



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
September 09, 2025

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order by Board Chairperson J. Bachmeier 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, K. Hassel, T. Malm, L. Hall, D. Svaren, S. Kjono, C. Spisak, M. Barrera

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

A quorum was established with 14 voting members present.

K. Hassel moved to approve the Consent Agenda, which included the current agenda, August 12, 2025 meeting minutes, Status Report, and Financial Report, Seconded by K. Shaugobay. Motion carried.

J. Bachmeier presented the Executive Committee Report that included:

- Office of Head Start One – Time Supplement - Health & Safety Grant Request in the amount of \$672,130.00. For a one-year duration. The funds will be used for Bus, Playground in Breck, Painting in Elysian, Surfacing in Glencoe, Fire Control Panel in Grafton, Asbestos Removal Grafton, Flooring Replacement Grafton, Classroom Materials, Portable Sinks, in Sleepy Eye, Siding, Concrete Pads and Sidewalks, Flooring in Owatonna
- Office of Head Start One – Time Supplement - Nutrition Grant Request in the amount of \$162,110.00. 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, and Planter Boxes.
- Office of Head Start One-Time Supplement-Health & Safety Grant Request for \$59,910.00 for a 1-year duration. The funds will be used to Purchase two Nature Tables, Classroom Couches, and Chairs in East Grand Forks. Washer & Dryer (Owatonna), and replace flooring in Owatonna
- Office of Head Start One-Time Supplement-Nutrition Grant Request for \$20,655.00 for a 1-year duration. The funds will be used for Pregnant Women Breastfeeding Resources, other Nutrition Resources, Lactation Conference Registration, Increased Registered Dietician Hours, Dishwasher (Owatonna), Utility Cart (Owatonna), Bowls & Spoons (Crookston).

C. Reynolds explained that these grants were corrections regarding two grants the Board of Directors approved last month. T. Anderson Moved to approve the Executive Committee Report. Seconded by S. Vonesh. Motion carried.

Treasurer J. Duckstad reported that the fiscal documents had been reviewed and found to be satisfactory. He is awaiting information regarding a rebate, and Fiscal will provide updates as they become available.

C. Reynolds presented the Chief Executive Officer report.

- The new Dayforce Software is working well.
- The 2024 Audit is still in review.
- 990 and 990T returns have started.
- C. Reynolds gave the Board an update on the Prairieland Duplexes, Fisher Townhomes, and Crookston Townhomes.
- C. Reynolds gave an update on the current enrollment status for both Region V and Region RXII.

G. Willhite moved to approve the Chief Executive Officer report. Seconded by J. Duckstad. Motion carried.

C. Reynolds provided the Head Start, Child and Family Programs report. Stephanie Vonesh shared highlights from the August 27, MSHS/MSEHS Policy Council meeting in St. Cloud MN. Highlights included:

- RXII Policy Council received training.
- Reviewed 8 grants that the Executive Committee had approved since the April meeting.
- A review of the Budget, Credit Card Statements, In-Kind and the Program Data Report was provided.
- Tri-Valley has Hired 194 new employees for the Migrant and Seasonal Head Start Program Year
- J. Tangen gave the Policy Council an update on the Immigration Status laws, Background Studies Revisions, and the new Conditional Job Offer policy.
- Elections for RXII Executive Committee were completed

K. Shaugobay moved to accept the Head Start, Child and Family Programs report. Seconded by T. Malm. 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 met with Pierson Henry earlier in the day to review applicant resumes. They have it narrowed down to 4 applicants. Interviews will take place in the next couple of weeks.

Board approval was requested to approve the MN CACFP Grant Request in the amount of \$455,621.01 from October 01, 2025, through September 30, 2026. The funds will be used for salary, benefits, admin expenses, food & non-food items. J. Duckstad moved to approve the grant application. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the ND CACFP Grant Request in the amount of \$42,425.00 from October 01, 2025, through September 30, 2026. The funds will be used for salary, benefits, admin expenses, food & non-food items. K. Shaugobay moved to approve the grant application. Seconded by K. Hassel. Motion carried.

Board approval was requested to apply for the MnDOT Facility and Large Capital Grant Request in the amount of up to \$250,000.00 (20% Local Match) for 2026. The funds will be used for the office remodel in Crookston (adding dispatch office area, roofing two offices and HVAC work). G. Willhite moved to approve the grant application. Seconded by K. Shaugobay. Motion carried.

T. Anderson moved to approve the MnDOT 2026 Large Capital Grant Resolution. Seconded by T. Malm. Motion carried.

D. Svaren moved to approve the Tri-Valley Opportunity Council Transportation Driving Policy Revisions. Seconded by S. Vonesh. Motion carried.

J. Duckstad moved to approve the TVOC Policy: Video Surveillance and Recording on Busses Policy. Seconded by K. Hassel. Motion carried.

The Board of Directors agreed that they would like to continue to approve all future changes made to the Tri-Valley Opportunity Council Drivers Handbook.

C. Reynolds reviewed the CY 2024 MnDOT Comprehensive Review Program – Compliance Review Letter with the Board Members.

J. Duckstad moved to approve the Job Description Requirement Exemption for San Juanita Lorenzo. Seconded by K. Hassel. Motion carried

A. Aubol asked if there were any volunteers to attend a focus group for the Head Start Self-Assessment taking place on September 24<sup>th</sup>. K. Hassel volunteered to attend.

C. Reynolds reviewed upcoming changes to Tri-Valley's voluntary employee benefits. Dental will move to The Standard in 2026, resulting in a -15.60% premium decrease while maintaining the same benefits as UNUM. Vision will remain with The Standard for 2026. For Life/LTD/STD/Voluntary Life/AD&D renewals: Basic Life and AD&D (employer paid) will remain with The Standard with a -13.04% premium decrease; Voluntary Life and AD&D will remain with The Standard with no rate changes; STD will remain with The Standard with no changes; and LTD (employer paid) will remain with The Standard with no changes. K. Shaugobay moved to approve. Seconded by D. Svaren. Motion carried.

N. Aaker informed the Board that the Management Team is proposing to add a sixth plan option with a 7.9% renewal through the Health Insurance Coop. The plan would remain in the same network as the current plan and include preventative RX coverage, a lower embedded deductible (\$3,000 single / \$6,000 family in-network), and an out-of-pocket maximum equal to the deductible. Copays would be \$50.00 for primary care and chiropractor visits and \$100.00 for specialist visits. The plan would not include an H.S.A. or allow coinsurance for in-network providers (out-of-network coinsurance remains 50%). G. Willhite moved to approve the addition of this plan option. Seconded by K. Hassel. Motion carried.

The next meeting of the Board of Directors will be October 14, 2025, at 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: AA