



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
August 12, 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, N. Myers, T. Oistad, L. Hall, D. Svaren, S. Kjono, C. Spisak

Staff members present were C. Reynolds, J. Tangen, N. Aaker, and A. Aubol

Quorum was established with 15 voting members present.

S. Peterson moved to approve the Consent Agenda, which included the current agenda with an amendment to include the Office of Head Start RXII Supplemental Nutrition Grant Request in the amount of \$698,896.00, June 10, 2025 meeting minutes, status report for April and May 2025, and financial reports for May and June 2025. Seconded by S. Vonesh. Motion carried.

J. Bachmeier presented the Executive Committee Report that included:

- Minnesota Department of Transportation, FTA Low or No Emissions Program FY 2025 Submission. Approved June 26, 2025
- Resolution Authorizing Acceptance of Funding from Minnesota Housing and Finance Agency Housing Trust Fund. Approved on June 26, 2025
- AAA Grant Request for Approximately \$22,956.00 from January 01, 2026, through December 31, 2026. The funds will be used to provide/offset transportation costs for individuals without medical transportation insurance coverage. Approved on July 12, 2025
- Medica Grant Request in the amount of \$10,000.00 from January 01, 2026, through December 31, 2026. The funds will be used to provide/offset transportation costs for individuals without medical transportation insurance coverage. Approved on July 12, 2025
- MVEC – Operation Round Up One-Time Grant Request in the amount of \$5,000.00. The funds will be used to support the CHAT and Migrant Educational Program which will provide mentoring, academic support, and essential services to migratory students and families, with the goal of promoting educational success and graduation. Approved on July 21, 2025.

D. Svaren moved to approve the Executive Committee Report. Seconded by S. Vonesh. Motion carried.

Treasurer J. Duckstad reported the fiscal documents were reviewed and were satisfactory.

C. Reynolds presented the Chief Executive Officer report. Highlights include:

- C. Reynolds attended his first MinnCAP Board of Directors meeting last week in Waite Park.
- Bremer Bank has received the appraisal for the Fisher Townhomes. C. Reynolds and N. Aaker will be meeting with Bremer Bank representatives to discuss options moving forward.
- N. Aaker informed the Board the Audit is in the final stages and should be going to review next week.
- C. Reynolds shared that Mark Kraulik a former Board Chair at Tri-Valley, was recognized as a Marshall County Outstanding Senior Citizen.

Motion to approve the report by J. Duckstad. Second by G. Willhite. Motion carried.

J. Tangen provided the Head Start, Child, and Family Programs report.

- J. Tangen gave an update on the Office of Head Start Final Rule for checking immigration status for all family members. A stay has been granted until September 10<sup>th</sup>.
- J. Tangen provided some information on the Office of Head Start Monitoring Rule Change.

S. Vonesh moved to approve the Head Start, Child, and Family Programs Report. Seconded by K. Shaugobay. Motion Carried.

The CEO Search Committee gave an update on how things are progressing with the search for a new Tri-Valley CEO. The committee plans to meet with Pierson Henry in a few weeks to review resumes that have been submitted for the position.

A. Aubol shared a Thank you card from J. Carlson.

C. Reynolds requested Board approval for the Resolution Authorizing Application and Funding from Minnesota Housing and Finance Agency Family Homeless Prevention and Assistance Program for the period of 10/01/2025 through 09/30/2027 in the amount of \$340,000.00.

Motion by D. Svaren to approve the Resolution. Seconded by T. Anderson. Motion carried.

C. Reynolds asked for Board approval to apply for the Office of Head Start One Time Grant Request in the amount of \$73,241.00 for a one-year duration. The funds will be used for Pregnant Women Breastfeeding Resources, other nutritional resources, lactation conference registration, increased registered dietician hours, Dishwasher (Owatonna), Utility Cart (Owatonna), Bowls & Spoons (Crookston), Nature Tables (EGF), Classroom Furniture (EGF), Washer & Dryer (Owatonna), and replacing flooring (Owatonna).

Motion by G. Willhite to approve the grant application. Seconded by K. Shaugobay. Motion carried.

C. Reynolds asked for Board approval to apply for the Office of Head Start One Time Grant Request in the amount of \$698,896.00 for a one-year duration. The funds will be used for IMIL Training, Breastfeeding Resources, Increased Registered Dietician Hours, Dishwashers, Food Warmer, Stoves, Kitchen Materials, Refrigerators, Freezers, Planter Boxes, Bus, Playground (Breck), Painting (Elysian), Surfacing (Glencoe), Fire Control Panel (Grafton), Asbestos Removal (Grafton), Flooring Replacement (Grafton), Classroom Materials, Portable Sinks (Sleepy Eye) Siding, Concrete Pads and Sidewalks, Flooring (Owatonna).

Motion by J. Duckstad to approve the grant application. Seconded by K. Shaugobay. Motion carried.

J. Tangen provided ERSEA training to the Board of Directors that included Eligibility, Recruitment, Selection, Enrollment and Attendance guidelines.

S. Peterson moved to approve the 401k Audit draft. Seconded by T. Oistad. Motion carried.

The Board of Directors reviewed the Annual Report draft.

Board approval was requested for the Long-Term Employee Longevity Payout to K. Waechter in the amount of \$1,150.00. S. Vonesh made a motion to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested regarding the Head Start Background Studies Revisions. N. Myers moved to approve. Seconded by T. Anderson. Motion carried.

C. Reynolds asked the Board to approve the revisions to the Conditional Job Offer Acknowledgement that will require each applicant to complete a Consent and Disclosure within four days of the Conditional Job Offer. K. Shaugobay moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to accept the nomination letter regarding S. Peterson from Stephen Lions Club and 1<sup>st</sup> Lutheran Church. K. Shaugobay moved to approve. Seconded by D. Svaren. Motion carried.

C. Reynolds announced that C. Spisak and N. Myers have each been re-elected to serve another 3-year term in the low-income sector for their respective counties.

The Board reviewed the Community Needs Survey Results.

C. Reynolds presented the FFY2025 EAP Program Audit Report, which included two findings that have been corrected. S. Vonesh moved to approve the Audit Report, seconded by A. Arlien. Motion Carried.

The next meeting of the Board of Directors will be held on September 09, 2025, at 6:30 p.m.

J. Duckstad moved to adjourn the meeting. Seconded by K. Shaugobay. Motion carried. Adjourned at 7:30 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: AMA

