



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 11, 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, L. Hall, M. Gunderson, J. Duckstad, C. Spisak, D. Svaren, S. Kjono, D. Mack, and T. Anderson.

Staff members present were J. Carlson, M. Melbye, 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, February 14, 2023, meeting minutes, financial report, and Status Report. Seconded by S. Peterson. Motion carried.

S. Vonesh presented the Executive Committee Report.

- Minnesota Department of Transportation's Submission to FTA's FY 2023 Low or No Emission Grant Program.
- Tri-Valley staff was excused while the Executive Committee reviewed recommendations for the Chief Executive Officer performance evaluation with the Board, as recorded in separate meeting minutes. M. Gunderson moved to approve the performance evaluation and the Executive Committee Report. Seconded by D. Svaren. Motion carried. M. Gunderson moved to accept the Executive Committee salary recommendation. Seconded by D. Svaren. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- M. Melbye, Senior Programs Director, was present for the meeting.
- All staff have moved into their offices at the new AO.
- Board Vacancies need to be filled.
- J. Carlson gave an update on some of the options for the old Crookston Administration Office

T. Anderson moved to approve the Chief Executive Officer report. Seconded by M. Gunderson. Motion Carried.

S. Vonesh provided highlights from the April 3, 2023, Head Start/Early Head Start Policy Council meeting. Highlights included:

- The Policy Council accepted the Region V Children and Families COLA and Quality Improvement Funding.
- Melody Hedden provided Family and Community Services Area Training
- The Policy Council received ERSEA training.

- The Policy Council received a link for Parent Advocacy
- Melody Hedden has resigned from Tri-Valley.
- We will be looking to fill the Director of Head Start position soon.

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

J. Carlson shared a Thank You Card from Jerry Jacobson's family.

Board approval was requested to apply for the MN Department of Education, MN State Early Head Start grant request in the amount of \$303,226 from July 1, 2023, to June 30, 2024, to provide Early Head Start Services to eligible children in MN. D. Mack moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested to apply for the MN Department of Education, MN State Pathway II grant request in the amount of \$262,500 from July 1, 2023, to June 30, 2024, to provide Salaries for Coaches and Classroom Assistants and supplies. S. Peterson moved to approve. Seconded by M. Gunderson. Motion carried.

Board approval was requested to apply for the MN Department of Education, MN Migrant EHS grant request in the amount of \$1,661,241 from July 1, 2023, to June 30, 2024, to provide MN Migrant Early Head Start Services. T. Anderson moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested to apply for the Office of Head Start - Region XII COLA and Quality Improvement grant request in the amount of \$97,297 COLA (EHS), \$550,610 COLA (HS), \$44,755 Quality Improvement (EHS), \$264,154 Quality Improvement (HS) for one year to provide Merit Increases and Salary Adjustments for Staff. S. Peterson moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the Office of Head Start - Region V COLA and Quality Improvement grant request in the amount of \$73,058 COLA (EHS), \$112,619 COLA (HS), \$35,419 Quality Improvement (EHS), \$48,144 Quality Improvement (HS) for one year to provide Merit Increases and Salary Adjustments for Staff. M. Gunderson moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the MN Department of Human Services, Community Services Block Grant / MN Community Action Grant request in the amount of \$122,960 per year for two years (2024-2025) to Utilize CSBG / MCAG funding to carry out Strategic Plan priorities. T. Anderson moved to approve. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the US Federal Transportation Authority/ MN Department of Transportation, 2023 Low/No Emissions Federal Grant request in the amount of \$844,00 for one year either 2024 or 2025. If funded, Tri-Valley could receive 5 Class 400 Propane Buses and a refueling station to be located in Crookston near the Bus Garage. M. Gunderson moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson requested Board approval for an 8.2% COLA increase for eligible employees. An exception was asked for to allow Head Start employees who would not otherwise be eligible for agency COLA to receive the full 8.2% amount versus the 5.6% mandated by the funding source. S. Peterson moved to approve. Seconded by L. Hall. Motion carried.

J. Carlson requested Board approval for the Fornet Block Lease from April 1, 2023, to March 31, 2033, at the rate of \$13.59 per square foot. D. Mack moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson requested Board approval to continue working with Dawson Insurance/Marsh & McLennan as our Voluntary Benefits Broker. S. Peterson moved to approve. Seconded by J. Duckstad. Motion carried.

The next meeting of the Board of Directors will be May 09, 2023, at 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by D. Mack. Motion carried. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL