



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
September 12, 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, N. Myers, D. Svaren, L. Hall, M. Gunderson, S. Kjono, A. Arlien, T. Anderson, and P. Reese.

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

A quorum was established with 12 voting members present.

After a quorum was established, staff were excused so the board could discuss a personnel issue. Staff were invited back to the meeting, and it was reported that the board agreed to provide reward compensation to the CEO for the extra effort required to fulfill the duties of the Head Start, Child and Family Programs Director and Assistant Director for Program Services positions over an extended period of time.

J. Duckstad moved to approve the Consent Agenda, which included the current agenda, August 8, 2023, meeting minutes, Status Report, Financial Report, and the First Children's Finance-Facility Revitalization one-time grant request in the amount of \$5,215.00. The funds will be used to purchase an outdoor shed for the Owatonna Center. Seconded by N. Myers. Motion carried.

S. Vonesh presented the Executive Committee Report that included the Resolution authorizing acceptance of funding Minnesota Housing and Finance Agency Housing Trust Fund in the amount of \$117,000.00 of rental assistance and \$5,100.00 of housing navigation for a total of \$122,100.00 from October 01, 2023, through September 30, 2025. And the Medica Foundation grant request in the amount of \$10,000.00 for a twelve-month duration. The funds will be used to assist clients who have no health insurance options to pay for transportation to get to medical appointments. There will be a sliding fee scale designed for low-income families who do not receive such benefits from their insurance providers. T. Anderson 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.

- The second round of interviews was held today at the Crookston Administration Office. We had three applicants come in for the interviews. Parents from both Region V and Region RXII were in attendance along with S. Vonesh and J. Duckstad from the Board of Directors.
- They have selected an applicant to offer the Head Start Director position but need to wait for approval from both the Region V and Region RXII offices.

D. Svaren moved to approve the Chief Executive Officer report. Seconded by L. Hall. Motion carried.

J. Carlson provided the Head Start, Child and Family Programs report. Stephanie Vonesh shared highlights from the August 26, MSHS/MSEHS Policy Council meeting in St. Cloud MN. Highlights included:

At the federal level:

- The Fall Leadership Conference is scheduled for September 18-21 in Washington DC.
- The Policy Council President will be attending the conference along with Jason Carlson and Avril Kruchten.

At the State Level:

- Minnesota funded us with \$600,000.00 additional dollars for the next two program years.

At the local level:

- Tri-Valley has put in a request for a new bus.
- Teresa Luque a former RXII Policy Council member attended the meeting and shared her experiences with the parents. The Policy Council requested that Teresa help with the second round of interviews.
- Parent attendance and participation have been great this year.

Cindy Boudreaux, Health Services Manager, presented Health and Nutrition Services Training. N. Myers moved to accept the Head Start, Child and Family Programs report. Seconded by S. Kjono. Motion carried.

Board members were asked to review the revised sections 1 & 2 of the Tri-Valley Human Resources Policies and Procedures Manual after the August meeting. There was no discussion.

Board approval was requested to apply for the MN Child and Adult Care Food Program (CACFP) grant request in the amount of \$315,860.00 from October 1, 2023 – September 30, 2024. The funds will cover food and non-food items. T. Anderson moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the ND Child and Adult Care Food Program (CACFP) one-year grant request in the amount of \$56,284.00 from October 01, 2023, to September 30, 2024. The funds will cover food and non-food items. T. Anderson 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 request in the amount of \$9,400.00. The funds will be used to remove and dispose of existing carpet and install carpet tiles in Fellowship Hall at the Elgin Center. N. Myers 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 \$10,568.06. These funds will be used at the Glencoe Center for 3 cabinets for the front office, 2 infant room shelves, a staff breakroom refrigerator, 4 storage cabinets for curriculum and study kits, 2 outdoor storage sheds and 6 shelves, a dehumidifier, a diaper storage unit, 2 toddler cubbies, and a teacher easel. T. Anderson moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested to apply for the First Children's Finance-Facility Revitalization one-time grant request in the amount of \$13,134.00. The funds will replace the existing 3-ton mini-split single-head unit that conditions the kitchen and complete elevator shaft cleaning. D. Svaren moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Southern Minnesota Initiative Foundation's one-year grant request in the amount of \$20,000.00. The funds will be used for the Conscious Discipline Curriculum Training and Implementation Support. J. Duckstad moved to approve. Seconded by D. Svaren. Motion carried.

Board approval was requested to apply for the Caring Companion Program grant request in the amount of \$1.00 per hour of services from January 1, 2024, to December 31, 2026, to help offset various administrative, training, orientation, and volunteer and staff travel mileage reimbursement costs. There are 7 separate grant requests; 1 each for the counties of Roseau, Red Lake, Norman, Marshall, Mahnomen, Lake of the Woods, and Kittson. M. Gunderson moved to approve the 7 grant requests. Seconded by P. Reese. Motion carried.

Board approval was requested to receive the MN Department of Human Services – Office of Economic Opportunity – Monitoring and Fiscal Reconciliation Report. N. Myers moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson asked the board to review section 3 of the TVOC Human Resources Policies and Procedures Manual before the next meeting.

Board approval was requested for the Building Lease between Tri-Valley and the SEMCAC Head Start which will be used at the Owatonna center beginning July 1, 2023, through July 1, 2026. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson and N. Aaker provided information about the 401(k) Plan audit. Wipfli is behind on the audit this year. They are just starting compliance testing. An extension has been filed for the 5500. Fiscal is working on final adjustments on the corporate audit.

J. Carlson reviewed the Corporation's Safety Policies and Procedures. With an elevator at the new Administration Office, it was requested to take the section regarding the battery-operated stair climber out of the policy manual. D. Svaren moved to approve the Corporation Safety Policies and Procedures Review. Seconded by T. Anderson. Motion carried.

J. Carlson informed the board that UMC will no longer be providing the RSVP volunteer program. They have reached out to Tri-Valley to see if we would like to eventually take the program over. Once we have more information Jason will have another discussion on the topic.

The next meeting of the Board of Directors will be October 10, 2023, at 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: DEL