



Tri-Valley Opportunity Council, Inc.  
Board of Directors Meeting  
October 14, 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.

The Board Members present were J. Bachmeier, S. Peterson, J. Duckstads, S. Vonesh, G. Willhite, P. Reese, T. Anderson, K. Shaugobay, D. Mack, T. Malm, N. Myers, L. Hall, D. Svaren, C. Spisak, M. Barrera

The staff members present were C. Reynolds, N. Aaker, J. Tangen, A. Aubol, J. Barrientos

The special guests present were K. Eck

Quorum was established with 14 voting members present.

S. Vonesh moved to approve the Consent Agenda, which included the current agenda, September 09, 2025, meeting minutes, status report, and financial report. Seconded by P. Reese. Motion carried.

J. Bachmeier presented the Executive Committee Report that included:

- 2026 New Health Insurance Plan Updates, approved on September 18, 2025.
- MN Department of Employment and Economic Development Grant Request for \$200,000.00 (\$100,000.00 per year) for a two-year duration. The funds will provide adults with enhanced educational services, wrap-around support, and supportive services in order to be successful in securing long-term family-sustaining wages. Approved on September 20, 2025.
- MN Department of Labor and Industry Grant Request for \$45,000.00 from January 01, 2026, through June 30, 2027. The funds will be used to increase workers' knowledge and understanding of MN labor laws. Approved on September 20, 2025.
- Milestones MN Regional Grant, West Central District Grant Request for \$2,500.00 for fall of 2025 through spring of 2026. The funds will be used for supplies, technology, and equipment to enhance childcare services, cots to replace old ones as well as acquire replacement toys and puzzles, larger screen for training, and Farm to Early Care Curriculum. Approved on September 22, 2025.

T. Malm Moved to approve the Executive Committee Report. Seconded by T. Anderson. Motion carried.

Treasurer J. Duckstad reported the fiscal documents had been reviewed and found to be satisfactory.

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

- C. Reynolds has attended a few webinars regarding the government shutdown.
- The Head Start Program and Foster Grandparent programs are running as normal for now, but there is no funding for SNAP outreach, and there are no Energy Assistance funds available at this time due to the federal shutdown.
- Bremer Bank will be switching to Old National Bank on October 20<sup>th</sup>.
- Karl Eck, an audit partner with Wipfli, presented the Tri-Valley Opportunity Council Consolidated Financial Statements and Supplementary Information for the year ended December 31, 2024. The report included an unmodified opinion and no findings. Tri-Valley was noted to be in very good financial condition.
- The Board Members wanted to thank N. Aaker for all her hard work finalizing the Audit.

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

- J. Tangen presented the Head Start, Child and Family Programs Report. Highlights include:
- Office of Head Start Information Memorandum – Fiscal Year 2026 Monitoring Process for Head Start Recipients
  - Office of Head Start Information Memorandum – Addressing Vacant Slots Due to Chronic Absenteeism in Head Start Programs.

S. Vonesh provided highlights from September 27<sup>th</sup>, 2025, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- J. Tangen gave an update on Immigration Status Policy.
- Policy Council Members were asked if they wanted to participate in the Health Advisory Committee.
- The Policy Council received Education and Disabilities Area Training.
- One Policy Council Member volunteered to attend the NHSA Parent and Family Engagement Conference in Orlando Florida this December.

The first Policy Council meeting for Region V will be held on October 21<sup>st</sup>, 2025, at Crookston Administrative Office.

J. Duckstad moved to accept the Head Start, Child and Family Programs report. Seconded by K. Shaugobay. Motion carried.

The CEO Search Committee announced the selection of a candidate for the Chief Executive Officer position. C. Reynolds requested Board approval to hire conditioned upon clearance of background checks Melody Hedden as Chief Executive Officer of Tri-Valley Opportunity Council. Motion by K. Shaugobay to approve the hire, second by T. Malm. Motion carried.

C. Reynolds announced that the Migrant and Seasonal Head Start Program received the 1303 funding to renovate a new location in Blue Earth.

Board approval was requested to apply for the Polk County Public Health Opioid Fund Grant Request in the amount of \$80,000.00 from January 01, 2026, through December 31, 2026. The funds will be used for the Family Resource Center staff to provide case management and referrals to families, direct services to families, and develop a strengthening families project for incarcerated parents. D. Svaren moved to approve the grant application. Seconded by K. Shaugobay. Motion carried.

J. Duckstad moved to approve the 401 (K) Plan Amendment that will go into effect on January 01, 2026. Seconded by K. Shaugobay. Motion carried

J. Duckstad moved to approve the Minnesota Paid Family Medical Leave (MN PFML) Draft. Seconded by T. Anderson. Motion carried.

C. Reynolds asked the Board to approve the 2024 Tri-Valley Opportunity Council Audit Review, the Wipfli Communication Letter for the Board of Directors, and the Wipfli Representation Letter. G. Willhite moved to approve. Seconded by K. Shaugobay. Motion carried.

K. Shaugobay moved to approve the Tri-Valley Annual Report. Seconded by D. Svaren. Motion carried.

J. Duckstad moved to approve the TVOC Bus Graphics and Signage for the new Transportation Building. Seconded by T. Malm. Motion carried.

The Board of Directors was asked to accept the resignation of A. Arlien from the Board of Directors, with regrets. Nominations for the Vice Chair position were opened to the Board, and an election will be held during the December Board of Directors meeting. Motion by G. Willhite to approve, second by J. Duckstad. Motion carried.

The Board was asked to approve the Request for Pay Exception Approval for the Curriculum Coordinator Position. D. Svaren moved to approve. Seconded by T. Anderson. Motion carried.

J. Tangen reviewed the Region XII Migrant Head Start Services Snapshot that summarizes key data on demographics and services for children from birth to age five and pregnant women served by Tri-Valley Migrant and Seasonal Head Start. The data in the Snapshot is a subset of Tri-Valley's annual Program Information Report (PIR) submission to the Office of Head Start. The Head Start program utilizes the data in these reports to show compliance and to use in decision-making for quality improvement.

J. Tangen reviewed the Reion V Head Start and Early Head Start Services Snapshot that summarizes key data on demographics and services for preschool-age children served by Tri-Valley Head Start and Early Head Start. The data in the snapshot is a subset of Tri-Valley's annual Program Information Report (PIR) submission to the Office of Head Start. The Head Start program utilizes the data in these reports to show compliance and to use in decision-making for quality improvement.

The Board of Directors completed self-evaluation forms and returned them to A. Aubol.

The next meeting of the Board of Directors will be on December 09, 2025, 6:30 p.m., at the Crookston Administration Office.

J. Duckstad moved to adjourn the meeting. Seconded by S. Vonesh. Adjourned at 7:40 p.m.

Respectfully submitted,

Shawna Peterson  
Secretary of the Board

SP: AA