



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 14, 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, G. Willhite, D. Mack, M. Kroulik, and S. Kjono.

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

Quorum was established with 13 voting members present.

M. Kroulik moved to approve the Consent Agenda, which included the current agenda, August 10, 2021 meeting minutes, August 20, 2021 Executive Committee meeting minutes (Head Start, Bethel center renovations), September 7, 2021 Executive Committee meeting minutes (new transportation services), status report, and financial report. Seconded by D. Svaren. Motion carried.

J. Carlson reviewed details of the Bethel center renovations grant request that the Executive Committee approved on August 20 and the MnDOT Transit New Services Resolution that the Executive Committee approved on September 7.

Treasurer J. Duckstad reported that the fiscal documents were reviewed and were in order.

J. Carlson presented the Chief Executive Officer report.

- A Fournet building update was provided.
 - The elevator company is expected to start installation of the rails on September 28-29. Unavailability of a circuit board chip is main cause of the delay, per the company. They are expected to complete elevator installation on November 5.
 - Sprinkler system installation is nearing completion.
 - Drywall work is continuing.
 - Jeff Evers has been asked to provide a plan with target dates for incomplete items, using November 10 as the Tri-Valley move-in date.
- An Agassiz Townhomes update was provided.
 - Trees have been ordered.
 - JLG has been working with the furnace manufacturers on the furnace issue.
- Tri-Valley has been in communications with the City of Crookston regarding the existing Tri-Valley building. Per the city, MnDOT has expressed interest in contributing to the restructuring of the corner adjacent to the building. Tri-Valley would like to keep part of the parking lot for employee parking.

G. Willhite moved to accept the Chief Executive Officer report. Seconded by D. Mack. Motion carried.

S. Vonesh and L. Coleman provided highlights from August 21st, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- The 2021 Fall Leadership Conference originally to be held in Washington DC on September 20-23 has now been switched to virtual. Laurie will be part of a panel to discuss equity for pregnant women and the 0-3 population.
- Laurie Coleman attended a Parent Aware meeting during which ideas were discussed on how to increase the number of child care providers in the area.
- Minnesota Head Start Association (MHSA) has been organizing roundtables to discuss how COVID-19 will affect the fall startup of Head Start services and what safety measures should be put in place.
- Pamela Brinson, Tri-Valley's, RXII Program Specialist located in Washington, DC, held a virtual visit on August 23-26 to discuss RXII Head Start. The visit provided us with an opportunity to show her all the awesome work Tri-Valley is doing for kids and families. Following the Policy Council members' meeting with her on Wednesday, August 25, Ms. Brinson provided feedback that she very impressed with how passionate, forthcoming, and well-informed the parents were of Head Start services.

J. Duckstad moved to accept the Head Start, Child and Families Programs report. Seconded by D. Svaren. Motion carried

Board approval was requested for the USDA Child and Adult Care Food Program (CACFP) grant request in the amount of \$235,532.46 from October 1, 2021 to September 30, 2022 for reimbursement of meals served as part of the CACFP. M. Kroulik moved to approve. Seconded by T. Anderson. Motion carried.

Board approval was requested for the Transportation Resolution for 2022 Capital Equipment. The resolution will provide funding to purchase a 4-post lift to use in the mechanical shop when repairing buses. D. Svaren moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested for the Tri-Valley Head Start/Early Head Start COVID-19 Vaccination and Testing Policy. Highlights of the policy included:

- Center staff must show proof of vaccination and provide monthly COVID-19 test results to assigned COVID RN or Human Resources. If a staff member chooses not to provide proof of COVID-19 vaccination, the staff member will be required to provide bi-weekly COVID-19 test results.
- The Health team will schedule bi-weekly testing at all centers.
- All other staff must show proof of vaccination and participate in COVID-19 testing prior to center visits. Staff that have regular scheduled center visits must participate in COVID-19 testing monthly if vaccinated and bi-weekly if unvaccinated.
- Staff can participate in the scheduled testing at a center or order a home test through Minnesota Department of Health. <https://learn.vaulthealth.com/state-of-minnesota/>
- Staff will be paid for time (1 hour max), and mileage (30 miles max) to get vaccinated.
- If an employee fails to submit required test results, the employee will not be permitted to work until this information is submitted to the COVID RN/Human Resources. If after two weeks the

employee has not submitted required test results, employment with Tri-Valley will be terminated. Repeated failure to submit test results in a timely manner may also result in disciplinary action.

D. Svaren moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the 2022 Health Insurance Plan renewal. Medica will be Tri-Valley's new insurance partner. The plan's priority is to ensure rates are affordable for staff and dependent children. S. Peterson moved to approve the 2022 Health Insurance renewal. Seconded by M. Kroulik. Motion carried.

J. Carlson reviewed dental and vision benefits for 2022. The benefits will remain the same with typical inflationary increases (7% increase for dental and 4% for vision). J. Duckstad moved to approve the 2022 dental and vision benefits renewal. Seconded by L. Hall. Motion carried.

Board approval was requested for the 2021 PTO Policy. D. Svaren moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested for the Staff Attendance Policy. J. Duckstad moved to approve. Seconded by M. Kroulik. Motion carried.

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

M. Kroulik moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL