



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
June 13, 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, N. Myers, D. Svaren, L. Hall, M. Gunderson, C. Spisak, A. Arlien, D. Mack and T. Anderson.

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

A quorum was established with 13 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, May 09, 2023 meeting minutes, June 02, 2023, Executive Committee meeting minutes, financial report, a First Children's Finance, Facility Revitalization one-time grant request in the amount of \$7,438.48 for the repair of windows at the Danube center, and a Northwest Minnesota Initiative Foundation grant request from September 1, 2023, to August 31, 2024, in the amount of \$5,000.00 to help sponsor an advisory committee of persons experiencing homelessness or have experienced homelessness to provide insight, suggestions and assist with quality improvement of our programs. Seconded by T. Anderson. Motion carried.

G. Willhite moved to approve the Status Report. Seconded by D. Mack. Motion carried.

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

J. Carlson presented the Chief Executive Officer report:

- The work on Prairieland Duplexes will begin soon
- There are a few Board seats that need to be filled.

M. Melbye gave an update on Senior Programs. Highlights included:

- Last month the advisory council met in person for the first time since COVID.
- Foster Grandparent grants have been submitted.
- A recruitment committee was created to help develop new recruitment ideas.
- Resource bags were made and handed out to seniors during tax time.
- The stipend was increased for volunteers.

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

J. Carlson provided the Head Start, Child, and Family Programs report.

- The Head Start Director position has been posted.
- The Reduction request for RV will be submitted later this week.
- RXII Cola and QI funding has come in.

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

Board approval was requested to apply for the Minnesota Summer Food Service Program grant in the amount of \$12,245.00 from June 1, 2023 - May 31, 2024, for the Summer Food Service Program in Breckenridge. D. Svaren moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the First Children's Finance, Facility Revitalization one-time grant in the amount of \$19,051.79 for the following facility improvements and repairs at the Sleepy Eye Center: Sandbox and cover, game table, table, chairs with trays, chair set and replace faucets that are leaking. N. Myers moved to approve. Seconded by A. Arlien. Motion carried.

Board approval was requested to apply for the Minnesota Department of Human Services grant request in the amount of \$100,000.00 from October 1, 2023, to September 30, 2025, for the Family Friend and Neighbor Providers (FFN) Program. The Funding will provide technical assistance and support to persons providing FFN care or interested in providing FFN Care. G. Willhite moved to approve. Seconded by T. Anderson. Motion carried.

Board approval was requested to apply for the Rural Transportation Collaborative (RTC) & Senior Programs grant from October 1, 2023 – September 30, 2024, to provide transportation services for seniors age 60 and over that are income eligible to gain access to a medical appointment and basic needs and provide senior companion services to the same population. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to allow the Executive Committee to approve the 2022 Annual Report with unaudited financials. M. Gunderson moved to approve. Seconded by N. Myers. Motion carried.

Board members were asked to read and sign the Consent and Release form and return to A. Aubol.

Board members were asked to read and sign the Conflict-of-Interest form and return it to A. Aubol.

Board members were asked to complete the Board Qualification Survey and return to A. Aubol.

Board approval was requested to approve the Health and Safety Screen. S. Peterson moved to approve. Seconded by D. Mack. Motion Carried.

Board approval was requested to approve the Governance, Leadership, and Capacity Screen. J. Duckstad moved to approve. Seconded by G. Willhite. Motion Carried.

The floor was opened for nominations to participate on the Head Start/Early Head Start Policy Council for the 2023-2024 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Head Start/Early Head Start Policy Council. D. Mack moved to approve. Seconded by T. Anderson. Motion carried.

The floor was opened for nominations to participate in the Migrant and Seasonal Head Start/Early Head Start Policy Council for the 2023-2024 program year. S. Vonesh volunteered. Nominations ceased. S. Vonesh will serve as the Representative to the Migrant and Seasonal Head Start/Early Head Start Policy Council. D. Mack moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson provided information on DHS Licensing regulations related to background studies.

The Nominating Committee Report was presented. Recommendations are:

Chair – S. Vonesh

Vice Chair – J. Bachmeier

Secretary – S. Peterson

Treasurer – J. Duckstad

D. Mack moved to accept the nominating committee's recommendations and elect all by acclamation. Seconded by G. Willhite. Motion carried.

Board approval was requested to direct management to align Leave & Lactation Policies with Updated MN Law that will go into effect 07/01/2023. N. Myers moved to approve. Seconded by S. Peterson. Motion Carried.

The next meeting of the Board of Directors will be August 8, 2023, 6:30 p.m.

M. Gunderson moved to adjourn the meeting. Seconded by T. Anderson. Motion carried. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL