



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 11, 2022

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, T. Anderson, J. Bachmeier, M. Kroulik, N. Myers, S. Kjono, H. Bawzer, D. Mack, K. Hassel, J. Jacobson, G. Willhite, and C. Spisak.

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

Quorum was established with 14 voting members present.

T. Anderson moved to approve the Consent Agenda, which included the current agenda, December 14, 2021 meeting minutes, status report, and financial report. Seconded by J. Jacobson. Motion carried.

Prior to the meeting, Treasurer J. Duckstad reported the fiscal documents have been reviewed and were in order.

J. Carlson presented the Chief Executive Officer report.

- A status update of the Fournet building included:
 - The back stairs are being built.
 - After the sprinklers are installed in the back stairs area, the fire suppression system work can be completed.
 - The painting is nearing completion.
 - The elevator is in the approval stage with the new company. The elevation shaft design will need to be revised to accommodate the company's standards.
- The repair of the Agassiz Townhomes furnace issue continues to be addressed. The plan includes potential improvements with the pipes, exhaust, and intake.
- J. Carlson toured the building in Bethel, MN that will house the new Head Start center. The State of MN has approved the remodel/construction and we are awaiting final approval from the City of Bethel.
- J. Carlson joined T. Anderson at a Care & Share / community partners meeting on January 11. The Care & Share staff and board are very engaged to ensure the success of their programs and Tri-Valley is continuing to support their mission.

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

S. Vonesh provided highlights from the January 3, 2022 Head Start/Early Head Start Policy Council meeting. Highlights included:

- Laurie Coleman reviewed the revisions to the Office of Head Start Program Performance Standards that incorporate staff vaccination and universal masking requirements.
 - All Head Start staff must be fully vaccinated or have an approved exemption by January 31, 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.
 - Any new hires after January 31, 2022 must be fully vaccinated or provide an approved exemption or they will be considered not qualified for the position.
 - Some Head Start collaborations with local schools may have issues with the new Office of Head Start Program Performance Standards requirements for vaccines and masking. Ada and Crookston schools will not have issues complying at this time; however, Fisher school may not be able to comply. Their school board meets January 18 to discuss.
 - Head Start processes and policies were reviewed and approved.
- M. Kroulik moved to accept the Head Start, Child and Family Programs report. Seconded by S. Peterson. 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 Head Start and Early Head Start grant request in the amount of \$3,274,329 from May 1, 2022 to April 30, 2023 to provide Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families to enhance children’s growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health, and nutritional services, and link children and families to needed community services. Program design, contracts, and the organizational chart for the 2022-2023 program year were also reviewed and approval requested. N. Myers moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the determination letter from the MN Department of Education, Early Learning Scholarship FY21 Pathway I monitoring review. The monitoring results were determined as satisfactory.

Tri-Valley implemented a Vaccination, Testing, and Face Covering Policy on January 10 and is in compliance with the OSHA Vaccination and Testing Emergency Temporary Standard.

- J. Carlson, HR Director, A. Peterson, and Head Start Director, L. Coleman are currently reviewing COVID-19 vaccination exemption requests.
- For staff with approved exemptions who will require weekly COVID-19 testing:
 - If the testing is not proctored, the reliability of the tests are questionable.
 - Since Tri-Valley supplied/proctored COVID-19 testing is not feasible at this time, those staff requiring weekly testing will need to be responsible for their own weekly, proctored testing and results reporting to Vaccine Verifier.
 - Staff can order a home test through the Minnesota Department of Health at <https://learn.vaulthealth.com/state-of-minnesota/>.

The company that has been leasing the Tri-Valley property in Apple Valley, MN has requested to be released from the contract. J. Carlson will work with Coldwell Banker Burnet to assess if it is more beneficial to find a new renter or sell the property. Board approval was requested to list

the property for sale with Coldwell Banker Burnet if the assessment determines is it more advantageous to Tri-Valley to do so. J. Jacobson moved to approve. Seconded by D. Mack. Motion carried.

J. Carlson reviewed the Emergency Succession Plan, which is in place for contingencies due to the disability, death, or departure of the Chief Executive Officer. In the unlikely event of an untimely vacancy, the Emergency Succession Plan facilitates the transition to both interim and long-term leadership. There were no changes to the plan. M. Kroulik moved to approve. Seconded T. Anderson. Motion carried.

The next meeting of the Board of Directors will be February 8, 2022, 6:30 p.m.

M. Kroulik moved to adjourn the meeting. Seconded by D. Mack. Motion carried. Adjourned at 7:20 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL