



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
August 8, 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, S. Peterson, J. Bachmeier, D. Svaren, M. Gunderson, J. Duckstad, S. Kjono, L. Hall, T. Anderson, G. Willhite, C. Spisak, K. Hassel, Y. Castelazo

Staff members present were J. Carlson, N. Aaker, A. Aubol

Quorum was established with 12 voting members present.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, August 8, 2023 meeting agenda, June 13, 2023 meeting minutes, July 27, 2023, Executive Committee meeting minutes, status report, financial report, Minnesota Agriculture in the Classroom (MAITC) Grant request in the amount of \$500.00 from September 1, 2023 through October 15, 2023 and Kids in Need – Educational Supplies for Families one-time grant request. Seconded by G. Willhite. Motion carried.

S. Vonesh presented the Executive Committee Report. Carryover funds request in the amount of \$145,438.00 to purchase a new bus. Any remaining funds will be used to complete small projects at the Monticello Center. D. Svaren moved to approve the Executive Committee Report. Seconded by S. Peterson. Motion carried.

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

J. Carlson presented the Chief Executive Officer report. Jeff is still working on projects around the Office. We will hold an open house when more projects are finished. Motion to approve the report by S. Kjono. Second by S. Peterson. Motion carried.

J. Carlson provided the Head Start, Child, and Family Programs report. Migrants and Seasonal Policy Council report presented by S. Vonesh. RXII Policy Council met in person in St Cloud for their first meeting of the year. We had 17 parents present at the meeting. The new members received training and all executive committee positions were elected and filled.

J. Carlson presented the Office of Head Start Information Memorandums.

- Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients
- Treatment of Rebates, Refunds, Discounts, and Similar Cost Savings

J Carlson gave the board an update on the Head Start Director Search.

- Three interviews were held last week at the Crookston AO and via Teams.
- All three applicants will come to Crookston for a second interview in person within the next couple of weeks.

G. Willhite moved to approve the Head Start, Child, and Family Programs Report. Seconded by J. Duckstad. Motion Carried.

Correspondence – J. Carlson shared two cards sent to Tri-Valley.

- Thank you card from Wayne Melbye's family for the funeral flowers.
- Thank you from the Gary Community Club for the fridge donation.

Unfinished Business

J Carlson Reviewed the Audit Draft. T. Anderson moved to approve the Audit Draft. Seconded by S. Peterson. Motion Carried.

S. Peterson moved to approve the Annual Report. Seconded by S. Kjono. Motion Carried.

New Business

J. Carlson asked the board to approve the Resolution Authorizing Application for MN Housing and Finance Agency Family Homeless Prevention and Assistance Program from 10/01/2023 to 09/30/2025 in the Amount of \$400,899.00 Standard Grant Proceeds and \$425,696.00 of Fast Track Proceeds for a total of \$826,595.00.

Motion by D. Svaren to approve the Resolution. Second G. Willhite. Motion carried.

J Carlson asked the board to approve the Minnesota Department of Transportation Grant Request in the amount of \$4,650,000.00 from January 01, 2024, to December 31, 2024, to provide public transportation services within the designated service area. And approval of the 2024 Transportation Operating Grant Resolution.

Motion by J. Duckstad to approve the grant request. Second K. Hassel. Motion carried.

Resolution Authorizing Application for Minnesota Housing and Finance Agency Family Homeless Prevention and Assistance Program from October 1, 2023, to September 30, 2025. S. Kjono Moved to approve the resolution. Seconded by M. Gunderson. Motion carried.

J. Carlson presented the FFY2023 EAP Program Audit Report. S. Peterson Moved to approve the audit Report. Seconded by K. Hassel. Motion Carried.

J. Carlson had our attorney review TVOC's Controlled Substance Policy. With Minnesota's new laws on cannabis, updates needed to be made. K. Hassel Moved to accept the attorneys' policy suggestions. Seconded by L. Hall. Motion Carried.

J. Carlson asked for the board's approval to amend the Break/Lunch Policy. TVOC is working hard to limit disruptions as much as possible in the classrooms. The amendment will allow staff to take a one-hour lunch break. Half being paid and half unpaid. G. Willhite moved to approve the amendment. Seconded by J. Duckstad. Motion carried.

J. Carlson, Human Resources, and our attorney are working on updating the Personal Policies. The board was given the first two sections to review and discuss at the next meeting. A new section will be presented at each meeting until all updates are made.

Board approval was requested to approve a Long-Term Compensation Payout for Delores (Lori) Anderson. S. Peterson Moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested to allow our Rosy Mencias Food Services Manager at the St. Cloud Center more time to obtain her drivers license. K. Hassel moved to approve. Seconded by L. Hall. Motion carried.

The next meeting of the Board of Directors will be September 12, 2023, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by K. Hassel. Motion carried. Adjourned at 7:30 p.m.