



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
August 13, 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 J. Bachmeier, A. Arlien, S. Peterson, J. Duckstads, S. Vonesh, G. Willhite, P. Reese, K. Shaugobay, D. Mack, N. Myers, L. Hall, D. Svaren, S. Kjono, and C. Spisak

Staff members present were J. Carlson, M. Hams, N. Aaker, T. Sundeen, T. Morrison, and A. Aubol

Quorum was established with 14 voting members present.

D Mack moved to approve the Consent Agenda, which included the current agenda, June 11, 2024 meeting minutes, July 11, 2024 and August 09, 2024 Executive Committee meeting minutes, status report, financial report, and Medica Grant Request in the amount of \$10,000.00 from January 01, 2025 through December 31, 2025. The funds will be used for RTC rides and operations. Seconded by A. Arlien. Motion carried.

Karl Eck an audit partner with Wipfli presented the Tri-Valley Opportunity Council Consolidated Financial Statements and Supplementary Information for the year ended December 31, 2023. The report included an unmodified opinion and no findings. Tri-Valley was noted to be in very good financial condition.

J. Bachmeier presented the Executive Committee Report. Exclusions to Corporate Salary Ranges and Adjustments to the Hiring Incentive for Region V. J. Duckstad moved to approve the Executive Committee Report. Seconded by G. Willhite. Motion carried.

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

T. Sundeen and T. Morrison joined the meeting as a part of a Head Start Self-Assessment in order to analyze the program and see what improvements can be made. The Board of Directors were asked a series of questions to give their input on their governance of the Head Start program.

J. Carlson presented the Chief Executive Officer report. Highlights include:

- The Viewpoint project is scheduled to film on September 13<sup>th</sup>. The production company will put out a press release on or about August 21<sup>st</sup>.
- Polk County will be asked to support the City of Crookston vacating a right of way at the Crookston Head Start location before construction on a new transportation building starts. This is being done to facilitate the construction of a Setting IV special education facility that is currently seeking funding.

- 102 N. Broadway update – 3 Rivers is lined up to do work on creative reuse on the property. Asbestos testing has been done.
- The board was made aware of a sensitive employee issue.

Motion to approve the report by K. Shaugobay. Second by S. Peterson. Motion carried.

J. Carlson provided the Head Start, Child, and Family Programs report.

Migrant and Seasonal Policy Council report presented by S. Vonesh. RXII Policy Council met in person in St Cloud for their first meeting of the year. We had 13 parents present at the meeting. The new members received training, and two grants were approved. Policy Council members requested that elections for the Executive Committee be held at the August meeting.

J. Carlson presented the Office of Head Start Information Memorandum.

- Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

J Carlson gave the board an update on the Office of Head Start Monitoring Review Report.

J. Carlson, S. Vonesh and J. Bachmeier spoke to the Board about the visit they had with Pam Brinson, Region XII Program Specialist.

J. Carlson and T. Sundeen gave a recap of the Head Start All Staff Conference in St. Cloud last month.

N. Myers moved to approve the Head Start, Child, and Family Programs Report. Seconded by D. Mack. Motion Carried.

J. Carlson asked the board to approve the Dancing Sky - Area Agency on Aging Grant Request, in the amount of \$122,796.00 from January 01, 2025, through December 31, 2025. The funds will be used to provide rides and operations. Motion by D. Svaren to approve the Resolution. Second K. Shaugobay. Motion carried.

J Carlson asked the board to approve the STOP School Violence Project (Bureau of Justice Assistance) one time Grant Request in the amount of \$20,000.00. The funds will be used for Conscious Discipline Curriculum Training and Implementation Support.

Motion by N. Myers to approve the grant request. Second K. Shaugobay. Motion carried.

J Carlson asked the board to approve the U.S. Department of Human Services, Administration for Children & Families one time Grant Request in the amount of \$823,976.44. The funds will be used to renovate a facility in Blue Earth, MN for MSHS / MSEHS Services.

Motion by S. Peterson to approve the grant request. Second S. Vonesh. Motion carried.

J Carlson asked the board to approve the Office of Head Start Grant Request in the amount of \$170,893.00 for a one-year duration. The funds will be used on projects to improve health and safety in our Region V centers.

Motion by K. Shaugobay to approve the grant request. Second S. Peterson. Motion carried.

J Carlson asked the board to approve the Minnesota Child & Adult Care Food Program (CACFP) Grant Request in the amount of \$531,067.00 from October 01, 2024, through September 30, 2025. The funds will be used for food and non-food items.

Motion by A. Arlien to approve the grant request. Second K. Shaugobay. Motion carried.

J Carlson asked the board to approve the North Dakota Child & Adult Care Food Program (CACFP) Grant Request in the amount of \$59,100.00 from October 01, 2024, through September 30, 2025. The funds will be used for food and non-food items.

Motion by J. Duckstad to approve the grant request. Second D. Mack. Motion carried.

J. Carlson presented the FFY2024 EAP Program Audit Report. S. Vonesh Moved to approve the audit Report. Seconded by S. Peterson. Motion Carried.

Board approval was requested to approve the Office of Economic Opportunity – Monitoring & Fiscal Reconciliation Report. N. Myers moved to approve. Seconded by A. Arlien. Motion carried.

The next meeting of the Board of Directors will be September 10, 2024, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by A. Arlien. Motion carried. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board