Tri-Valley Opportunity Council, Inc.
Board of Directors Meeting
May 12, 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, S. Peterson, J. Duckstsad, S. Vonesh, G. Willhite, K. Shaugobay, K. Hassel, T. Malm, N. Myers, T. Oistad, L. Hall, D. Svaren, C. Spisak, A. Waage

Staff members present were M. Hedden, N. Aaker, A. Aubol

Quorum was established with 13 voting members present.

S. Vonesh moved to approve the Consent Agenda, which included the current agenda, April 14, 2026, meeting minutes, April 14, 2026, Executive Committee Meeting Minutes – CEO Annual Performance Appraisal, Status Report and Financial Report, Seconded by T. Malm. Motion carried.

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

M Hedden presented the Chief Executive Officer report. Highlights include:

- Overview of the MinnCAP Conference, PP&P, and the National Head Start Conference.
- Update on the Together We Grow Meetings, and survey results.
- New TVOC initiatives- Tell Us Something Good, update on Washington School.
- Funding updates regarding CSBG funds, and program budgets.
- Summer Hours for the front desk.
- Fournet Building update.
- TVOC housing property updates.
- Expectations of support from C. Reynolds.
- Possible name changes to the Migrant Education Program.
- Personal time off request for M. Hedden.

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

N. Aaker presented the Program Director Report. Highlights include:

- The Audit is still in review. Hoping to have the results for the June meeting.
- Answered fiscal questions that the Board Members had for her.

N. Myers moved to approve the Program Director Report. Seconded by S. Peterson. Motion carried.

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

- Office of Head Start – CLASS Review Letter

- Office of Head Start – Under Enrollment Letter

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

<u>Unfinished Business</u>

- Agassiz Townhomes, Crookston Townhomes, and the Prairieland Duplexes are all at full occupancy and doing well financially.
- MN Housing Finance has a cap on rent for the Fisher Townhomes, and that will stay in place until November 2030.
- The Fisher Townhomes are fully occupied.
- DW Jones is helping us prioritize maintenance at the properties.
- C. Reynolds is working with MN Finance regarding partial financial forgiveness.

<u>New Business</u>

Board approval was requested to apply for the MnDOT Grant Request in the amount of $4,391,900.00 from January 01, 2027, through December 31, 2027. The funds will be used for operating expenses for public transit in 2027 in 8 counties. K. Shaugobay moved to approve. Seconded by S. Peterson. Motion carried.

Board approval was requested to apply for the MnDOT Grant Request in the amount of up to $1,260,000.00 from January 01, 2027, through December 31, 2027. The funds will be used for operating expenses for public transit in 2027 to add 2 new counties- Roseau and Lake of the Woods. The grant would be added to our existing operating public transit grant. D. Svaren moved to approve. Seconded by S. Vonesh. Motion carried.

Board approval was requested to apply for the Administration for Children & Families – Office of Head Start Grant Request in the amount of $3,716,876.00 for a Regional Change in Scope. S. Peterson moved to approve. Seconded by T. Malm. Motion carried.

Board approval was requested to apply for the 2026 Application for the 2027 Transit Operating and Capital Grant. D. Svaren moved to approve. Seconded by N. Myers. Motion carried.

Board approval was requested to accept the 2025 Monitoring Review Report from Mahube-Otwa. Tri-Valley Opportunity Councils' Homeless Services were reviewed, and all were found in compliance with the audit. J. Duckstad moved to approve. Seconded by K. Shaugobay. Motion carried.

Board approval was requested to accept the Record Retention Policy that sets the expectation that all employees are to fully comply with published record retention or document destruction procedures and schedules. S. Peterson moved to approve. Second by D. Svaren. Motion carried.

Board approval was requested for the 10% Federal De Minimis Indirect Cost Rate Certificate. This is to exercise the option to use the 10% Federal De Minimis indirect cost rate applicable to fringe benefits, material and supplies, services, travel, and sub-awards and subcontracts up to the first

$25,000 in all Tri-Valley Opportunity Council, Inc. contracts. This certification must be submitted annually one year after the date of this certification. N. Myers moved to approve. Second by K. Shaugobay. Motion carried.

Board approval was requested for the three Authorization Resolutions to designate the Chief Executive Officer as the Identified Official with Authority (IOwA) for State of Minnesota Education Identity Access Management (EDIAM). T. Malm moved to approve. Seconded by J. Duckstad. Motion carried. A. Aubol will forward signed resolutions to the Minnesota Department of Education.

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. S. Peterson moved to approve the resolution. Seconded by S. Vonesh. Motion carried.

Board approval was requested to approve the Tri-Valley Operations Organizational Chart Update. K. Shaugobay moved to approve. Seconded by N. Myers. Motion Carried.

A. Aubol addressed current Board vacancies and term dates that will need to be updated in the next 6 months.

The Board Nominating Committee will officially share their nominations for Board Chair, Vice Chair, Secretary, and Treasurer at the Organizational Meeting in June. Existing Executive Committee members are willing to continue their posts for another year.

The Prairieland Duplexes Annual Meeting commenced. M. Hedden reviewed the Notable Income generated in 2025, Notable Expenses from 2025, an overview of the units, and requested permission to remove the quarter machines from the washers and dryers in all the units. The property has one vacancy. K. Shaugobay moved to accept the Prairieland Duplexes annual report. Seconded by N. Myers. Motion carried.

Board Members were invited to attend the Transportation Open House on Wednesday May 27th, 2026.

The next meeting of the Board of Directors will be June 09, 2026, at 6:30 p.m.

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

Respectfully submitted,

Shawna Peterson
Secretary of the Board

SP: AMA