



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 10, 2023

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. at the Eagles Club in Crookston, MN, and remotely via Microsoft Teams.

Board members present were S. Peterson, S. Vonesh, L. Hall, T. Anderson, J. Bachmeier, N. Myers, S. Kjono, D. Mack, K. Hassel, J. Jacobson, G. Willhite, J. Duckstad, A. Arlien, D. Svaren, M. Gunderson, and C. Spisak.

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

A quorum was established with 16 voting members present.

J. Carlson requested to amend the current agenda to include the Bridges Subsidy Program Grant and the 2022 Bus Purchase Resolution. G. Willhite moved to approve the Consent Agenda, which included the amended agenda, December 13, 2022, meeting minutes, and financial report. Seconded by S. Kjono. Motion carried.

J. Carlson reviewed the Status Report. J. Bachmeier Moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the Executive Committee Report that included the Prairieland Duplexes Borrowing Resolution from January 03, 2022. D. Mack moved to approve the Executive Committee Report. Seconded by S. Peterson. Motion carried.

Prior to the meeting, Treasurer J. Duckstad reported the fiscal documents have been reviewed and were in order.

J. Carlson presented the Chief Executive Officer report.

- A status update of the Fournet building included:
 - The move has been delayed due to HVAC issues.
 - All contractors have agreed to come back and help finish the project
- Laurie Coleman will not be returning to Tri-Valley as the Head Start Director.
- Jason will be working with staff to take on new roles in the Head Start department.
- Tri-Valley will start looking for a replacement for the Head Start director position when the time is right

T. Anderson moved to accept the Chief Executive Officer report. Seconded by A. Arlien. Motion carried.

S. Vonesh provided highlights from the January 9, 2023, Head Start/Early Head Start Policy Council meeting. Highlights included:

- Tracey Sundeen was in attendance and provided training to Policy Council members on the new Policies and Processes, Program Planning and reviewed the Head Start Annual Report.
- RV Policy Council members approved the U.S. Department of Health and Human Services Administration for Children and Families, Federal Head Start and Early Head Start Grant request, and the 2022 Non-Federal Shair Waiver.
- Tracey Sundeen reviewed the Change in Scope–Reduction and Change in Scope–Conversion to the Policy Council. After some discussion, the policy council decided to table it until more information is provided.

Stephanie Vonesh also provided highlights from the December 10, 2022, Migrant and Seasonal Head Start/Early Head Start Policy Council Meeting in St. Cloud. Highlights included:

- Melody Heddon provided training to Policy Council on the new Policies and Processes, Program Planning, and reviewed the Head Start Annual Report, and the School Readiness Goals.
- Policy Council approved the training, along with the new hires, 2022 Non-Federal Waiver, 2022 Disability Waiver, and 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.

N. Myers moved to accept the Head Start, Child and Family Programs report. Seconded by J. Jacobson. Motion carried.

Board approval was requested to apply for the Farm and Food Workers Relief Grant in the amount of \$103,600.00 from Dec 14, 2022 to September 30, 2024 for Region XII Head Start & Region XII Early Head Start, to bring relief and benefit families involved in migrant seasonal agricultural work. A. Arlien moved to approve. Seconded by D. Svaren. Motion carried.

Board Approval was requested to apply for the Senior Programs Grant request in the amount of \$3,000 from the United Way in Crookston from April 2023-March 2024. The United Way dollars would assist in the Tri-Valley Foster Grandparent Program providing schools and non-profit day cares with well trained and safe volunteers in the sites served. The dollars would go towards, volunteer travel, training, remote volunteer opportunities and background checks. J. Duckstad moved to approve. 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, Federal Head Start and Early Head Start grant request in the amounts of \$2,031,735 (HS) and 1,333,686 (EHS) from May 1, 2023 to April 30, 2024 to provide Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families to enhance children’s growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health, and nutritional services, and link children and families to needed community services, including RV Program Design, RV Contracts and the Org Chart. D. Svaren moved to approve. Seconded by D. Mack. Motion carried.

Board Approval was requested to apply for the Bridges Subsidy Program Grant from the Minnesota Housing Finance Agency in the amount of \$200,000 from July 1, 2023 - June 30, 2025. T. Anderson moved to approve. Seconded by S. Kjono. Motion Carried.

Board Approval was requested to approve the 2022 Bus Purchase Resolution. G. Willhite moved to approve. Seconded by J. Duckstad. Motion Carried.

RV Policy council tabled the Change In Scope – Reduction and Change In Scope – Conversion to the Policy Council Agenda at the last Policy Council meeting. The board will review it after Policy Council makes its decision.

J. Carlson reviewed the Emergency Succession Plan, which is in place for contingencies due to the disability, death, or departure of the Chief Executive Officer. In the unlikely event of an untimely vacancy, the Emergency Succession Plan facilitates the transition to both interim and long-term leadership. There were no changes to the plan. J. Duckstad moved to approve. Seconded T. Anderson. Motion carried.

The next meeting of the Board of Directors will be February 14, 2023, 6:30 p.m.

M. Gunderson moved to adjourn the meeting. Seconded by J. Duckstad. Motion carried. Adjourned at 6: 45 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL