



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
May 13, 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, S. Peterson, J. Duckstad, S. Vonesh, G. Willhite, P. Reese, T. Anderson, K. Shaugobay, D. Mack, T. Malm, T. Oistad, L. Hall, D. Svaren, S. Kiono, C. Spisak

Staff members present were J. Carlson, A. Broden, N. Aaker, E. Hensrud, and A. Aubol.

Guests present were C. Reynolds, H. Henry, and K. Pierson

Quorum was established with 15 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda, April 08, 2025, meeting minutes, April 08, 2025, Executive Committee Meeting Minutes – CEO Annual Performance Appraisal, Status Report and financial report, Seconded by T. Anderson. Motion carried.

J. Bachmeier presented the Executive Committee Report.

- Approval to Authorize N. Aaker to act as the Identified Official with Authority (IOwA) for Tri-Valley Opportunity Council. Approved on April 22, 2025.

G. Willhite moved to approve the Executive Committee Report. Seconded by T. Malm. Motion carried.

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

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

- The Viewpoint video with Denis Quaid went live a couple of weeks ago. There has been a positive response.
- J. Carlson will be attending the next City Council meeting later this month to review the Three Rivers Report regarding 102 N. Broadway.
- J. Carlson shared a picture of the empty MURL lot in Ada.
- J. Carlson is still working with Bremer Bank and MN Housing on finding a solution with the Fisher Townhomes.
- C. Reynolds attended the meeting via Teams to introduce himself and gave the Board Members a chance to ask questions.
- H. Henry and K. Pierson from Pierson Henry - Executive Search Partners attended the meeting via Teams to introduce themselves and be available to answer questions regarding the proposal that was sent out to the Board Members last week.

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

A. Aubol provided highlights from the April 26, 2025, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- J. Carlson Resignation
- Elimination of the Program Nurse Position
- 2.4% COLA increase
- 13 new staff have been hired in the MSHS/EHS Program
- Review of the RXII Migrant & Seasonal Head Start School Readiness Report.
- Education / Disabilities Service Area Training.
- J. Tangen invited Policy Council members to attend the Head Start Public Forum in Washington D.C. this June.
- This was the last RXII Policy Council meeting for the 2024-2025 program year.

A. Aubol provided highlights from the April 12, 2025; Head Start/Early Head Start Policy Council Meeting. Highlights include:

- J. Carlson Resignation
- Elimination of the Program Nurse Position
- 2.4% COLA increase
- 3 new staff have been hired in the HS/EHS Program
- Family and Community Services Area Training
- Child Abuse and Neglect Training-Maltreatment of Minors Mandated Reporting
- ERSEA Training
- This was the final RV meeting of the 2024-2025 program year.

J. Carlson reviewed an Office of Head Start Memo- Expanding Educational Freedom and Opportunities for Families in Head Start Programs.

J Carlson informed the Board of Directors that we have received the rest of our RXII funding.

K. Shaugobay moved to approve the Head Start, Child and Family Programs Report. Seconded by T. Malm. Motion carried.

Board approval was requested to apply for the Department of Human Services Grant Request in the amount of \$230,000.00 from October 1, 2025, through September 30, 2027. The funds will be used to provide SNAP outreach and application assistance to low-income households. G. Willhite moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the Southwest Initiative Foundation-Otter Bremer Trust Grant Request in the amount of \$20,000.00 for a 12-month duration. The funds will be used for Conscious Discipline staff and parent training, coaching & materials. J. Duckstad moved to approve. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the Minnesota SFSP Grant Request in the amount of \$20,294.00 from June 01, 2025, through May 31, 2026. The funds will be used for food, non-food items, and salaries. T. Malm moved to approve. Seconded by D. Mack. Motion carried.

Board approval was requested to apply for the State of Minnesota Grant Request in the amount of \$2,212,769.00 each year for 2 years. The funds will be used for RXII Early Head Start Services. K. Shaugobay moved to approve. Seconded by S. Kjono. Motion carried.

Board approval was requested to apply for the State of Minnesota Grant Request in the amount of \$426,895.00 EHS each year & \$262,500.00 Pathway II each year for 2 years. The funds will

be used for Pathway II dollars to support RV EHS services. K. Shaugobay moved to approve. Seconded by S. Vonesh. Motion carried.

S. Peterson moved to approve the Southern Minnesota Initiative Foundation (SMIF) one-time Grant Request for 50 English Books & 50 Spanish Books for more literacy materials at the Sleepy Eye Center. Seconded by T. Malm. Motion carried.

Board approval was requested to apply for the Minnesota Department of Children, Youth and Families Grant Request in the amount of \$130,479.00 per year for a two-year duration (2026-2027). The funds will be used to utilize CSBG / MCAG funding to carry out Strategic Plan Priorities. T. Anderson moved to approve. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to approve the Resolution Authorizing Application for Minnesota Housing and Finance Agency Bridges 7-1-2025-06-30-2027. K. Shaugobay moved to approve. Seconded by D. Svaren. Motion carried.

J. Carlson gave the Board an update on the 2024 Audit. It should be completed by the August meeting.

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. G. Willhite moved to approve. Second by J. Duckstad. Motion carried.

S. Peterson moved to approve the revisions to the Human Resources Policy Manual that will help with our transition to the new Dayforce Software. Seconded by D. Svaren. Motion carried.

Board approval was requested to approve the Business Plan: Rural Transportation Collaborative & Become an STS Provider. Program staff are still uncertain about insurance coverage for the volunteer program but would like to proceed with STS services as there is a need in the area. T. Anderson moved to approve. Seconded by J. Duckstad. Motion carried.

J. Carlson and E. Hensrud reviewed the 2024 Tri-Valley Transportation Statistics.

J. Duckstad moved to approve D. Svaren's nomination for another 3-year term on the Board of Directors. Seconded by S. Peterson. Motion carried.

J. Carlson announced that both J. Bachmeier and K. Hassle have both been re-elected to serve another 3-year term in the low-income sector for their counties.

S. Vonesh moved to receive the CACFP Closeout Letter & Child and Adult Care Food Program Review Report. Seconded by S. Kiono. Motion carried.

Board approval was requested to hire C. Reynolds as the Interim CEO of Tri-Valley Opportunity Council until the position has been filled. G. Willhite moved to approve. Seconded by T. Malm. Motion carried.

J. Duckstad moved to approve hiring of Pierson Henry – Executive Search Partners to help with recruitment, hiring and coaching a new CEO for Tri-Valley. Seconded by G. Willhite. 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 renovations are completed, and the finances are good. The property is fully occupied and maintained. D. Svaren 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 10, 2025, 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by S. Peterson. Motion carried. Adjourned at 8:20 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: AMA