



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
May 10, 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. Vonesh, J. Bachmeier, S. Peterson, J. Duckstad, J. Jacobson, G. Willhite, K. Hassel, T. Anderson, D. Mack, M. Kroulik, N. Myers, D. Svaren, L. Hall, M. Gunderson, S. Kjono, C. Spisak, and M. Ibanez.

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

Guests present were Karl Eck and Alicia Cameron with Wipfli.

Quorum was established with 16 voting members present.

M. Kroulik moved to approve the Consent Agenda, which included the current agenda, April 12, 2022 meeting minutes, status report, financial report, a First Children's Finance, Facility Revitalization one-time grant request in the amount of \$3,255.46 for the Owatonna center, and a North Dakota Association for the Disabled (NDAD), Senior Programs grant request in the amount of \$5,000 for the Foster Grandparent program. Seconded by D. Mack. Motion carried.

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

Karl Eck and Alicia Cameron with Wipfli presented the Tri-Valley audited financial statements for year ending December 31, 2021. There were no findings or questioned costs in 2021 and Tri-Valley is in great financial condition. Financial management costs are at 5.9%, significantly lower than the 7.4% average of our peer group. A new Lease Accounting Standard will be in effect for Tri-Valley starting 01/01/2022. There was one recommendation to update the Salary Survey, which Ashley Peterson, HR Director, completed in April 2022. G. Willhite moved to approve the Wipfli audit draft. Seconded by J. Jacobson. Motion carried.

J. Carlson presented the Chief Executive Officer report. A Fournet building update was provided. Construction on the elevator will begin May 31. The atrium windows in the large conference room have been installed. If progress continues as expected, and inspections pass, we should be able to begin occupying the spaces the end of June.

J. Duckstad moved to accept the Chief Executive Officer report. Seconded by T. Anderson. Motion carried.

S. Vonesh provided highlights from the April 23, 2022 Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

At the National Level

- The Office of Head Start hosted a Migrant and Seasonal meeting during which the program staff shared the 2022 priorities.

- Advancing equity
- Investing in the workforce. Nationwide, Head Start staff is paid lower than public school teachers.
- Reaching children and families
- Pandemic recovery and determining the new normal.
- We have received approval for the Non-Federal Share Waiver and the Disability Waiver for the 2021-2022 program year.

At the State Level

- The state budget, which has not yet been published, should include funding for:
  - Early Head Start infant/toddler services
  - Early childhood facilities
  - Increased workforce salaries

At the Local Level

- Input for the Program of Excellence application is due the end of April.
- Three centers are currently open for 2022-2023 program year services.
- Construction at the new Bethel facility is progressing.

This was the last Policy Council meeting for the 2021-2022 program year.

J. Carlson reviewed the Office of Head Start Program Instruction – FY 2022 Head Start Funding Increase. President Biden signed the Consolidated Appropriations Act, 2022, into law on March 15, 2022. The funding level for programs under the Head Start Act (the Act) is \$11,036,820,000, an increase of \$289 million over fiscal year (FY) 2021. This increase includes \$234 million to provide all Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients a 2.28% cost-of-living adjustment (COLA) and \$52 million for quality improvement.

J. Carlson reviewed the Office of Head Start Information Memorandum - Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program. It is now easier for families receiving SNAP to enroll children in Head Start services.

D. Svaren 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 Minnesota Department of Education, State Migrant Early Head Start grant request from July 1, 2022 - June 30, 2023 in the amount of \$1,703,941 to provide Early Head Start services to eligible children in Minnesota. J. Duckstad moved to approve. Seconded by N. Myers. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Migrant Child Care grant request from July 1, 2022 – June 30, 2023 in the amount of \$439,727 to provide Migrant Child Care services to eligible children in Minnesota. S. Peterson moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the North Dakota Department of Public Instruction, North Dakota Migrant Education Services grant request from June 1, 2022 – December 31, 2022 in the amount of \$26,461 to provide identification and recruitment services as part of the North Dakota, Title 1 Migrant Education Program. M. Kroulik moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education, Migrant Education – Identification & Recruitment (ID&R) grant request from July 1, 2022 – June 30, 2023 in the amount of \$641,000 to identify and recruit potential migrant students throughout the state of Minnesota. D. Svaren moved to approve. Seconded by G. Willhite. Motion carried.

