



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 12, 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, G. Willhite, J. Duckstad, C. Spisak, D. Svaren, D. Mack, M. Marquez, and M. Ibanez.

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

Quorum was established with 10 voting members present.

D. Mack moved to approve the Consent Agenda, which included the current agenda, March 8, 2022 meeting minutes, March 30, 2022 Executive Committee meeting minutes, status report, and financial report. Seconded by D. Svaren. Motion carried.

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

Tri-Valley staff was excused while the Executive Committee reviewed recommendations for the Chief Executive Officer performance evaluation with the Board, as recorded in separate meeting minutes. J. Duckstad moved to approve the performance evaluation. Seconded by D. Mack. Motion carried. L. Hall moved to accept the Executive Committee salary recommendation. Seconded by J. Duckstad. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- A Fournet building update was provided. Parts needed for elevator installation have been delayed until May. Back stairs have been completed. Atrium heating and cooling is in progress.
- As we transition into our COVID-19 new normal, supervisors are instructing their staff to revert to their previous hybrid work model. If a staff member's position allows and the supervisor approves, working 1-3 days per week from home should be allowed.

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

S. Vonesh provided highlights from the April 4, 2022 Head Start/Early Head Start Policy Council meeting. Highlights included:

At the State Level:

- Fiscal flexibility has been reinstated so that we will not be held responsible for enrollment plans.
- The state is looking into ways that grantees can use funding conversions to help with enrollment issues. The lack of physical classrooms may make this a challenge, though.

At the Local Level:

- Emily Figiel, Policy Council Vice President, will be attending the MHSA Virtual Parent Conference on April 5-6.

The Policy Council received ERSEA training.

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

Board approval was requested to apply for the MN Department of Education, MN State Early Head Start grant request in the amount of \$316,064 from July 1, 2022 - June 30, 2023 to provide Early Head Start services to 20 eligible children in MN. J. Duckstad moved to approve. Seconded by T. Anderson. Motion carried.

Board approval was requested to apply for the MN Department of Education, MN State Pathway II grant request in the amount of \$262,500 from July 1, 2022 - June 30, 2023 to provide coaching to Head Start/Early Head Start staff. D. Mack moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the Northwest Community Action Agency, MNsure Outreach and Assistance grant request in the amount of \$25,000 from July 1, 2022 - June 30, 2023 to provide outreach for MNsure and assistance with MNsure applications. T. Anderson moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the MN Department of Education, Early Learning Scholarship Pathway I grant request in the amount of \$654,844 from July 1, 2022 - June 30, 2023 to administer Pathway I Early Learning Scholarships to children and families that will assist children in obtaining quality child care programming and improve kindergarten readiness. J. Duckstad moved to approve. Seconded by D. Svaren. Motion carried.

The Tri-Valley Transportation Program has experienced considerable delays with the delivery of new busses that are on order. C. Pic and J. Carlson requested Board approval for the purchase of two, cost-appropriate vans to alleviate transportation route issues. G. Willhite moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson requested Board approval to allow Board Secretary, S. Peterson to sign a document designating J. Carlson as the authorized representative at American Federal. D. Mack moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson reviewed a memorandum regarding the Minnesota Department of Education's (MDE) fiscal monitoring of the Migrant Education Identification & Recruitment grant. The review confirmed proper financial oversight and compliance with the grant and no items required a response.

J. Carlson reviewed the results of the salary survey that was completed in April 2022 by Ashley Peterson, Human Resources Director. Within each geographic region, median ranges for hourly positions have increased. S. Peterson moved to approve the salary survey. Seconded by D. Mack. Motion carried.

J. Carlson requested Board approval for a 5.4% COLA increase for eligible employees. L. Hall moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson provided a review of the 401(k) plan health. Participation and deferral rates have lowered a bit. Overall, the plan is doing well.

J. Carlson requested Board approval to designate Community Assistance Programs Director, Maureen Hams as the authorized representative for the SNAP EBT project. T. Anderson moved to approve. Seconded by S. Peterson. Motion carried.

The next meeting of the Board of Directors will be May 10, 2022, 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL