



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
October 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, C. Spisak, M. Gunderson, J. Duckstad, T. Anderson, D. Svaren, G. Willhite, M. Kroulik, N. Myers, D. Mack, K. Hassel, and A. Arlien.

Staff members present were J. Carlson, M. Hams, and A. Aubol.

Quorum was established with 14 voting members present.

D. Mack moved to approve the Consent Agenda, which included the current agenda, September 13, 2022 meeting minutes, and financial report. Seconded by T. Anderson. Motion carried.

J. Duckstad moved to approve the Status Report. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed details of the 401(k) Salary Deferral and Match Plan audit report that the Executive Committee approved on October 11, 2022. G. Willhite moved to accept the Executive Committee Report. Seconded by A. Arlien. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- An update on the data breach was provided.
 - Issue has been resolved after engaging in breach council and a forensic audit of our system
 - May need to up the insurance in the future
- Jeff Evers joined us briefly to give us an update on the Fournet Building.
 - Server was moved to the new office on September 25th. The fiscal department has been operating out of the new office while the rest our employees have been working remote or in the old building
 - Waiting on inspection for the sprinkler system.
 - Cleaning services have been contracted out to start October 13th
- Some of the Tri-Valley rental properties are in need of some updates.
 - Prairieland Duplexes are needing new siding
 - 10 Spruce Trees to be planted by Agassiz Townhomes
- Agassiz reserve accounts moved from Wells Fargo to Bremer Bank.

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

S. Vonesh provided highlights from the September 24th, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- Laurie Coleman and Jason attended the NHSA Fall Leadership Institute in Washington DC, September 19-22. Head Start has support from national and state levels on:
 - COLA (about 5.9%)
 - Increased dollars to base grant
 - Staff salary increases
 - Early Head Start expansion
- Tri-Valley Head Start staff members have been participating on MHSA learning committees
- Head Start centers are still experiencing challenges with COVID-19 cases (children and staff).
- The Grafton center has a waiting list because we are unable to open classrooms due to staffing issues. Non-teaching staff (e.g., RFAs, data processors) have been helping out in classrooms as they're able.
- Christina Petersen, Education & Disability Services Manager, provided Education/Disabilities Services Area Training.
- Melody Hedden, Assistant Director of Program Services, provided Family and Community Services Area Training and ERSEA Training (Eligibility; Recruitment; Selection; Enrollment; Attendance).
- Lucero Moreno was elected as Policy Council Vice President.

Melody Hedden, the Head Start Assistant Director of Program Services, recorded Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) training for the Board.

A. Arlien moved to accept the Head Start, Child and Family Programs Report/ERSEA Training. Seconded by S. Peterson. Motion carried.

Board approval was requested for the Community Services, HUD grant request in the amount of \$278,305.50 from 06/01/2023-05/31/2024 for rental assistance and support services for six clients for one year in Marshal and Norman Counties.

T. Anderson moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson reviewed the Monticello Center Facility Contract.

N. Myers moved to approve. Seconded by M. Kroulik. Motion carried.

Board approval was requested for the Title VI Language Assistance Plan for Transportation.

M. Kroulik moved to approve. Seconded by J. Duckstad. Motion carried.

The Board of Directors completed self-evaluation forms and returned them to A Aubol.

The next meeting of the Board of Directors will be December 13, 2022, 6:00 p.m., at the Crookston Eagles Club.

A. Arlien moved to adjourn the meeting. Seconded by D. Mack. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL