



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
January 09, 2024

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:00 p.m. at the Eagles Club in Crookston, MN.

Board members present were S. Peterson, S. Vonesh, J. Duckstad, L. Hall, T. Anderson, J. Bachmeier, N. Myers, S. Kjono, D. Mack, K. Hassel, P. Reese, G. Willhite, T. Malm, A. Arlien, M. Gunderson and C. Spisak.

Staff members present were J. Carlson, J. Tangen, and A. Aubol.

Special guest present were T. Holten

A quorum was established with 16 voting members present.

N. Myers moved to approve the Consent Agenda, which included the current agenda, December 12, 2023, meeting minutes, November 03, 2023, status report, and financial report, and the Mashall County Social Services Grant request in the amount of \$5,000.00 from January 01, 2024, to December 31, 2024. The funds will be used to support services and direct assistance such as food, transportation, utilities, secure deposits, rent for clients for one year in Marshall County. Seconded by S. Kjono. Motion carried.

Prior to the meeting, Treasurer J. Duckstad reported the fiscal documents have been reviewed and were in order.

J. Carlson presented the Chief Executive Officer report.

- A status update of 102 N. Broadway included:
  - The City has been working on a grant request to help obtain funds.
  - Tri-Valley may want to invest some funds in the future to help make a project happen.
- The Fiscal department is continuing to work on the audit. The Audit firm has had some issues with staffing.
- RXII T&TA will be here in February to meet with J. Tangen
- C. Pic Director of Transportation is back to work.
  - A. Arlien moved to accept the Chief Executive Officer report. Seconded by L. Hall. Motion carried.

S. Vonesh reported that the January 8, 2024, Head Start/Early Head Start Policy Council meeting was canceled due to not meeting a quorum.

T. Holten, Tri-Valleys Legal Counsel explained the final revisions of the TVOC Human Resources Policies and Procedures Manual.

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

Board approval was requested to apply for the Minnesota Department of Health Grant Request in the amount of \$4,070.60 from January 12, 2024, through December 15, 2024. The funds will be used to install 10 water filtration systems in the Danube Center in the sinks that are testing high for lead in the water. T. Anderson moved to approve. Seconded by G. Willhite. Motion carried.

Board Approval was requested to apply for the U.S. Department of Health and Human Services, Administration for Children and Families, Federal Head Start and Early Head Start grant request in the amounts of \$2,171,791.00 (HS) and 1,413,089.00 (EHS) for Program Operations and \$20,677.00 (HS) and \$27,074.00 (EHS) for Training and Technical Assistance from May 1, 2024 to April 30, 2025 to provide Head Start and Early Head Start services for 170 Head Start and 84 Early Head Start children and their families to enhance children's growth and development, strengthen families as the primary nurturers and teachers of their children, provide children with educational, health, and nutritional services, and link children and families to needed community services, including RV Program Design, RV Contracts and the Org Chart. S. Kjono moved to approve. Seconded by N. Myers. Motion carried.

J. Carlson reviewed the Community Needs Assessment

J. Carlson reviewed the Emergency Succession Plan, which is in place for contingencies due to the disability, death, or departure of the Chief Executive Officer. In the unlikely event of an untimely vacancy, the Emergency Succession Plan facilitates the transition to both interim and long-term leadership. There were no changes to the plan. J. Duckstad moved to approve. Seconded T. Malm. Motion carried.

The next meeting of the Board of Directors will be February 13, 2024, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by N. Myers. Motion carried. Adjourned at 6: 45 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL