Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
April 14, 2026

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, T. Anderson, S. Peterson, J. Duckstsad, S. Vonesh, G. Willhite, P. Reese, K. Shaugobay, K. Hassel, T. Malm, T. Oistad L. Hall, D. Svaren, C. Spisak

Staff members present were M. Hedden, A. Broden, A. Aubol

A quorum was established with 14 voting members present.

D. Svaren moved to approve the Consent Agenda, which included the current agenda, March 10, 2026, meeting minutes, financial report, and Status Report, and the First Children's Finance One Time Grant Request to purchase and install cameras in the infant and toddler room in the following centers:

- Bethel $4,000.00
- Danube $4,000.00
- Elgin $4,000.00
- Elysian $4,000.00
- Glencoe $4,000.00
- Monticello $4,000.00
- Sleepy Eye $4,000.00
- St. Cloud $4,000.00
- Blue Earth $4,000.00
- Owatonna $4,000.00
- East Grand Forks $4,000.00
- Crookston $4,000.00

Seconded by J. Duckstad. Motion carried.

J. Bachmeier presented the Executive Committee Report.

- Tri-Valley staff was excused while the Executive Committee reviewed recommendations for the Chief Executive Officer performance evaluation with the Board, as recorded in separate meeting minutes.

T. Malm moved to approve the performance evaluation and the Executive Committee Report. Seconded by S. Vonesh. Motion carried. J. Duckstad moved to accept the Executive Committee salary recommendation effective June 01, 2026 following completion of six months of employment. Seconded by T. Anderson. Motion carried.

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

M. Hedden presented the Chief Executive Officer report.

- We are looking into pairing up with Lakes & Prairies Community Action Agency for a Board of Directors Training session next fall.
- Tri-Valley has eight staff members being recognized for 25 years of service at the MinnCAP conference in Bemidji later this month. Several staff, along with a couple of Board members will be attending the conference.
- The Agency Audit report has not yet been received.
- M. Hedden explored options for generating unrestricted funds for Medicaid; however, this is not a viable option at this time.
- Tri-Valley is still awaiting notification on when the remaining CSBG funding will be released.
- M. Hedden attended Hill Visits in Washington DC, and St. Paul last month.
- M. Hedden began the New CEO for Community Action training in Minneapolis last week and has three additional sessions to attend later this year.
- Following the Crookston School Board's decision to close Washington School and its 3-year-old program, Tri-Valley Head Start is exploring ways to support and accommodate affected families in the community.
- New Head Start Performance Standards are anticipated to be released in June.
- Human Resources is reviewing confidentiality considerations related to the use of cameras in Head Start classrooms.
- A current Tri-Valley Employee will be receiving the Head Start Hero Award.

S. Peterson moved to approve the Chief Executive Officer report. Seconded by K. Shaugobay. Motion Carried.

M. Hedden presented the Head Start, Child and Family Programs Report. Highlights include:

- FA2 Review Update- Federal reviewers contracted through the Office of Head Start conducted an on-site review at the Crookston Administrative Office and all open Head Start centers a couple of weeks ago. A few issues were identified with fencing at two regional locations, which will need to be addressed.
- M. Hedden reviewed a letter from the Office of Head Start along with the results from the CLASS Video Review.

S. Vonesh gave an update on the combined Head Start/Early Head Start – Migrant and Seasonal Head Start/Early Head Start meeting in Otsego this past weekend. Highlights include:

- Cindy Boudreaux, Health Services Manager provided Health and Nutrition Services Training
- Review of Tri-Valley Head Start 2025 Annual Report
- COLA increase
- Several Grants approved
- Update on the FA2 Review
- Anticipated new Performance Standards
- Employees being recognized for 25 Years of Service at the MinnCAP Conference
- 2026 NMSHSA Public Policy Forum

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

J. Duckstad moved to approve the Minnesota Department of Children, Youth & Families Grant Request in the amount of $465,578.00 from July 01, 2026, through June 30, 2027. The funds will provide salaries and benefits, contracted services (including childcare, Transportation, and medical and dental services), rent, parent services, training, fuel, supplies, and Travel expenses. 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 Grant Request in the amount of $382,547.00 for a one-year duration. The funds will be used to replace a fire control panel and asbestos abatement at the Grafton Center, siding, sidewalks, exterior lighting and painting at the Sleepy Eye Center, and new flooring at the Owatonna Center. D. Svaren moved to approve. Seconded by K. Shaugobay. Motion carried.

