



Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
December 10, 2024

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. at the Crookston Administration office and via teams.

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

Staff members present were J. Carlson, M. Melbye, and A. Aubol.

A quorum was established with 15 voting members present.

K. Shaugobay moved to approve the Consent Agenda, which included the current agenda, October 08, 2024, meeting minutes, status report for August 2024 and September 2024, and financial report for September 2024 and October 2024, and the Northwest Minnesota Foundation Women's Fund Grant Request in the amount of \$10,000 for a one-year duration. The funds will be used to provide needed services for single women, women with children that are exiting homelessness such as furniture, transportation costs, legal fees, car repairs, and fees associated with reunification of children. Seconded by T. Anderson. Motion carried.

P. Reese moved to approve the Executive Committee report that included the US Department of Labor Grant Request in the amount of \$3,300,000.00 for a 36-month duration. The funds will be used to increase alignment between workforce development systems, schools, and out of school time programs and leverage the roles, responsibilities, resources, and expertise of these entities in order to expand work-based learning opportunities, job training, and career pathways for underserved youth. Approved October 14, 2024., DHS – GEAR Division Grant Request in the amount of \$50,000.00 from January 01, 2025, through December 31, 2025. The funds will be used to build a durable volunteer structure and expand our capacity to welcome newcomers in the Migrant Education Program. Approved on October 15, 2024, and the MNDOT Grant Request in the amount of \$1,250,000.00 from 2024-2026. The funds will be used to purchase five new propane buses and a fueling station in Crookston. Approved on November 12, 2024. Seconded by T. Malm. Motion carried.

J. Carlson presented the Chief Executive Officer report.

- The asbestos abatement was completed at 102 N Broadway, and we are on budget for the money we set aside for the project
- The city has taken over the old Administrative Office
- We are working with Wipfli on a new IT project. We held several focus groups last month.
- There has been movement on Fisher Townhomes finances. Minnesota Housing has been in touch with Bremer

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

A Aubol provided highlights from November 12, 2024, Head Start/Early Head Start Policy Council meeting. Highlights included:

- Joyce Tangen Provided Policy Council Training
- Joyce Tangen reviewed the Program Information Report
- Joyce Tangen provided training for the Tri-Valley Policy Manual, that included the Annual Report and the Audit Report.
- Elections were held. All positions were filled.

J. Carlson Presented the Head Start, Child and Family Programs Report. Highlights include:

- Office of Head Start Memo – Final rule to Delay Effective Date for Increasing CLASS Instructional Support Domain Competitive Threshold.
- Office of Head Start Memo – Reporting Child Health and Safety Incidents.
- Office of Head Start Memo – Fiscal Year 2025 Monitoring Process for Head Start Recipients.
- Office of Head Start – Program Performance Summary Report.

P. Reese moved to accept the Head Start, Child and Family Programs report. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the OHS Grant Request in the amount of \$10,897,290.00 (RXII Head Start), \$145,422 (TTA MSHS), \$1,923,658.00(RXII Early Head Start), and \$35,755.00 (TTA MSEHS) totaling \$13,002,125.00. The funds will be used to provide Head Start Services for 408 MSHS and 92 MSEHS children and families. The Board of Directors were also asked to approve the RXII program design, contracts, organizational chart, and budgets for year 2 the new 5-year grant cycle. D. Svaren moved to approve. Seconded by A. Arlien. Motion carried.

S. Peterson moved to approve the MCLA Grant Request in the amount of \$300,000.00 for a two-year duration. The Migrant Education Program (MEP) aims to support migratory students in Minnesota by providing them with essential job skills, leadership training, and mentoring opportunities. This program addresses the unique challenges faced by migratory youth, including frequent relocations, educational disruptions, and economic hardships. By equipping these students with the necessary skills and support, we aim to enhance their educational outcomes, economic prospects, and overall well-being. Seconded by L. Hall. Motion carried.

Board approval was requested to apply for the MN Housing Grant Request in the amount of \$75,000.00 from October 01, 2025, through September 30, 2027. The funds will be used for Housing Navigation and rent payments to assist participants to find and access housing then work towards self-sufficiency. T. Malm moved to approve the grant request. Seconded by S. Kiono. Motion carried.

T. Anderson moved to approve the MN Housing Grant Request in the amount of \$100,000.00 from July 01, 2025, through June 30, 2027. The funds will be used to provide a housing subsidy for households experiencing a mental health diagnosis while the household is working towards permanent housing. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to apply for the NHTSA GroMoreGood Grant Request in the amount of \$1,500.00 from March 2025 through October 2025. The funds will be used to purchase garden supplies in Danube. A. Arlien moved to approve the grant request. Seconded by S. Peterson. Motion carried.

Board approval was requested to approve the Accounting and Financial Policies and Procedures Manual – Addendum: Procurement Thresholds and Authorization Limits, December 2024. L. Hall moved to approve. Seconded by K. Hassel. Motion carried.

P. Reese moved to approve the MN Housing Letter – FHPAP Monitoring and Financial Reconciliation Site Visit. There were no findings. Seconded by K. Shaugobay. Motion carried.

J. Carlson reviewed the Tri-Valley Opportunity Council, Inc / T.H.E. Bus Comprehensive Review Program Exit Conference Notes and Recommendations.

J. Carlson reviewed the Tri-Valley Head Start, Child & Family Programs Self-Assessment Report FY 2024-25.

M. Melbye provided ROMA Training, and a link was sent out to the Board of Directors.

J. Carlson requested Board approval to appoint T. Malm to the Audit/Finance Committee. S. Peterson moved to approve. Seconded by S. Kjono. Motion carried.

J. Carlson requested Board approval of the Transportation Program ADA Policy. T. Anderson moved to approve. Seconded by A. Arlien. Motion carried.

T. Malm moved to approve the Updated PTO/ESST Policies, effective 1/1/25. Seconded by K. Shaugobay. Motion carried.

J. Carlson asked the Board to approve the Payroll Check Signature that will designate J. Duckstad to be the only signature on Payroll Checks after we switch to the new fiscal software. K. Shaugobay moved to approve. Seconded by T. Anderson. Motion carried.

M. Gunderson moved to approve the St. Peters Catholic Church two-year lease in St. Cloud. Seconded by K. Shaugobay. Motion carried.

The next meeting of the Board of Directors will be on January 14, 2025, at 6:00 pm at the Crookston Eagles Club

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: AA