



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
December 12, 2023

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Crookston Administration office and via teams.

Board members present were S. Peterson, S. Vonesh, J. Duckstad, T. Anderson, D. Svaren, J. Bachmeier, N. Myers, S. Kjono, C. Spisak, L. Hall, Amber Arlien, M. Gunderson, T. Malm, and P. Munoz-Region XII ad hoc.

Staff members present were J. Carlson, A. Broden, J. Barrientos, and A. Aubol.

A quorum was established with 12 voting members present.

N. Myers moved to approve the nomination from the Argyle Rural Economic Development Authority of Tyler Malm to represent the private sector seat for Marshall County on the Tri-Valley Board of Directors. Seconded by S. Peterson. Motion carried.

J Duckstad moved to approve the Consent Agenda, which included the current agenda, October 10, 2023, meeting minutes, November 03, 2023, Executive Committee Meeting Minutes (Tri-Valley's 2023 Holiday Policy Addendum for Veterans Day), status report, and financial report, and the Open Your Heart to the Hungry and homeless Grant Request in the amount of \$7,000.00 for 12 months. The funds will be used to purchase start-up items for youth moving into independent housing (i.e. pots and pans, dishes, silverware, bedding, etc.) also, may be used to purchase winter jackets, hats, gloves, and boots. Seconded by S. Kjono. Motion carried.

J. Carlson reviewed details of the Tri-Valley 2023 Holiday Policy Addendum for Veterans Day that the Executive Committee approved on November 03, 2023.

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

J. Carlson presented the Chief Executive Officer report.

- We hired a temp to help clean out the old building. Multiple local agencies were allowed to come in and take what they needed. STS came to help clear out all the garbage and move the rest of the furniture to the main level. TVOC will allow the public to come in this Thursday and take what they want.
- The city is applying for a grant that would help them with the funding to purchase the old building. The application will be submitted in February.
- Cindy Pic Director of Transportation is out on Leave.

T. Anderson moved to accept the Chief Executive Officer report. Seconded by S. Peterson. Motion carried.

S. Vonesh provided highlights from the November 6, 2023, Head Start/Early Head Start Policy Council meeting. Highlights included:

- Joyce Tangen attended her first Region V Policy council meeting and told them her Head Start Journey.
- Joyce Tangen reviewed the Program Information Report
- Joyce Tangen provided training for the Tri-Valley Policy Manual, that included the Annual Report and the Audit Report.
- Elections were held for the Ad-Hoc to the Board of Directors, Victoria Ramirez was elected.

S. Vonesh provided highlights from the December 9, 2023, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- The Policy Council reviewed and approved the Administration for Children and Families grant request, Budget, Training & Technical Assistance Plan and Budget, Program Design and Org Chart
- The Policy Council reviewed and approved the Request to Transition for MSHS
- The Policy Council reviewed and approved the RXII Change in Scope
- Joyce Tangen reviewed the Program Planning that includes the Community Assessment, Self-Assessment, and Program Goals.
- The Policy Council approved the revisions in the Policies and Processes
- Joyce Tangen reviewed the Annual report and the School Readiness Goals

J. Carlson Presented the Head Start, Child and Family Programs Report. Highlights include:

- Joyce Tangen attended her first Policy Council Meeting for both Region V and Region XII
- J. Carlson explained the Change in Scope that was approved at the RXII Meeting. The change will allow Tri-Valley increase the quality of programming for the children we serve.
- J. Carlson was able to view a clip of documentary that featured a couple of our Migrant and Seasonal Head Start Centers

D. Svaren moved to accept the Head Start, Child and Family Programs report. Seconded by L. Hall. Motion carried.

J. Carlson read a Thank You card that was sent from the Care and Share

J. Carlson asked the board if they had any questions or concerns regarding section 4&5 of the TVOC Human Resources Policies and Procedures Manual. There was no discussion.

Ashley Broden reviewed some of the other policy changes. Sick and Safe time will go into effect on January 01, 2024. She has been corresponding with Tri-Valley's lawyer to finalize the changes to policy.

Board approval was requested to apply for the Administration for Children and Families grant request in the amount of \$1,879,490.00 (RXII EHS) and \$10,647,084.00 (RXII HS) for a one-year duration. The funds will be used to provide Head Start services to migrant and seasonal families throughout Minnesota and North Dakota. The Board of Directors were also asked to approve the RXII program design, contracts, and the organizational chart for year 1 the new 5-year grant cycle. N. Myers moved to approve. Seconded by A. Arlien. Motion carried.

Board approval was requested to approve the Pam Nikle Memo- in lieu of resignation Letter. Pam worked for Tri-Valley for 25 years and recently went out on Medical Leave. She is unable to return to work, T. Anderson moved to approve. Seconded by M. Gunderson. Motion carried.

J. Carlson requested Board approval to designate Elizabeth Hensrud as Interim Transportation Programs Director while C. Pic is out on leave for the remainder of 2023 and if additional leave is taken in 2024. J. Duckstad moved to approve. Seconded by S. Kjono. Motion carried.

J. Carlson informed the Board that there are no changes to the Americans with Disabilities Plan.

The next meeting of the Board of Directors will be on January 09, 2023, 6:00 pm at the Crookston Eagles Club

S. Peterson moved to adjourn the meeting. Seconded by N. Myers. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL