



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 14, 2021

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. at the Eagles Club, Crookston, MN.

Board members present were S. Peterson, S. Vonesh, L. Hall, M. Gunderson, J. Duckstad, T. Anderson, D. Svaren, J. Bachmeier, M. Kroulik, N. Myers, S. Kjono, H. Bawzer, D. Mack, K. Hassel, and MaryAlex Ibanez.

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

Quorum was established with 14 voting members present.

D. Mack moved to approve the Consent Agenda, which included the current agenda, October 12, 2021 meeting minutes, October 22, 2021 Executive Committee meeting minutes (Public Transit Grant Program), November 5, 2021 Executive Committee meeting minutes (990 and 990-T), November 8, 2021 Executive Committee meeting minutes (PTO Policy), status report, and financial report. Seconded by J. Duckstad. Motion carried.

J. Carlson reviewed details of the Public Transit Grant Program that the Executive Committee approved on October 22, 2021, the 990 and 990-T that the Executive Committee approved on November 5, 2021, and the PTO Policy that the Executive Committee approved on November 8, 2021.

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

J. Carlson presented the Chief Executive Officer report.

- NHSA has invited Tri-Valley to apply for the National Head Start Association's Program of Excellence Accreditation. This accreditation recognizes and supports the outstanding performance of Head Start grant recipients across the country. This designation is earned by programs that consistently demonstrate excellence in program management and service performance and continually support the achievement of robust outcomes for children birth to five years old, pregnant people, families, and the communities where they live. The accreditation will take a lot of work but it will be worth it.
- The Office of Head Start has revised the Head Start Program Performance Standards to incorporate staff vaccination and universal masking requirements.
 - All Head Start staff must be fully vaccinated or have an approved exemption by January 1, 2022.
 - Those staff with approved exemptions must produce a negative COVID-19 test result at least once a week to remain in the classroom or work directly with children.

- A plan is in place to repair the Agassiz Townhomes furnace issue. The plan includes improvements with the pipes, exhaust, and intake.
- The elevator installation in the Fournet building has been delayed. The move from the old building has been rescheduled for April 2022.

L. Hall moved to accept the Chief Executive Officer report. Seconded by N. Myers. Motion carried.

S. Vonesh provided highlights from the November 1, 2021 Head Start/Early Head Start Policy Council meeting and the December 11, 2021 Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- NHSA and Regional Head Start Associations have submitted a request to the US Department of Health and Human Services, Administration for Children and Families asking for continued flexibility for the following due to persistent challenges caused by the COVID-19 pandemic:
 - Enrollment checks and under enrollment plans
 - In-person monitoring
 - Ability to shift program options as needed to align with staffing or family attendance issues
 - Ability to hire staff on a provisional basis until they get their degree
- A request has been submitted to the Office of Head Start that Head Start eligibility be expanded to include families that receive SNAP benefits.
- We have requested more COVID-19 test kits from the Minnesota Department of Health so that our centers can increase the frequency of testing for staff.
- A few classrooms have had to close temporarily due to short staffing caused by positive COVID-19 tests

S. Peterson moved to accept the Head Start, Child and Family Programs report. Seconded by M. Kroulik. Motion carried.

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 \$11,433,769 from April 1, 2022 to March 31, 2023 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 2022-2023 program year were also reviewed and approval requested. J. Duckstad moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Family, Friend and Neighbor (FFN) child care providers grant request in the amount of \$80,000 from March, 2022 to September 30, 2023 to provide technical assistant and support to persons providing FFN care or interested in providing FFN care. The project will include training, financial support (mini grants), home visits, and school readiness activities.

D. Svaren moved to approve. Seconded by M. Kroulik. Motion carried.

Board approval was requested to apply for the Minnesota Housing, CERA (COVID-19 Emergency Rental Assistance) Program Field Partner grant request in the amount of \$48,000 from January, 2022 to June, 2022 to market the CERA Program, provide outreach to community partners, support to landlords, and application assistance for RentHelpMN.

L. Hall moved to approve. Seconded by D. Mack. Motion carried.

Tri-Valley is considering the possibility of adopting some form of company-wide COVID-19 testing practice. Board members affirmed that J. Carlson should pursue options for this potential action. The topic will be discussed at greater length at the January 2022 Board meeting.

J. Carlson requested Board approval for the long-term compensation payout of Head Start, Child and Family Programs employee V.Z., who resigned effective November 12, 2021. M. Kroulik moved to approve. Seconded by S. Peterson. Motion carried.

MnDOT has closed the right lane for traffic that turns onto N. Broadway from E. Robert Street, which has improved the safety of the corner. The City of Crookston will wait for the results of the MnDOT Hwy 2 Corridor Study (expected to be complete in July 2022) before making any decisions on the 102 N. Broadway building.

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 2022 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 11, 2022, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 6:50 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL