



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
March 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, J. Bachmeier, G. Willhite, J. Duckstad, C. Spisak, D. Svaren, S. Kjono, N. Myers, and K. Hassel.

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

A quorum was established with 10 voting members present.

G. Willhite moved to approve the Consent Agenda, which included the current agenda, February 14, 2023 meeting minutes, and financial report. Seconded by N. Myers. Motion carried.

G. Willhite moved to approve the Status Report. Seconded by N. Myers. Motion carried.

J. Carlson presented the Executive Committee report.

- Region V Head Start Locally Designed Option Request for Fisher and Ada.

D. Svaren moved to accept the Executive Committee report. Seconded by K. Hassel. Motion carried.

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

J Carlson presented the Chief Executive Officer Report

- Federal grants for Head Start/Early Head Start have been submitted and we should have the funding letter by April.
- J. Carlson will be doing training for the state grant.
- L. Coleman was presented with an honorary Head Start Heros award from the Minnesota Head Start Association.
- The new Crookston AO is ready for full occupancy.
- Head Start Center Managers will be in town this week for meetings at the new AO.
- M. Hams Community Services Director gave the board an update on some of the grants that her program is applying for.
- The community services program was recently presented with a large check from HUD.

N. Myers moved to accept the Chief Executive Officer report. Seconded by G. Willhite. Motion carried.

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

- There were two New Hires for Region 5 in East Grand Forks.
- The Policy Council received Education and Disability Services Area training.

- Melody Hedden presented the Selection Criteria – Points for Childcare Assistance Applications

- Melody Hedden explained the Mitigation Policy to the Policy Council

J Carlson informed the Board of the new Mitigation Policy that includes the guidelines for working with COVID and how our centers will implement them depending on their community transmission rate.

J. Carlson reviewed a notice from the Office of Head Start informing us of the 2023 Head Start Funding Increase.

J. Duckstad moved to accept the Head Start, Child, and Family Programs report. Seconded by K. Hassel. Motion carried.

J. Carlson Presented a Thank You card from the Crookston Early Childhood Initiative.

The Board of Directors received training from J. Carlson.

- The Duty of Care: A nonprofit board member must take care of the nonprofit, ensuring proper use of all assets, including facilities, people, and good will.
- The Duty of Loyalty: A nonprofit board member must also ensure that all of the nonprofit's activities and transactions are furthering its mission. They must recognize and disclose any potential or actual conflict of interest and make decisions in the best interest of the nonprofit, not in the best interest of an individual board member or any other individual or group.
- The Duty of Obedience: A nonprofit board member must ensure that the nonprofit obeys any applicable laws and regulations related to its operation, follows its own bylaws and policies, and maintains the advancement of the purpose and mission of the nonprofit.

Board approval was requested to apply for the following grant requests.

1. Minnesota Housing Finance Agency grant request in the amount of \$450,000.00 from October 01, 2023, to September 30, 2025, for the Community Services Program, which will assist families, individuals, and youth in preventing homelessness or assisting in ending homelessness.

G. Willhite moved to approve the grant request. Seconded by N. Myers. Motion carried.

2. Minnesota Housing Finance Agency grant request in the amount of \$200,000 from October 01, 2023, to September 30, 2025, for the Community Services Program, which will assist families, individuals, and youth in preventing homelessness.

S. Peterson moved to approve the grant request. Seconded by D. Svaren. Motion carried.

3. Office of Economic Opportunity/Minnesota Department of Human Services Community Partnerships and Child Care Division grant request in the amount of \$180,000.00 from July 01, 2023, to June 30, 2025, for the Community Services Program, which will assist families, individuals, and youth to establish and maintain housing. Provide hotel vouchers for emergency shelter.

G. Willhite moved to approve the grant request. Seconded by J. Duckstad. Motion carried.

4. CNCS grant request in the amount of \$297,160.00 from July 01, 2023, to June 30, 2024, to assist with the Foster Grandparent Program. The Foster Grandparent Program of NW MN is a group of volunteers 55 and older that share their experiences and talents to improve the lives of children in need.

J. Duckstad moved to approve the grant request. Seconded by D. Svaren. Motion carried.

5. CNCS Grant Request in the amount of \$114,781.00 from July 01, 2023, to June 30, 2024, to assist with the Foster Grandparent Program. The Foster Grandparent Program of NW MN is a group of volunteers 55 and older that share their experiences and talents to improve the lives of children in need.

S. Peterson moved to approve the grant request. Seconded by K. Hassel. Motion carried.

6. CNCS Grant Request in the amount of \$314,441.00 from July 01, 2023, to June 30, 2024, to assist with the Foster Grandparent Program. The Foster Grandparent Program of NW MN is a group of volunteers 55 and older that share their experiences and talents to improve the lives of children in need.

N. Myers moved to approve the grant request. Seconded by K. Hassel. Motion carried.

7. AARP Grant Request in the amount of \$5,000.00 from April 01, 2023, to March 28, 2024, to assist with the Senior Program. The funding from AARP would be utilized to assist in connecting seniors through NW MN with local resources by providing individuals over the age of 50 with resource bags during tax season and beyond with marketing materials for various services, programs, and resources to remain independent in their own homes.

G. Willhite moved to approve the grant request. Seconded by J. Duckstad. Motion carried.

J. Carlson reviewed the Corporation Safety Policies and Procedures. Emergency plans for the new Administration Office have been developed and reviewed.

J. Carlson shared a written STS proposal from Cindy Pic. The RTC Program has been contacted frequently by insurance companies and counties, to provide STS rides. According to MnDOT regulations, Special Transportation Service (STS) is a transportation service provided to the elderly or disabled by an entity that receives financial assistance or grants from either the State of Minnesota or the federal government, or both. The board took the proposal as the start of a conversation. More information is needed to consider providing the service. No action was taken.

J. Carlson requested Board approval to hire an Education Supervisor in St. Cloud who does not currently meet the qualifications for the position, but who is willing to sign a plan to complete her AA degree within a certain amount of time. J. Duckstad moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson requested board approval to continue with Vaaler as our Long-term Agent/Broker – Property, Casualty, Liability, and Worker’s Compensation Insurance. G. Willhite moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson shared information from the Minnesota Department of Commerce notifying us of the timeline to execute the FFY2024 Energy Assistance Program (EAP) Grant Contract, which begins on October 1, 2023. K. Hassel moved to approve the implementation of the FFY2024 Energy Assistance Program (EAP) Grant Contract. Seconded by J. Duckstad. Motion carried.

J. Carlson discussed the COLA & Quality Improvement Increases available for FY2023 for Head start/ Early Head Start and Migrant and Seasonal Head Start/Early Head Start.

J. Carlson requested that anyone who would like to volunteer to be on the nominating committee contact him or A. Aubol.

The next meeting of the Board of Directors will be April 11, 2023, at 6:30 p.m.

K. Hassel moved to adjourn the meeting. Seconded by N. Myers. Motion carried. Adjourned at 7:40 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL