



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
October 10, 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, L. Hall, C. Spisak, M. Gunderson, J. Duckstad, T. Anderson, D. Svaren, G. Willhite, N. Myers, D. Mack, S. Kjono, J. Bachmeier, P. Reese, A. Arlien, and P. Munoz.

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

Quorum was established with 15 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, September 12, 2023, meeting minutes, status report, and financial report. Seconded by G. Willhite. Motion carried.

S. Vonesh presented the Executive Committee Report that included the recommendation of their board colleagues S. Vonesh and J. Duckstad to approve the hiring of Joyce Tangen as Tri-Valley's new Head Start/Early Head Start Director and the request to transfer \$137,846.00 from salaries/fringe and move to equipment to purchase a 63 passenger bus for the Bethel Center.

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

J. Carlson presented the Chief Executive Officer report.

- Joyce Tangen will be here to start her duties as the new Head Start Director on October 23<sup>rd</sup>.
- The city is still working on options for 102 N. Broadway.

T. Anderson moved to accept the Chief Executive Officer report. Seconded by D. Mack. Motion carried.

S. Vonesh provided highlights from the September 23<sup>th</sup>, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- Alicia Franco who is a Family Engagement Specialist from FHI360 provided Program Governance Training.
- Our RXII Policy Council President, J. Carlson, and A. Kruchten attended the Fall Leadership Conference in Washington DC
- Noemi Trevino with the Minnesota Department of Education shared some Title I statistics.
- Avril Kruchten, Family and Community Services Manager provided Family and Community Services Area Training and ERSEA Training (Eligibility; Recruitment; Selection; Enrollment; Attendance).
- Perla Munoz was elected Ad-Hoc to the Board of Directors.

S. Vonesh provided highlights from the October 9th, Head Start/Early Head Start Policy Council meeting. Highlights included:

- J. Carlson provided Policy Council Training
- A president, Vice President, and Secretary were elected to the Executive Committee

A. Arlien 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 section 3 of the Tri-Valley Human Resources Policies and Procedures Manual after the September meeting. There was no discussion.

J. Carlson reviewed the changes being made to some of the voluntary benefits that Tri-Valley offers to its employees. Those changes include a 5.8% premium decrease for Dental, a 4.2% premium increase for Vision, a 29.81% premium increase for Life/ADD, a 26% premium increase for Short Term Disability, a 14.71% premium increase for Long Term Disability, and there were no changes to the Voluntary Life premium this year.

Board approval was requested to approve the Health Insurance plan. Tri-Valley has had good renewals recently but the past couple of years have been challenging. We continue to work to raise our participation rate, which has been abnormally low.

J. Duckstad moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson reviewed the details of the 401(K) audit and 5500 Filing that is due October 15<sup>th</sup>. Due to issues with the Retirement provider, it took an extended amount of time to complete the Audit. S. Peterson moved to approve. Seconded by N. Myers. Motion carried.

Board approval was requested for the 2022 990 and 990-T.

J. Duckstad moved to approve. Seconded by T. Anderson. Motion carried.

The Board of Directors completed self-evaluation forms and returned them to A Aubol.

Board approval was requested to approve the Head Start 4<sup>th</sup> of July Request that will allow Head Start Staff to be off on July 5<sup>th</sup>. If the staff wants to work, they will be allowed to with the center closed.

D. Svaren moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson reviewed the Earned Sick and Safe Time memo. ESST is paid leave that employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member, or to seek assistance if an employee or their family member has experienced domestic abuse. Tri-Valley proposed that the ESST time would be accrued separately from PTO and that PTO accruals will not change due to ESST.

S. Peterson moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson asked the board to review sections 4&5 of the TVOC Human Resources Policies and Procedures Manual before the next meeting.

The next meeting of the Board of Directors will be December 12, 2023, 6:30 p.m., at the Crookston Administration Office.

J. Duckstad moved to adjourn the meeting. Seconded by M. Gunderson. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL