



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 13, 2022

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. via teams.

Board members present were S. Peterson, S. Vonesh, L. Hall, J. Duckstad, T. Anderson, D. Svaren, J. Bachmeier, N. Myers, S. Kjono, H. Bawzer, and C. Spisak.

Staff members present were J. Carlson, N. Aaker, and A. Aubol.

A quorum was established with 11 voting members present.

J Duckstad moved to approve the Consent Agenda, which included the current agenda, October 11, 2022, meeting minutes, October 27, 2022, Executive Committee Meeting Minutes (Tri-Valley Safe Harbor 401k Plan Resolution), and November 9, 2022, Executive Committee Meeting Minutes (2021 Exempt Organization Returns and 2022 Estimated Tax Worksheet) status report, and financial report. Seconded by T. Anderson. Motion carried.

J. Carlson reviewed details of the Public Tri-Valley Safe Harbor 401k Plan Resolution that the Executive Committee approved on October 27, 2022, and the 990 and 990-T that the Executive Committee approved on November 9, 2022.

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

J. Carlson presented the Chief Executive Officer report.

- Slight Delay on the move to the new AO office due to a mechanical issue

L. Hall moved to accept the Chief Executive Officer report. Seconded by D. Svaren. Motion carried.

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

- Melody Heddon is helping with the policy council while Laurie Coleman is out
- Melody Heddon provided training for the Tri-Valley Policy Manual
- Melody Heddon went over the Annual Report and highlighted on some of the different programs we offer at Tri-Valley and what those programs entail.
- The Monticello is moving to a new location
- Tri-Valley will not be monitored in areas with low covid transmission

J. Duckstad 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 Migrant and Seasonal Head Start and Early Head Start grant request in the amount of \$1,773,193.00 (RXII EHS) and \$9,977,742.00 (RXII HS) from April 1, 2023 to March 31, 2024 to provide migrant and seasonal Head Start services for 726 preschoolers, infants, toddlers, and pregnant women of farm workers and their families program design, contracts, and the organizational chart for the 2023-2024 program year were also reviewed and approval requested. J. Duckstad moved to approve. Seconded by T. Anderson. Motion carried.

Board approval was requested for the Electronic Payments Policy and Procedures which will establish procedures to prevent fraudulent payments or transfers to employees, vendors, and contractors. J. Duckstad moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson requested Board approval for the Holiday Policy Exempt Request that will allow all center staff (seasonal and regular) to have the option to work on July 3, but still receive holiday pay on July 4, whether they work or not. S. Kjono moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson requested Board approval for the Federal Fiscal Year 2022 Program Audit Report for the Energy Assistance Program. N. Myers moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson informed the Board that there are no changes to the Americans with Disabilities Plan.

The next meeting of the Board of Directors will be on January 10, 2022, 6:00 pm at the Crookston Eagles Club

J. Duckstad moved to adjourn the meeting. Seconded by N. Myers. Adjourned at 7:00 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL