



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
February 14, 2023

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, N. Myers, D. Mack, G. Willhite, J. Duckstad, M. Gunderson, D. Svaren, A. Arlien, S. Kjono and C. Spisak.

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

Quorum was established with 14 voting members present.

G. Willhite moved to approve the Consent Agenda, which included the current agenda, January 10, 2023 meeting minutes, financial report and the United Way Reach Out For Warmth grant request in the amount of \$5,000.00. Seconded by D. Mack. Motion carried.

J. Duckstad moved to approve the Status Report, seconded by L. Hall. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- The ventilation work is finished at the new AO. Greg Hefta the city building inspector will be doing a walk through next week.
- J. Carlson will continue to act as Interim Director of Head Start.
- Head Start / Early Head Start and Migrant Seasonal Head Start / Early Head Start grants have been submitted.
- Casey Holland provided a presentation on the Tri-Valley 2023 Insurance Review.
  - 3.8% increase for the 2023-2024 year

N. Myers moved to accept the Chief Executive Officer report. Seconded by D. Svaren. Motion carried.

S. Vonesh provided highlights from the February 6, 2023 Head Start/Early Head Start Policy Council meeting. Highlights included:

- RV Policy Council passed the Change of Scope Reduction Request
  - Cindy Boudreaux provided Health Services Training
  - Jami Rokala Provided Nutrition Services Training
  - Melody Hedden informed policy council that starting next year we will not be providing iPads.
- J. Carlson reviewed the Office of Head Start Information Memorandum – Migrant and Seasonal Head Start Eligibility Duration for Children Younger than 3.

D. Mack moved to accept the Head Start, Child, and Family Programs report. Seconded by M. Gunderson. Motion carried.

J. Carlson read a thank you note that was sent from Mark Kroulik.

A. Arlien move to approve the Region V Change of Scope Reduction Request that the Policy Council had passed at the February 6, 2023 meeting. Seconded by G. Willhite. Motion Carried.

Board approval was requested to apply for the Minnesota Housing and Finance Agency, Family Homeless Prevention and Assistance Program grant request in the original fund amount of \$373,200 with an additional amendment of \$16,500 for a total of \$389,700 from October 1, 2021 to September 30, 2023 to provide case management and housing navigation to prevent eviction and assist participants to find and access housing in the counties of Norman, Marshall, Polk, Red Lake, Pennington, Kittson, Lake of the Woods, Clearwater and Roseau in Minnesota.

J. Duckstad moved to approve. Seconded by T. Anderson. Motion carried.

Board approval was requested to apply for the Reading is Fundamental 2023 RIF Matching Grant in the amount of \$400 for 1 year to encourage a passion for reading and provide opportunities for children to read, learn and grow.

D. Svaren moved to approve. Seconded by A. Arlien. Motion carried.

Board approval was requested for Budget Revision for Migrant Seasonal Head Start / Early Head Start in the amount of \$548,933.

T. Anderson moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested for a Head Start/Early Head Start incentive for staff that has provided services for the program's Region V in the amount of \$750 per staff, \$500 for consistent substitutes, and \$250 for minimally used substitutes. The total staff/substitutes that would receive the incentive is 111, totaling an amount of \$75,700 for their tireless work to provide high-quality Head Start services to children and families.

J. Duckstad moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson reviewed the 2023 State-Funded Public Transit Participation Program Capital Facility Agreement. D. Svaren moved to approve. Seconded by M. Gunderson.

J. Carlson reviewed the By-laws. There were no updates for 2023. Tanner Holten, Tri-Valley's attorney also reviewed and approved the Bylaws on February 13, 2023.

G. Willhite moved to approve. Seconded A. Arlin. Motion carried.

Board approval was requested for the 22 Pathway I Monitoring Review – Determination Letter.

D. Mack moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested for the L. Coleman Retirement Compensation Payout.

D. Svaren moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson reviewed the Org Standards update.

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

A. Arlien moved to adjourn the meeting. Seconded by T. Anderson. Motion carried.  
Adjourned at 7:40 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL