



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 08, 2025

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, T. Anderson, K. Shaugobay, D. Mack, T. Malm, T. Oistad, L. Hall, D. Svaren, S. Kjono, C. Spisak

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

A quorum was established with 16 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, March 11, 2025, meeting minutes, financial report, and Status Report. Seconded by S. Vonesh. Motion carried.

J. Bachmeier presented the Executive Committee Report.

- ND Department of Agriculture Farm to School Equipment one- time Grant Request in the amount of \$15,316.00. The funds will be used to purchase a new refrigerator, freezer, combi oven and wiring outlets at the Grafton Center.
- Tri-Valley 2024 Request for Waiver on NFS
- Tri-Valley HS LDO Request 2025-26
- Region V One-Time H&S Request Updated
- 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.

T. Malm moved to approve the performance evaluation and the Executive Committee Report. Seconded by S. Vonesh. Motion carried. G. Willhite moved to accept the Executive Committee salary recommendation. Seconded by K. Shaugobay. Motion carried.

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

J. Carlson presented the Chief Executive Officer report.

- J. Carlson has been working with Minnesota Housing on options for the loans on the Fisher Townhomes. He will contact Bremer Bank to determine if there is a feasible loan forgiveness amount Tri-Valley can petition for to allow for a new mortgage with Bremer.
- J. Carlson discussed the email concerning his departure from Tri-Valley Opportunity Council.
- J. Carlson gave the board some options on getting the process started to fill the CEO position. After deliberation, the board requested that J. Carlson secure a

facilitator for a board discussion about the position opening. Also, the board directed J. Carlson to bring a candidate or candidates to act as Interim CEO to the May board meeting

- J. Carlson announced that we are eliminating the Program Nurse Position at Tri-Valley. Head Start and Early Head Start have evaluated the services provided by the health team. We found that to better empower families to utilize the use of their medical providers, we need to decrease the number of physical check-ups we provide. Referring families to their provider increases the child's well-being and knowledge of families as well as increases continuity of care (when they leave our program). This will allow the program to use the revenue of approximately \$500,000 toward a 2.4% COLA increase and increase some education staff in classrooms where there are high needs (child advocates).

J. Duckstad moved to approve the Chief Executive Officer report. Seconded by A. Arlien. Motion Carried.

J. Carlson presented the Head Start, Child and Family Programs Report.

- Office of Head Start Memo – Promoting Healthy Eating and Nutrition for Head Start Children and Families.
- Office of Head Start – Consolidating the Head Start Regional Offices.

D. Mack moved to accept the Head Start, Child and Family Programs report. Seconded by S. Kjono. Motion carried.

J. Carlson requested Board approval for a 2.4% COLA increase for all staff who are not on a Performance Improvement Plan. The COLA will go into effect on April 13, 2025. G. Willhite moved to approve. Seconded by K. Shaugobay. Motion carried.

Elimination of Program Nurse Position was discussed during J. Carlson's Executive Officer Report.

Board approval was requested to remove non-compliant statements from the Head Start Standards of Conduct for Staff and Volunteers. G. Willhite moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson asked for volunteers to help with the Focus Area One Review meetings.

Board approval was requested to add N. Aaker, A. Theis, and J. Remer to the Authorized Signers list for the Fisher Townhomes Operating, Security, and Replacement Reserve accounts. D. Mack moved to approve. Seconded by S. Peterson. Motion carried.

J. Carlson requested Board approval to accept S. Peterson's re-election letter from the Stephen Lions Club, and 1st Lutheran Church. J. Duckstad moved to approve, seconded by G. Willhite. Motion carried.

The next meeting of the Board of Directors will be May 13, 2025, at 6:30 p.m.

K. Shaugobay moved to adjourn the meeting. Seconded by S. Vonesh. Motion carried. Adjourned at 7:45 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: AMA