Board approval was requested to apply for the First Children's Finance, Facility Revitalization one-time grant request in the amount of \$20,000 for the following facility repairs at the Bethel center: paint classroom ceilings; paint bathroom ceilings; remove and replace carpet; replace water heater; replace 2 sinks; replace 2 faucets; replace 2 toilets. T. Anderson moved to approve. Seconded by M. Kroulik. Motion carried.

Board approval was requested to apply for the First Children's Finance, Facility Revitalization one-time grant request in the amount of \$18,411.52 for the following facility repairs at the Danube center: landscape outside entrance; install laundry area air conditioning; repair HVAC in 2 rooms. D. Mack moved to approve. Seconded by J. Jacobson. Motion carried.

Board approval was requested to apply for the First Children's Finance, Facility Revitalization one-time grant request in the amount of \$13,310 for the following facility repairs at the Elysian center: repair parking lot potholes; paint interior walls; clean tile; paint door trim; replace window blinds; purchase air purifying equipment; purchase changing tables; repair kitchen wiring. S. Peterson moved to approve. Seconded by N. Myers. Motion carried.

Board approval was requested to apply for the U.S. Department of Health and Human Services, Administration for Children and Families, Federal Migrant and Seasonal Head Start and Early Head Start COLA (Cost of Living Adjustment) in the amount of \$317,166 (\$256,559 = 2.28% COLA, \$60,607 = Quality Improvement) from April 1, 2022 – March 31, 2023. D. Svaren moved to approve. Seconded by G. Willhite. 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 and Early Head Start COLA (Cost of Living Adjustment) in the amount of \$89,092 (\$73,566 = 2.28% COLA, \$15,526 = Quality Improvement) from May 1, 2022 – April 30, 2023. T. Anderson moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested to apply for the Minnesota Department of Education Food and Nutrition Programs, USDA Summer Food Service Program Reimbursement grant request in the amount of \$25,646 from June 1, 2022 – September 30, 2022 to be reimbursed for meals served during the Summer Food Service Program. D. Mack moved to approve. Seconded by M. Kroulik. Motion carried.

In May 2020, Tri-Valley engaged Wipfli to perform a Culture Study using an approach developed by Human Synergistics to identify how our current Tri-Valley culture affects our services/outcomes. At the time, the COVID-19 pandemic put any actions on the results of this study on the back burner. The management team has reengaged with this project to develop any improvement plans for opportunities identified by the study. While the overall results of the study were positive, it is evident we need to improve how we demonstrate staff appreciation and value. Going forward, action plans developed will be shared with the Board as they're developed.

Board approval was requested for the Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of Tri-Valley. M. Gunderson moved to approve the resolution. Seconded by M. Kroulik. Motion carried.

Board approval was requested for the three Authorization Resolutions to designate the Chief Executive Officer as the Identified Official with Authority (IOwA) for State of Minnesota Education Identity Access Management (EDIAM). J. Duckstad move to approve. Seconded by D. Svaren. Motion carried. D. Littlefield will forward signed resolutions to the Minnesota Department of Education.

The Board Nominating Committee will officially share their nominations for Board Chair, Vice Chair, Secretary, and Treasurer at the Organizational Meeting in June. Existing Executive Committee members are willing to continue their posts for another year.

Board approval was requested for the 10% Federal De Minimis Indirect Cost Rate Certificate. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. J. Jacobson moved to approve. Second by T. Anderson. Motion carried.

Board approval was requested to adopt the Record Retention Policy that sets the expectation that all employees are to fully comply with published record retention or document destruction procedures and schedules. S. Peterson moved to approve. Second by M. Gunderson. Motion carried.

Board approval was requested to adopt a new version of the Tri-Valley Communications and Marketing Plan. Revisions included the inclusion of the Tri-Valley circle logo, the standard circle logo consisting of a circular tree graphic. All elements must appear together. The circle logo can be program specific at the program's request. A program circle logo consists of the standard circle logo with the program name to the right or below the circle logo. N. Myers moved to approve. Second by G. Willhite. Motion carried.

The Prairieland Duplexes Annual Meeting commenced. The property is consistently full and well maintained. Maintenance and upgrades on the property using funds made available from a \$500,000 deferred loan have been slower than expected, which DW Jones will investigate. More information on the Prairieland Duplexes finances can be found in the Wiplfi audit report and the DW Jones monthly reports. N. Myers moved to accept the Prairieland Duplexes annual report. Seconded by D. Svaren. Motion carried.

The next meeting of the Board of Directors will be June 14, 2022, 6:30 p.m.

M. Gunderson moved to adjourn the meeting. Seconded by J. Duckstad. Motion carried. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL