



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

The Tri-Valley Opportunity Council, Inc. Board of Directors meeting was called to order at 6:30 p.m. via Microsoft Teams due to inclement weather.

The board members present were J. Bachmeier, S. Peterson, S. Vonesh, P. Reese, T. Anderson, K. Shaugobay, K. Hassel, T. Oistad, L. Hall, D. Svaren, S. Kjono, C. Spisak, A. Waage

Staff members present were M. Hedden, C. Reynolds, A. Broden, J. Tangen, and A. Aubol.

A quorum was established with 12 voting members present.

K. Shaugobay moved to approve the Consent Agenda, which included the current agenda, October 14, 2025, meeting minutes, November 17, 2025, special meeting minutes, status reports for August 2025 and September 2025, and financial reports for September 2025 and October 2025, Seconded by L. Hall. Motion carried.

J. Bachmeier reviewed the Executive Committee report that included:

- Minnesota Facility Revitalization Grant Request in the amount of \$1,698.00 from January 2026 through May 15, 2026. The funds will be used to purchase a new washer and dryer at the Crookston Center. November 12, 2025
- MN Department of Health one time Grant Request in the amount of \$2,004.75. The funds will be used to replace an existing water fountain with a hydration station at the St. Cloud Center. Approved on November 13, 2025
- Northwest Minnesota Build Better Grant for \$15,000.00 from January 2026 through December 2026. The funds will be used to offset the cost of transportation to non-MA clients or people without transportation assistance through their insurance. Approved on November 18, 2025
- First Children's Finance-Facility Revitalization one-time Grant Request in the amount of \$18,881.99. The funds will be used to replace cupboards in the infant and toddler rooms, purchase and install dish sanitizer in the kitchen, redo shelving in the preschool room, replace worn cots in the toddler and preschool rooms, and install blinds on exterior doors at the Danube Center. Approved on November 18, 2025.
- First Children's Finance-Facility Revitalization one-time Grant Request in the amount of \$15,990.00. The funds will be used to replace 2 mini splits that are no longer functioning properly at the Elysian Center. Approved on November 18, 2025.

- First Children’s Finance-Facility Revitalization one-time Grant Request in the amount of \$9,542.54. The funds will be used to replace bathroom step stools, a table for refrigerator in the infant room, replace stepstool in the toddler room, replace chairs and trays in the infant room, install lockers in the hallway, replace rusty preschool tables, replace mattresses in cribs, replace toddler chairs that are all different sizes at the St. Cloud Center. Approved on November 18, 2025.
- First Children’s Finance-Facility Revitalization one-time Grant Request in the amount of \$12,042.15. The funds will be used to replace the infant fridge, replace the office chair for CSA, install two sound absorbing wall panels for large motor room, 2 supply room shelves, larger break room table, and a Zono sanitizing machine at the Glencoe Center. Approved on November 18, 2025.
- First Children's Finance Facility Revitalization One-Time Grant Request in the amount of \$13,330.00. The funds will be used to replace 2 existing water fountains with hydration stations and paint the walls in 6 classrooms at the East Grand Forks Center. Approved on November 19, 2025

T. Anderson moved to approve the Executive Committee Report. Seconded by L. Hall. Motion carried.

M. Hedden and C. Reynolds presented the Chief Executive Officer report.

- M. Hedden introduced herself to the Board of Directors and gave them an update of her first week in the office.
- The new propane tank for the buses has been installed at the old Transportation Building.
- The new Transportation Building is almost finished, and we should be receiving our certificate of Occupancy within the next couple of weeks.
- C. Reynolds has been working with Human Resources on revising the Paid Family Medical Leave Act Policy.
- C. Reynolds has been working with the Head Start Special Projects Manager to finalize the lease and contracts for the Blue Earth Center Project.

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

A. Aubol provided highlights from December 06, 2025, Migrant and Seasonal Head Start/Early Head Start Policy Council meeting. Highlights included:

- Joyce Tangen gave an update on the 1303 Blue Earth Center Project.
- The Policy Council approved the Office of Head Start Grant Request along with the Budget, Training & Technical Assistance Plan and Budget, Program Design and Changes, Org Chart, and List of Contracts.
- T. Sundeen reviewed the Program Planning that included the Community Assessment, Self-Assessment, and Program Goals.
- J. Tangen reviewed the Policies and Processes, and the changes that have been made to some of them this year.
- J. Tangen reviewed the School Readiness Goals for the next program year.
- The Policy Council approved the Policy Council Bylaw Revisions.

A. Aubol provided highlights from November 04, 2025, Head Start/Early Head Start Policy Council meeting. Highlights included:

- 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 Review.
- J. Tangen reviewed the Tri-Valley Head Start, Child & Family Programs Self-Assessment Report.
- The Policy Council reviewed and approved the revisions to the Policy Council Bylaws.

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

- Office of Head Start Memo – Update of Government Shutdown, and new ACF liaison of the U.S. Commissioned Corps of Public Health Services.
- J. Tangen informed the Board that we received notice of a FA2 Class review.

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

Board approval was requested to apply for the Office of Head Start within the Administration for Children and Families one year Grant Request. The amount is still to be determined. We received \$13,002,125.00 for our 2025-2026 program year. The funds will be used for Head Start & Early Head Start Services, and TTA. The Board of Directors were also asked to approve the RXII Program Design and Changes, List of Contracts, Organizational chart, and Budgets for year 3 of the 5-year grant cycle. D. Svaren moved to approve the grant application. Seconded by L. Hall. Motion carried.

J. Tangen reviewed the Tri-Valley Head Start, Child & Family Programs Self-Assessment Report FY 2025-26.

T. Anderson moved to approve the Blue Earth Center Lease. Seconded by D. Svaren. Motion carried.

L. Hall moved to approve the Complex Service Contract for Bruce Kreofsky and Sons Incorporated. Seconded by S. Peterson. Motion carried.

A Broden reviewed the revisions to multiple policies including MN Paid Family Medical Leave, Federal Family Medical Leave Act (FMLA), Tr-Valley Leave: Medical or Personal, Paid Time Off rest (PTO rest), Paid Time Off sick (PTO sick), Minnesota Earned Sick and Safe Time (ESST), Election Judge, Meal and Rest Breaks, Minnesota Pregnancy and Parental Leave and Pregnancy Accommodations, Operation of Vehicles, Long-Term Employee Retirement Allowance Plan, Holidays, Payroll Deductions, and Human Resources Records. K. Shaugobay moved to approve these revisions. Seconded by S. Peterson. Motion carried.

L. Hall moved to approve the 2024-2025 Tri-Valley Community Needs Assessment. Seconded by S. Vonesh. Motion carried.

Board approval was requested to appoint T. Anderson to the Vice Chair position on the Board of Directors. S. Vonesh moved to approve. Seconded by P. Reese. Motion carried.

A. Aubol informed the Board that the Bremer Wealth Organization Resolution will need to be updated to include M. Hedden as an authorized signer.

Board approval was requested for the Authorization Resolution for the Chief Executive Officer to Sign on Behalf of the Board of Directors. The resolution authorizes M. Hedden to negotiate and sign on behalf of Tri-Valley starting December 10, 2025. T. Anderson moved to approve the resolution. Seconded by P. Reese. Motion carried.

The next meeting of the Board of Directors will be on January 13, 2026, at 6:00 pm at the Crookston Eagles Club

P. Reese moved to adjourn the meeting. Seconded by K. Shaugobay. Adjourned at 7:20 p.m.

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: AA