S. Vonesh moved to approve the CNCS Grant Request in the amount of $314,441.00 from July 01, 2026, though June 30, 2027. These funds will help with expenses in the Foster Grand Parent Program of Eastern North Dakota. Seconded by S. Peterson. Motion carried.

T. Malm moved to approve the CNCS Grant Request in the amount of $297,160.00 from July 01, 2026, though June 30, 2027. These funds will help with expenses in the Foster Grand Parent Program of Northwestern Minnesota. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to apply for the CNCS Grant Request in the amount of $249,987.00 from July 01, 2026, though June 30, 2027. These funds will help with expenses in the AmeriCorps Senior RSVP Volunteers who will serve in programs of Grocery to Go, Wellness, Exercise Class Leader, Food Shelves, Home Delivered Meals and a variety of other projects in Polk, Norman, Kittson, Roseau, Marshall, Red Lake and Pennington Counties. The primary focus area of this project is Healthy Future. At the end of the grant, AmeriCorps Seniors volunteers will be responsible for increases in health and health knowledge, food security, social support and independent living. T. Anderson moved to approve. Seconded by D. Svaren. Motion carried.

K. Shaugobay moved to approve the Minnesota Board on Aging Grant Request in the amount of $133,764.00 from July 01, 2026, through June 30, 2028. The funds would help implement dementia specific case navigation to provide families with an experience and knowledgeable trusted point of contact who would walk alongside families helping understand diagnosis though late stages of the disease. Seconded by S. Peterson. Motion carried.

K. Shaugobay moved to approve the MBA Grant Request in the amount of $114,781.00 from July 01, 2026, though June 30, 2027. The funds will be used to help with the expenses in the Foster Grand Parent Program of Northwestern Minnesota. Seconded by T. Malm. Motion carried.

Board approval was requested to apply for the MN Department of Health Grant Request in the amount of $44,055.00 from May 01, 2026, though April 30, 2028. The purpose of the funding is to continue to raise awareness and connect individuals, families and caregivers to resources associated with Alzheimer's and other related dementias. J. Duckstad moved to approve. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to apply for the CNCS Grant Request for an undetermined amount from July 01, 2026, though June 30, 2027. These funds will help with salaries in the Foster Grandparent Program of Northwestern Minnesota. K. Shaugobay moved to approve. Seconded by S. Peterson. Motion carried.

G. Willhite moved to approve the MN Department of Commerce Grant Request in the amount of $175,000.00 from October 01, 2026, through September 30, 2027. The funds will be used to assist with energy costs to prevent disconnection and reconnection services for households that are slightly over income this year and have used the service in the past or have used all of their energy grant and crisis funds already for the year and are facing disconnect. Seconded by K. Shaugobay. Motion carried.

M. Hedden requested Board approval to apply for an NFS Waiver Request for the Regional Head Start Program. P. Reese moved to approve. Seconded by S. Peterson. Motion carried.

M. Hedden requested Board approval for a 3% COLA increase for all eligible, regular employees. The Head Start COLA is .635% for Head Start employees that includes seasonal, substitutes, and temps and this will be a part of the agency COLA for regular staff. A. Broden requested Board approval to include the Curriculum Coordinators as eligible for the COLA due to the programmatic position change, impacts 8 employees and 3 of which would receive a lump sum payout for the COLA due to current rates being above the corporate maximum. The COLA will go into effect on April 26, 2026. P. Reese moved to approve. Seconded by S. Vonesh. Motion carried.

M. Hedden reviewed the Tri-Valley Head Start Annual Report.

The next meeting of the Board of Directors will be May 12, 2026, 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