



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
January 14, 2025

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.

The Board members present were J. Bachmeier, S. Peterson, J. Duckstad, L. Hall, S. Vonesh, N. Myers, S. Kjono, D. Mack, K. Hassel, P. Reese, G. Willhite, T. Malm, K. Shaugobay, and T. Oistad.

The staff members present were J. Carlson, E. Hensrud, and A. Aubol.

A quorum was established with 14 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, December 10, 2024, meeting minutes, status report, and financial report, and the GrowMoreGood Grant Request in the amount of \$5,000.00 from 2025-2026. The funds will be used to purchase garden materials for the Elgin Center Garden. Seconded by S. Vonesh. Motion carried.

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

N. Myers moved to approve the Executive Committee Report that included the ESST Policy revision to include PTO may be used to fulfill the full day leave requirement. Seconded by J. Duckstad. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- E. Hensrud attended her first meeting as the Transportation Director and gave a little information about her role at TVOC.
- Wipfli will provide the Board Members a final report on the IT project when they are finished.
- Quick update on Fisher Townhomes.
- We received a first cut of the ViewPoint videos.
- There have been some mechanical issues with some of the new transportation buses.
- We received a contract for MNDOT buses.

P. Reese moved to accept the Chief Executive Officer report. Seconded by G. Willhite. Motion carried.

S. Vonesh provided highlights from the December 07, 2024 Migrant and Seasonal Head Start / Early Head Start Policy Council meeting. Highlights include:

- J. Tangen went over the Budget In Place, Credit Card Statements, in Kind and Program Data Report.

- The Office of Head Start Grant request that included, Budget, Training & Technical Assistance Plan and Budget, Funded Enrollment/Program Design, Org Chart, and List of Contracts.
- The Request to Transition was approved.
- P. Fernandez Presented the Program Planning that includes the Self-Assessment, Program Goals, and School Readiness Goals.
- J. Tangen reviewed the Policies and Processes.
- J. Tangen reviewed the Head Start Annual Report.

S. Vonesh provided highlights from January 6, 2025; Head Start/Early Head Start Policy Council meeting. Highlights included:

- J. Tangen went over the Budget in Place, Credit Card Statements, in Kind and Program Data Report.
- The Office of Head Start Grant request that included, Budget, Training & Technical Assistance Plan and Budget, Funded Enrollment/Program Design, Org Chart, and List of Contracts.
- P. Fernandez Presented the Program Planning that includes the Self-Assessment, Program Goals, and School Readiness Goals.
- J. Tangen reviewed the Policies and Processes.

J. Carlson requested Board approval to apply for the Office of Head Start Grant Request in the amount of \$2,222,828.00 (RV Head Start), \$20,677.00 (HS T/TA), 1,446,297.00 (RV Early Head Start), and \$27,074.00 (EHS T/TA) for a total of \$3,716,876.00. This will be grant renewal year three of a five year cycle. The funds will be used to provide services to 130 Head Start and 102 Early Head Start Families.

- A. Budget
- B. Training & Technical Assistance Plan and Budget
- C. Funded Enrollment / Program Design
- D. Organizational Chart
- E. List of Contracts

L. Hall moved to approve the Grant Request, Budget, Training & Technical Assistance Plan and Budget, Funded Enrollment / Program Design, Organizational Chart, and List of Contracts. Seconded, by D. Mack. Motion carried.

Board approval was requested to apply for the Polk County Grant Request in the amount of \$167,648.00 from January 01, 2025, through December 31, 2025. The funds will be used for the Family Resource Center staff to provide case management and referrals to families and direct services to families. K. Shaugobay moved to approve. Seconded by N. Myers. Motion carried.

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 S. Kjono. Motion carried.

J. Carlson gave the Board Members information on the Community Action Masterclass that is available to TVOC employees and Board of Director Members.

J. Carlson reviewed the Community Needs Survey and asked Board members to send them in when they are completed.

The next meeting of the Board of Directors will be February 11, 2025, 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: AMA