



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
October 08, 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.

The board members present were J. Bachmeier, A. Arlien, S. Peterson, J. Duckstads, S. Vonesh, G. Willhite, P. Reese, T. Anderson, K. Shaugobay, T. Malm, N. Myers, M. Gunderson, L. Hall, D. Svaren, S. Kjono, C. Spisak

The staff members present were J. Carlson, M. Melbye, A. Aubol, and K. Rolland

Quorum was established with 16 voting members present.

D. Svaren moved to approve the Consent Agenda, which included the current agenda, September 10, 2024, meeting minutes, status report, and financial report. Seconded by S. Vonesh. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- J. Carlson joined the Board of Directors for the Northern Dental Access Center.
- Tri-Valley received a response from MN Housing regarding the Fisher Townhomes. They are in the process of working with Bremer to understand our mortgage situation and explore alternative financing options.
- Update on 102 N. Broadway-the asbestos removal will begin next week.
- Head Start one time funding was approved to fix safety issues in our centers.
- The Viewpoint project was filmed September 13th at the Crookston Administration Office and Crookston Head Start Center.

G. Willhite moved to accept the Chief Executive Officer report. Seconded by S. Peterson. Motion carried.

S. Vonesh provided highlights from the October 05th 2024, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- J. Tangen gave an update on grants that we have applied for and notified Policy Council that we are approved to write for grants for the next program year.
- N. Trevino from the MN Department of Education was present at the meeting to present the Migrant Program (Title I) report.
- The Policy Council was trained in Education and Disabilities Service, Mental Health and Wellness, and ERSEA.

- Two Policy Council Members volunteered to attend the NHSA Parent and Family Engagement Conference in San Diego this December.
- J. Tangen reviewed the Travel Guidelines.

The first Policy Council meeting for Region V will be held on October 29th, 2024, at Crookston Administrative Office.

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

Board approval was requested to apply for the MnDOT Facility and Large Capital four-year grant request from 2026-2029. The amount is undetermined at this time. The funds will be used to remodel the office in Crookston (adding dispatch office areas and two additional offices). T. Anderson moved to approve the grant request. Seconded by K. Shaugobay. Motion carried.

S. Peterson moved to approve the MnDOT Facility and Large Capital four-year grant request in the amount of \$30,000.00 for 2026. The funds will be used for office furniture for dispatchers – 6 cubicle stations. Seconded by A. Arlien. Motion carried

Board approval was requested to apply for the MN Department of Education one-time grant request in the amount of \$200,000.00. The funds will be used for a Grow Your Own initiative for qualified teaching staff in our program. N. Myers moved to approve the grant request. Seconded by D. Svaren. Motion carried.

J. Carlson reviewed the changes being made to some of the voluntary benefits that Tri-Valley offers to its employees. Those changes include a 6% premium increase for Dental, a 4% premium increase for Vision, and the following changes to Life/LTD Renewal (The Standard) : rate guarantee until 1/1/2026, but was able to increase guaranteed issue from \$120,000 to \$150,000 for life and increase the LTD maximum monthly benefit from \$6,000 to \$8,000 with no adjustment to the rates (this allows us to cover all of our employees, there would be some who wouldn't have received the full benefit) Voluntary Life (The Standard). 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 are due October 15th. S. Peterson moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested for the 2023 990 and 990-T.

S. Vonesh moved to approve. Seconded by K. Shaugobay. Motion carried.

J. Carlson reviewed the RV Head Start and Early Head Start Services Snapshot that summarizes key data on demographics and services for preschool-age children served by Tri-Valley Head Start and Early Head Start. The data in the snapshot is a subset of Tri-Valley's annual Program Information Report (PIR) submission to the Office of Head Start. The Head Start program utilizes the data in these reports to show compliance and to use in decision-making for quality improvement.

J. Carlson reviewed the Region XII Migrant Head Start Services Snapshot that summarizes key data on demographics and services for children from birth to age five and pregnant

women served by Tri-Valley Migrant and Seasonal Head Start. The data in the Snapshot is a subset of Tri-Valley's annual Program Information Report (PIR) submission to the Office of Head Start. The Head Start program utilizes the data in these reports to show compliance and to use in decision-making for quality improvement.

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

The next meeting of the Board of Directors will be on December 10, 2024, 6:30 p.m., at the Crookston Administration Office.

N. Myers moved to adjourn the meeting. Seconded by S. Peterson. Adjourned at 7:15 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: AA