



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
October 12, 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, M. Kroulik, N. Myers, and S. Kjono.

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

Quorum was established with 13 voting members present.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, September 14, 2021 meeting minutes, October 6, 2021 Executive Committee meeting minutes, status report, and financial report. Seconded by M. Kroulik. Motion carried.

Amy Finch, Crookston City Administrator, shared that the City of Crookston, Polk County, and MnDOT leaders met on Monday, October 11 about the corner of Robert Street and Broadway and the recent pedestrian accident that occurred there. The focus that came out of the meeting was trying to find a short-term, temporary solution while discussions continue on additional measures that can be taken and how that will be incorporated in the completion of the upcoming MnDOT corridor study. One option is the closing of the right turn-only lane on Robert Street either with paint or another method and converting the left lane to a combination turn and through lane. This would create a buffer, especially for larger vehicles, that are making a right turn. The Tri-Valley building and how close it is to the street was also discussed.

J. Carlson reviewed details of the 401(k) Salary Deferral and Match Plan audit report that the Executive Committee approved on October 6, 2021.

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

J. Carlson presented the Chief Executive Officer report.

- An email has been sent to Tri-Valley staff with suggested precautions to be taken when crossing the intersection of Robert Street and N. Broadway.
 - Staff is encouraged to stay away from the curb as they wait to cross Broadway. When long trailers turn on to Broadway, the rear wheels have a tendency to jump the curb. Standing directly on the north side of the street light post is the safest place to be.
 - When you do cross the road, try to make eye contact with drivers turning left and look for any cars turning right.
- A Fournet building update was provided.
 - The elevator company reported that the required part remains on order.

- Sprinkler system work is almost complete.
- Drywall work is continuing.
- HVAC installation is complete and only needs to be connected to electrical.

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

S. Vonesh provided highlights from the September 18, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- Laurie Coleman shared highlights of the FY2022 budget reconciliation package that was sent to the House of Representatives on September 10. The bill provides more than \$450B for universal pre-K for three- and four-year olds and a major expansion of child care subsidies aimed to reduce or eliminate costs for families (no family would pay more than 7% of their income and many families would pay nothing). This would be the most significant expansion of early childhood education our nation has ever seen.
- The RSV virus in infants and toddlers has been an issue in some centers. Some classrooms have had to temporarily close.
- Laurie is on the Minnesota Children’s Cabinet who has been discussing how to get families on board with understanding the importance of COVID-19 vaccines.

S. Vonesh provided highlights from the October 11, Head Start/Early Head Start Policy Council meeting. Highlights included:

- It was the first Policy Council meeting for this Program Year.
- Laurie Coleman shared the same highlights of the FY2022 budget reconciliation package that she had shared to the MSHS/MSEHS Policy Council at their September meeting.
- Minnesota Head Start Association is pursuing funding opportunities for:
 - Pathway II to expand services from the current three- to five-year olds to zero- to five-year olds.
 - Additional EHS slots.
 - Additional dental providers that accept MA (medical assistance).
 - Increasing teacher salaries.
- Laurie provided Policy Council training to the new members.
- New officers were elected.
- Until further notice, future Policy Council meetings will be held 100% remotely via Microsoft Teams.

J. Carlson presented the Information Memorandum – Supporting the Wellness of All Staff in the Head Start Workforce.

Melody Hedden, the Head Start Assistant Director of Program Services, provided Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training to the Board,

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

Board approval was requested for the 401(k) Plan Amendment Resolution. The amendment adds the following paragraph at the end of Section 1.4 of the 401(k) plan:

“Notwithstanding any other provision in this Plan to the contrary, Compensation, for the purposes of Section 2.6 of this Plan Document, shall mean a Participant’s salary, wages and other Compensation reportable by the Employer for federal income tax purposes on Form W-2 for the calendar year ending within the Plan Year.”

J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the MN Department of Human Services Response Letter that confirmed the Caring Companion program is in compliance with Minnesota Statute Chapter 245D.

Board approval was requested for the 2022 Holiday Policy Revision that addresses changes to the floating holiday. The revision to the policy states that employees must get approval from their direct supervisor prior to taking a floating holiday, following their program/department’s request for time off procedures.

M. Kroulik moved to approve. Seconded by N. Myers. Motion carried.

Board approval was requested that Tri-Valley will comply with Head Start or other state or federal vaccine mandates. J Carlson is directed to ensure Tri-Valley is in compliance with funding source requirements and/or to avoid government fines regarding COVID-19 vaccines.

T. Anderson moved to approve. Seconded by M. Kroulik. Motion carried.

Board approval was requested for the Transportation Program, 2021 Bus Purchase Resolution that authorizes the purchase of two Class 400 transit buses from North Central Bus Company in the approximate amount of \$190,000.00, total bus price.

D. Svaren moved to approve. Seconded by M. Gunderson. 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 December 14, 2021, 6:00 p.m., at the Crookston Eagles Club.

S. Peterson moved to adjourn the meeting. Seconded by J. Duckstad. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL