



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 09, 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. Vonesh, J. Bachmeier, S. Peterson, J. Duckstad, G. Willhite, T. Anderson, N. Myers, D. Svaren, L. Hall, M. Gunderson, S. Kjono, C. Spisak, and A. Arlien.

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

Quorum was established with 13 voting members present.

S. Kjono moved to approve the Consent Agenda, which included the current agenda, April 11, 2023, meeting minutes, and financial report, Seconded by G. Willhite. Motion carried.

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

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

J. Carlson presented the Chief Executive Officer report. Sarah Priest from the Minnesota Department of Human Services came to Tri-Valley for the Community Action Annual Monitoring Meeting. Everything went well. The RV grant has been approved, but we will need to submit a Reduction Request. A. Arlien moved to accept the Chief Executive Officer report. Seconded by T. Anderson. Motion carried.

S. Vonesh provided highlights from the April 22, 2023, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

Executive Committee has approved the

-RXII Budget Revision

-RXII COLA and Quality Improvement

-Minnesota Department of Education, State Migrant Early Head Start Grant Request

New Hires

4 Bus Monitors

8 Classroom Assistants

3 Teachers

The May menu was approved.

D. Vos presented the Child Outcomes/School Readiness Goals.

M. Hedden presented Eligibility and Selection Criteria Training.

This was the last Policy Council meeting for the 2022-2023 program year.

G. Willhite 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 Sauer Foundation, Family Resource Center grant request from July 1, 2023, to June 30, 2025, in the amount of \$275,000.00 to partner with Polk County Social Services to plan and develop Family Resource Centers in Polk County to support, inform and engage parents and guardians. J. Duckstad moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the Minnesota Housing, Housing Trust Fund Rent Funding grant request from October 1, 2023, to September 30, 2025, in the amount of \$75,000.00 to provide Housing Navigation and rent payments to assist participants to find and access housing and then work towards self-sufficiency. T. Anderson moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services, Migrant Child Care grant request from July 1, 2023, to June 30, 2024, in the amount of \$443,408.00 to provide funds for salaries and benefits, contracted services (including childcare, transportation, and medical and dental Services), supplies and travel expenses. N. Myers moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the First Children's Finance-Facility Revitalization, MN Department of Human Services, Head Start, Child, and Family Programs one-time grant request in the amount of \$5,950.00 to help with painting and wall repairs in the St. Cloud Center. G. Willhite moved to approve. Seconded by A. Arlien. Motion carried.

Board approval was requested to apply for the First Children's Finance, Facility Revitalization one-time grant request in the amount of \$2,602.40 to help replace and install the rest of the Lighting in the East Grand Forks Center. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to approve the Resolution Authorizing Application for Minnesota Housing and Finance Agency Family Homeless Prevention and Assistance Program. N. Myers moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to approve the Resolution Authorizing Application for Minnesota Housing and Finance Agency Family Bridges Program. S. Peterson moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson Presented a slideshow on the 2022 WIPFLI Audit Update.

Board approval was requested for the Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of Tri-Valley. J. Duckstad moved to approve the resolution. Seconded by D. Svaren. Motion carried.

Board approval was requested for the three Authorization Resolutions to designate the Chief Executive Officer as the Identified Official with Authority (IOWA) for State of Minnesota Education Identity Access Management (EDIAM). A. Arlien moved to approve. Seconded by S. Kjono. Motion carried. A. Aubol will forward signed resolutions to the Minnesota Department of Education.

The Board Nominating Committee will officially share their nominations for Board Chair, Vice Chair, Secretary, and Treasurer at the Organizational Meeting in June. Existing Executive Committee members are willing to continue their posts for another year.

Board approval was requested for the 10% Federal De Minimis Indirect Cost Rate Certificate. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. M. Gunderson moved to approve. Second by T. Anderson. Motion carried.

Board approval was requested to approve the 10-year Monticello Center Lease Agreement. G. Willhite moved to approve. Second by M. Gunderson. Motion carried.

Board approval was requested to accept S. Vonesh's resignation from the Low-Income Sector Seat for Polk County. N. Myers moved to approve. Second by A. Arlien. Motion carried.

Board approval was requested to accept S. Vonesh's nomination from the Willing Workers 4-H Club to the Private Sector Seat for Polk County. S. Kjono moved to approve. Second by N. Myers. Motion carried.

The Prairieland Duplexes Annual Meeting commenced. Tri-Valley closed on the USDA Rural Development loan for the Prairieland Duplexes last Thursday. The loan will help with updates to the duplexes, such as HVAC repairs and new siding. J. Duckstad moved to accept the Prairieland Duplexes annual report. Seconded by S. Peterson. Motion carried.

J. Carlson asked for volunteers from the Board of Directors to help with the search for a new Head Start Director.

The next meeting of the Board of Directors will be June 13, 2023, 6:30 p.m.

N. Myers moved to adjourn the meeting. Seconded by M. Gunderson. Motion carried. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL