



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

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. Duckstads, G. Willhite, T. Anderson, K. Shaugobay, K. Hassel, D. Mack, T. Malm, A. Arlien, N. Myers, M. Gunderson, L. Hall, D. Svaren, S. Kjono, C. Spisak, V. Ramirez, P. Munoz

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

A quorum was established with 17 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, March 12, 2024, meeting minutes, financial report, and Status Report. Seconded by G. Willhite. Motion carried.

S. Vonesh presented the Executive Committee Report.

- BIO Legacy Foundation Grant Request in the amount of \$5,900.00 from April 1, 2024-October 1, 2024. These funds will be used to put up dividers for the gym area due to licensing requirements to separate play spaces by age; so that the infants and toddlers also have a large gross motor space to utilize inside as needed. These dividers are approved by the city in the shared gym space. The dividers will not harm the surface of the gym floor and allow easy removal when the gym is being used by other entities. (Danube Center)
- Tri-Valley staff was excused while the Executive Committee reviewed recommendations for the Chief Executive Officer performance evaluation with the Board, as recorded in separate meeting minutes.

J. Duckstad moved to approve the performance evaluation and the Executive Committee Report. Seconded by T. Anderson. Motion carried. G. Willhite moved to accept the Executive Committee salary recommendation. Seconded by N. Myers. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- E. Hensrud is acting as interim Director of the Transportation Program while C. Pic is on leave.
- J. Carlson had a meeting with officials from Polk County, the City of Crookston and the city's finance company to discuss more options for 102 N. Broadway.
- Tri-Valley is looking for quotes on new windows for the Fisher Townhomes.
- J. Carlson will be in Bloomington this week to present information to new directors for Region V.
- J. Carlson presented some pictures of the Glencoe flooring project.

D. Svaren moved to approve the Chief Executive Officer report. Seconded by T. Malm. Motion Carried.

S. Vonesh provided highlights from the April 1, 2024, Head Start/Early Head Start Policy Council meeting. Highlights included:

- The Crookston Head Start Center hired one new substitute teacher.
- The Policy Council approved the State of MN Grant Request in the amount of \$424,033.00 for a one-year duration.
- The Policy Council received ERSEA training.
- J. Tangen asked the Policy Council for permission to write for the Region V Head Start COLA Grant.
- Next meeting will be in October.

K. Hassel moved to accept the Head Start, Child and Family Programs report. Seconded by J. Duckstad. Motion carried.

Board approval was requested to apply for the State of Minnesota Grant Request in the amount of \$424,033.00 for a one-year duration for the Region V Head Start / Early Head Start Program. G. Willhite moved to approve. Seconded by K. Hassel. Motion carried.

Board approval was requested to apply for the State of Minnesota Grant Request in the amount of \$2,323,090.00 for a one-year duration for the Region XII Migrant and Seasonal Head Start / Early Head Start Program. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Polk County Grant Request in the amount of \$123,000.00 from April 16, 2024, to December 30, 2024. The funds will be used for staff time and support services for families with children experiencing homelessness or at the risk of experiencing homelessness in Polk County. D. Svaren moved to approve. Seconded by K. Hassel. Motion carried.

Board approval was requested to approve the Custom Catering by Short Stop Contract – Catering Service for the Head Start All Staff Conference. J. Duckstad moved to approve. Seconded by A. Arlien. Motion carried.

Board approval was requested to approve the Peace United Methodist Church Contract – Elgin Facility Lease for the next five years. G. Willhite moved to approve. Seconded by K. Hassel. Motion carried.

J. Carlson reviewed the Minn. Statute 16B.981, that requires all members of the Board of Directors to be free of a financial felony for the last 10 years.

J. Carlson requested Board approval for the Fiscal Policy & Procedures Transportation Program Addendum. T. Anderson moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson requested Board approval for a 3.7% COLA increase for all eligible, regular staff. We are anticipating an approximately 2.3% COLA increase for Head Start staff, that includes

seasonal staff, that will be a part of the agency COLA for regular staff. K. Hassel moved to approve. Seconded by T. Malm. Motion carried.

The next meeting of the Board of Directors will be May 14, 2024, at 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL