The state has provided enough supplies to perform testing two times.

J. Carlson echoed comments about the staff performing remarkably well during the pandemic and was proud of Tri-Valley Head Start staff for achieving something no other NMSHSA program has been able to accomplish.

J. Carlson reviewed correspondence that was provided to the Foster Grandparent / Caring Companion Programs Advisory Council, who has been unable to meeting in person due to the COVID-19 pandemic. Highlights included:

- The Recognition Event has been postponed until the spring of 2021.
- Caring Companions have been advised that, if they or the client are high risk or vulnerable to the COVID-19 virus, they suspend their visits to reduce the risk to themselves and/or the client. On March 27th, we called our Companions to ask them to halt services due to the stay at home order issues by Governor Walz. We have started to have a few Companions slowly start to see their clients, but a vast majority are still not comfortable restarting their volunteerism at this time. We have several who have started with running errands for their client or dropping off food/supplies for them on the doorstep. Monthly hours were going up, but in the last month, hours have dropped significantly as the spread of the virus has picked up locally again.
- Many of our school districts have made the decision to not allow volunteers of any kind (Foster Grandparents, community members or even parents) into their site for the near future.
- The program ordered iPads with a SIM card so that even if the volunteer does not have internet at home, they are still able to utilize the connectivity. We are setting up a plan with the school districts that have volunteers so our Grandparents will be able to log into Zoom and still help kids.
- We are still working on getting the ND Foster Grandparent up and running. We currently have roughly 10 people in varying stages of the on-boarding process.

Board approval was requested to apply for the U.S. Department Of Health and Human Services, Administration For Children and Families - Head Start, Child and Family Programs – Federal Migrant and Seasonal Head Start and Early Head Start grant request in the amount of \$10,995,872 from April 1, 2021 to March 31, 2022 to provide migrant and seasonal Head Start services for 635 preschoolers, infants, toddlers, and pregnant women of farm workers and their families. Program design, contracts, and the organizational chart for the 2021-2022 program year were also reviewed and approval requested. S. Peterson moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the USDA Farm to School Turnkey grant request in the amount of \$50,000 (maximum amount) for 1 year to conduct a central kitchen feasibility study. Child Nutrition Services strives to serve all children delicious, nourishing, and culturally diverse meals. Financial, staffing, and other challenges make this difficult to achieve. The USDA Farm to School Grant would allow us to contract with a professional to complete a Central Kitchen Feasibility Study. A central kitchen is a facility that consolidates processing and cooking for school meals at one site, thereby increasing economies of scale and efficiencies. Prepared food (fresh, cooled, and/or frozen) is then transported to individual school kitchens for portioning, heating, and serving. Benefits of a feasibility study would allow us to look at how a central kitchen would alleviate some of the many barriers our food service department have been struggling with that has had an impact on the quality and cost of food we serve and the health of our children. S. Peterson moved to approve. Seconded by J. Bachmeier. Motion carried.

Board approval was requested to apply for the Justice for Migrant Women & Hispanics in Philanthropy, Relief for Farmworkers grant request in the amount of \$25,000 for 4 months (December 1, 2020 – April 1, 2021) to support relief efforts by providing food, emergency financial support, diapers, formula, and other resources that meet the basic needs of farmworker. G. Willhite moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson presented a response letter received from the Minnesota Department of Commerce confirming that the information provided by Tri-Valley's Energy Assistance Program for the Department of Commerce's FFY2020 audit is considered satisfactory.

Board approval was requested to approve the updated Transportation Program, 2021 Bus Purchase Resolution that authorizes the purchase of one, Class 400 transit bus from North Central Bus Company in the approximate amount of \$95,000. D. Diedrich moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested for the updated Transportation Program, FTA and FMCSA Drug and Alcohol Program Policy. G. Burris moved to approve. Seconded by J. Bachmeier. Motion carried.

Board approval was requested to support the three, MinnCAP 2021 State Priority Policies.

1. Protect the Minnesota Community Action Grant
2. Provide COVID-19 Emergency Relief

3. Support Moving Minnesotans Out of Poverty

G. Willhite moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson informed the Board that there are no changes to the Americans with Disabilities Plan.

J. Carlson presented the Telephonic Connection and Meal Allowance Reimbursement Policy. If Board members would like to receive $\frac{1}{4}$ per diem and/or telephonic connection reimbursement, they are to sign the Telephonic Connection and Meal Allowance Reimbursement Policy and return to D. Littlefield. If requesting to be reimbursed for the Telephonic Connection for 2021, they must also provide a copy of a monthly telephone bill to D. Littlefield.

The next meeting of the Board of Directors will be January 12, 2021, 6:30 p.m.

G. Willhite moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL