



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
May 14, 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. Duckstad, G. Willhite, P. Reese, T. Anderson, K. Shaugobay, T. Malm, A. Arlien, N. Myers, M. Gunderson, L. Hall, D. Svaren, and C. Spisak

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

Quorum was established with 15 voting members present.

T. Malm moved to approve the Consent Agenda, which included the current agenda, April 09, 2024, meeting minutes, April 09, 2024, Executive Committee Meeting Minutes – CEO Annual Performance Appraisal, Status Report and financial report, Seconded by T. Anderson. Motion carried.

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

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

- Robert Silvers, Transportation Program Manager shared a slideshow of Driver Recognitions and Stats.

- A quote for all identified maintenance issues for the Fisher Townhomes came in at \$316,000.00

- J. Carlson is continuing to talk with City Officials about options for 102 N. Broadway

- J. Carlson is still working on options for the MURL lot in Ada.

- There was an incident at the St. Cloud Head Start Center, where a child was left unattended in the hallway. The child's parent was notified the day of the incident, and a notification was made to Minnesota State Licensing and to the Office of Head Start. The staff will be receiving additional training to prevent this type of situation from happening again.

J. Duckstad moved to accept the Chief Executive Officer report. Seconded by K. Shaugobay. Motion carried.

S. Vonesh provided highlights from the April 27, 2024, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

Joyce Tangen gave an update on:

- Change in Scope

- Tri-Valley Head Start All Staff Conference

- Full Enrollment Initiative

- Qualifying Guidelines

Noemi Trevino shared some information on the Migrant Education Program (Title I)

The May menu was approved.

C. Pederson presented the Child Outcomes/School Readiness Goals.

C. Pederson presented Education / Disabilities Service Area Training.

J. Tangen invited members from the Executive Committee to attend the Head Start Public Forum in Washington DC this June.

This was the last Policy Council meeting for the 2023-2024 program year.

J Carlson reviewed a letter that was sent to S. Vonesh from the Administration for Children and Families regarding enrolment in Region XII.

A documentary featuring a couple Tri-Valley Head Start locations was sent out to the Board members last month and they had a chance to comment on it.

J. Carlson reviewed two memos sent from the Office of Head Start

-Strategies and Recommendations for Supporting Mental Health

-New Eligibility Provisions for Migrant and Seasonal Head Start Programs.

D. Svaren moved to accept the Head Start, Child and Family Programs report. Seconded by A. Arlien. Motion carried.

J. Carlson shared a Thank You Card from Care and Share in Crookston.

Board approval was requested to apply for the Department of Human Services Grant Request in the amount of \$400,000.00 from August 1, 2024, through June 30, 2027. The funds will be used to develop a Family Resource Center in collaboration with community partners to provide culturally responsive, relationship – based navigation and support to families across the 5 Protective Factors. S. Peterson moved to approve. Seconded by N. Myers. Motion carried.

Board approval was requested to apply for the Polk County Opioid Settlement Grant Request in the amount of \$50,000.00 from July 01, 2024, through June 30, 2025. The funds will be used for activities, training, and support for families to assist with preventing opioid use. P. Reese moved to approve. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to apply for the Minnesota Summer Food Service Program Grant Request in the amount of \$16,223.00 from June 01, 2024, through December 31, 2024. The funds will be used for food, non-food items, and salaries. S. Peterson moved to approve. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to apply for the Minnesota Department of Transportation Grant Request in the amount of \$4,361,070.00 from January 01, 2025, through December 31, 2025. Those funds will be used to provide transportation services within the designated 8 county service areas. Along with the grant request J. Carlson asked the board to approve the 2024 Solicitation for 2025 Operating Grant Resolution 12A4. J. Duckstad moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to approve the Resolution Authorizing Application for Minnesota Housing and Finance Agency Family Homeless Prevention and Assistance Program Round 2. N. Myers moved to approve. Seconded by K. Shaugobay. Motion carried.

J. Carlson informed the Board that we should have the 2023 Audit ready for next month's meeting.

A copy of the 2023 Annual Report was given to Board members to review.

Board approval was requested for the Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes J. Carlson to negotiate and sign on behalf of Tri-Valley. G. Willhite moved to approve the resolution. Seconded by T. Anderson. Motion carried.

Board approval was requested for the three Authorization Resolutions to designate the Chief Executive Officer as the Identified Official with Authority (IOwA) for State of Minnesota Education Identity Access Management (EDIAM). N. Myers moved to approve. Seconded by T. Malm. Motion carried. A. Aubol will forward signed resolutions to the Minnesota Department of Education.

Board approval was requested for the 10% Federal De Minimis Indirect Cost Rate Certificate. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub awards and subcontracts up to the first \$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. S. Peterson moved to approve. Second by A. Arlien. Motion carried.

Board approval was requested to approve the Access Service Common Carrier Transportation Rates for Medical Assistance clients (Non-Waiver) and Community Funded Clients. D. Svaren moved to approve. Seconded by J. Duckstad. Motion carried.

Board approval was requested to hire S. Maves as a Transit Shop Assistant. He currently does not possess the requirements for the position, but he is working towards getting his commercial license. T. Anderson moved to approve. Seconded by K. Shaugobay. Motion Carried

N. Myers moved to approve a Long-Term Compensation Payout for N. Bratvold. Seconded by S. Peterson. Motion carried.

The Board Nominating Committee will officially share their nominations for Board Chair, Vice Chair, Secretary, and Treasurer at the Organizational Meeting in June. Existing Executive Committee members are willing to continue their posts for another year.

The Prairieland Duplexes Annual Meeting commenced. The duplexes recently received new siding and some other updates. The property is fully occupied and maintained. K Shaugobay moved to accept the Prairieland Duplexes annual report. Seconded by S. Peterson. Motion carried.

The next meeting of the Board of Directors will be June 11, 2024, 6:30 p.m.

A. Arlien moved to adjourn the meeting. Seconded by K. Shaugobay. Motion carried. Adjourned at 8:00 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: DEL