



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
March 8, 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, H. Bawzer, J. Jacobson, G. Willhite, J. Duckstad, M. Gunderson, C. Spisak, D. Svaren, S. Kjono, and M. Ibanez.

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

Quorum was established with 13 voting members present.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, February 8, 2022 meeting minutes, status report, and financial report. Seconded by T. Anderson. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- There have been multiple showings of the Apple Valley property that is for sale.
- The management team has begun to review opportunities for improvements for observations made during the May 2020 Wipfli Culture Study, an action that had been postponed due to the COVID-19 pandemic. One priority is to improve recognition of frontline staff.
- Significant progress on Fournet building renovations has been temporarily curtailed due to illness.

J. Jacobson moved to accept the Chief Executive Officer report. Seconded by M. Gunderson. Motion carried.

S. Vonesh provided highlights from the March 7, 2022 Head Start/Early Head Start Policy Council meeting. Highlights included:

- We are waiting for budget approvals for the Build Back Better funding.
- NHSA has invited Tri-Valley to apply for the National Head Start Association's Program of Excellence Accreditation. Only 9 centers across the US have been invited to apply, including Tri-Valley. The submission of accreditation documents are in progress.
- State funding for Region V Head Start programs may be short so this may affect our state slots. We may lose a slot.
- We are experiencing somewhat severe staffing shortages, especially at the Crookston center.
- The Policy Council received Education and Disability Services Area training.

J. Carlson reviewed a notice from the Office of Head Start informing us that the CLASS review has been cancelled for FY2022.

H. Bawzer moved to accept the Head Start, Child and Family Programs report. Seconded by L. Hall. Motion carried.

Marley Melbye provided a Senior Program report. Highlights included:

- The Caring Companion program currently has 37 clients.
- The Foster Grandparent program has 59 volunteers, 40 of which are currently volunteering. Many volunteers are not willing to serve due to the risk of COVID-19 and many sites are unable to accept volunteers due to school guidelines (e.g., not allowing non-essential people in the facility).
- iPads have been integrated into the Foster Grandparent program. We have been hosting volunteer in-service trainings and gatherings via iPad technologies.
- A pen pal program with nursing home residents has been implemented.
- Two volunteers for the Foster Grandparent program in North Dakota have been brought on board and six more are in the background check process. On boarding new sites throughout these uncertain times has proven to be a challenge. We are optimistic that this fall, North Dakota schools will be more willing to implement the program in their schools.
- Recruitment of volunteers has been at a standstill throughout the pandemic. As the volunteers are more at risk of COVID-19, many are choosing to stay safe at home rather than volunteer.

Board approval was requested to apply for the following grant requests.

1. Corporation for National and Community Service (CNCS) / AmeriCorps, Minnesota Federal grant request in the amount of \$290,095 from July 1, 2022 to June 30, 2023 for the Foster Grandparent program, which provides over income individuals 55 and older an opportunity to volunteer in public or private educational settings, non-profit daycares, and Head Start facilities.
2. Corporation for National and Community Service (CNCS) / AmeriCorps, Minnesota grant request in the amount of \$114,781 from July 1, 2022 to June 30, 2023 for the Foster Grandparent program, which provides over income individuals 55 and older an opportunity to volunteer in public or private educational settings, non-profit daycares, and Head Start facilities.
3. Corporation for National and Community Service (CNCS) / AmeriCorps, North Dakota grant request in the amount of \$307,062 from July 1, 2022 to June 30, 2023 for the Foster Grandparent program, which provides over income individuals 55 and older an opportunity to volunteer in public or private educational settings, non-profit daycares, and Head Start facilities.
4. United Way of Crookston grant request in the amount of \$3,000 from April 2022 to March 2023 to assist with the Foster Grandparent transportation costs via mileage reimbursement or T.H.E. Bus services to and from sites or in-service training. The funds will also help supplement the cost of background checks for potential volunteers.

J. Duckstad moved to approve grant requests 1 through 4. Seconded by D. Svaren. Motion carried.

J. Carlson requested Board approval of an updated Corporation Safety Policies and Procedures manual. Fundamentally, there are no major changes. J. Jacobson moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson reviewed the Tri-Valley Cybersecurity Risk Assessment results. The assessment concluded that Tri-Valley ranks in the 41<sup>st</sup> percentile as compared to the peer average of 50<sup>th</sup> percentile (100<sup>th</sup> percentile is considered the highest risk). We had three, medium-risk vulnerabilities, two in the SSL/TLS category and one in the encryption category.

J. Carlson requested Board approval of the Classroom Discrimination Policy, which is a requirement if Tri-Valley sponsors POST Board approved training for continuing education credit. J. Duckstad moved to approve. Seconded by H. Bawzer. Motion carried.

J. Carlson shared information from the Minnesota Department of Commerce notifying us of the timeline to execute the FFY2023 Energy Assistance Program (EAP) Grant Contract, which begins on October 1, 2022. M. Gunderson moved to approve the implementation of the FFY2023 Energy Assistance Program (EAP) Grant Contract. Seconded by T. Anderson. Motion carried.

J. Carlson asked the Board for assistance in finding a new Board member to represent the Low Income Sector for Marshall County.

J. Carlson reviewed Tri-Valley financial performance. Highlights included:

- Total revenue year ending 12/31/2021 was \$27,851,857.
- Cash: \$4,419,219
- Grants Receivable: \$1,525,815
- Accounts Receivable: \$285,560
- Total Current Assets: \$7,430,178
- Unrestricted Net Assets: \$3,746,036
- Total Unrestricted Net Assets: \$13,999,221
- Total Current Liabilities: \$3,412,890
- Notes Payable: \$2,492,160

The audit committee provided their report from the Wipfli audit. There were no findings or recommendations and Tri-Valley is in great financial condition. The Wipfli team will present the official, full results during the April Board meeting.

J. Carlson requested that anyone who would like to volunteer to be on the nominating committee contact him or D. Littlefield.

The next meeting of the Board of Directors will be April 12, 2022, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by M. Gunderson. Motion carried. Adjourned at 7:40 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL