

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
July 27, 2017**

Members present include: Susan Geise, Lois Steinbeck, Roberta Spengler, Daniel Pocha, Maria Pace, Bob Mullen, Jerry Loendorf, Trever Kirkland, Debbie Havens, Helen Fandrich, Mike Delger, Bruce Day, Rebecca Blend

Members absent include: Keith Meyer, Lanessa Littrell

Guests: Lori Ladas, Chrisy Irej, Jerilee Wilkerson, Ashley Peña-Larsen, Liz Mogstad, Linda Nolan, Shawna Donaldson, Joan Anderson, Taya Hoven, Jacque Smith, Jaymie Sheldahl, Rod Applegate, Joanna Halland, Diane Edgar

Call to Order/Roll Call: Susan Geise called the meeting to order at 3:35 p.m. She announced that there will be no Board of Directors' meeting in August.

Approval of Minutes

Daniel Pocha made the motion to approve the June 29, 2017 Board of Directors' meeting minutes and the July 11, 2017 Retirement Committee meeting minutes. Trever Kirkland seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that the Head Start Policy Council voted to keep the Whitehall Head Start site open for next year, with 14 children enrolled to attend. Changes in the Federal Head Start review of the 1303 application have delayed the purchase of the Head Start building in the Valley, but a lease deal has been arranged with the seller and the building will be leased by RMDC as of August 1. No renovations can be made to the building until it is owned by RMDC. Lori referenced her report comments about the Boulder/Basin Senior Center, just to alert the Board of the situation there in case they are contacted by anyone about it. Lori reminded everyone about Board Surveys needing to be returned by August 1 for the upcoming CSBG monitoring; copies were passed around for those who needed them. Lori reported the results of the various Survey Monkey polls sent to the Board the week prior to the meeting. A 64% majority of the current Board members voted to keep Board meetings scheduled at 3:30 p.m. on the last Thursday of the month, so the monthly board meeting day and time will remain the same. Based on survey results, Board Governance Training has been scheduled for Thursday, August 17 from 3:00 p.m. to 6:00 p.m. at the Neighborhood Center. ROMA training will be scheduled in the future, likely on either a Tuesday or Thursday. Lori followed up on her previous High School House discussion, reporting that she had spoken again to Helena School District Assistant Superintendent Greg Upham and learned that Walt Jones already has a house in progress for this year, but they would be interested in collaborating with RMDC again in the future. Finally, Lori mentioned that a Bingo night will be held in October as an RMDC fundraising event.

Whitehall – Lori Ladas and Ashley Peña-Larsen

Debbie Havens requested that the Whitehall discussion on the agenda be moved earlier in the meeting, to ensure the presence of a quorum for voting.

Debbie Havens made the motion to approve keeping the Whitehall Head Start site open as approved by the Policy Council. Helen Fandrich seconded and the motion passed unanimously.

Finance Report Update – Chrisy Irej

a. General Update

Chrisy reported that the current Cash balance is \$563,359, and the current AP balance is \$11,269. She reported that funds are not yet being closed for fiscal year end, but will be soon. Fiscal policy updates are another priority for fiscal staff at this time.

b. Approval of Fiscal Policies – Purchasing Policies and Procedures

Chrisy referenced the draft policy included in the Board packet. This updated policy combined several sections from previous policies, including Procurement, Consultants, Grants and Contracts, and Securing Bids for Goods and Services. This new policy puts everything in one location and aligns with the new Federal guidance. Chrisy referenced the chart on page 6 of the policy explaining required approvals at various purchase amounts. The micro-purchase amount (purchases not requiring a bid process) has been raised from \$1,000 to \$3,500, and the amount requiring a full bid process has raised from \$100,000 to \$150,000. Those new dollar amounts were set by the new Federal guidance.

A few minor typographical errors, labelled by Susan as “Scrivener’s Errors”, were addressed as items to be corrected before finalizing the policy. On page 5, sections (3) and (4) of part 5e will be combined into one sentence (The Federal granting agency or pass-through agency expressly approved RMDC’s written request to use a non-competitive procurement process), and only four sub-entries instead of five will be included in that part as a result. On page 7, the word “over” will be added to part 6a, to read “...the acquisition of goods or services totaling *over* one hundred fifty thousand dollars...”. Finally, on page 15, the heading of part 9(2) will read “Contracts Using Federal and Non-Federal Funds”, and part 9(3) on page 16 will be deleted as a result.

Daniel Pocha made the motion to approve the Purchasing Policies and Procedures policy with amended changes. Helen Fandrich seconded and the motion passed unanimously.

Committee Reports

a. Retirement Committee – Lori Ladas

Lori referenced the Retirement Committee minutes included in the packet and asked if the Board had any questions about them. Jerry Loendorf questioned if the minutes could be written in a manner that explained topics more thoroughly, or if the Board members who read the minutes really understand what is written in committee minutes in general. Discussion followed regarding the approval of committee minutes by the committee prior to the full Board’s approval, which the committee itself decided against initially due to the quarterly scheduling of those meetings. Further discussion led to the consensus that the full committee could approve the minutes via e-mail correspondence before they are brought to the full Board.

b. Nominating Committee – Susan Geise

Susan asked Jerry Loendorf, Bob Mullen, and Debbie Havens if they would all be willing to serve on the Nominating Committee, with Debbie asked to be the Chair of the Committee. All agreed. This Committee will need to meet prior to the next meeting in September, when election of officers takes place and new Board members are appointed to replace those whose term is completed.

Head Start Update

a. Policy Council Update – Ashley Peña-Larsen

In Lanessa Littrell’s absence, Ashley reported that the Policy Council did meet and approved the Whitehall site remaining open along with policies that would be discussed later in her report.

b. Director’s Program and Budget Report – Ashley Peña-Larsen

Ashley referenced the Child Outcomes Information included in the Board Packet, which explained the growth of the Head Start children in a number of areas during the past school year. Mathematics was an area of great improvement, with 65% overall growth. Ashley reported that summer is a busy time for completing intakes, and that a student intern is currently assisting with some data graphs that will compare three years’ worth of data for Head Start. This student is also building the Community Assessment Survey for Head Start. The budget (also provided in the Board packet) shows only two months’ worth of activity, and since classes are not in session and a lot of staff aren’t working, there have

not been many expenses as of yet. The MPDG budget needs to show all spending complete by mid-August; an upcoming training will spend out the remaining grant funding.

Daniel Pocha made the motion to approve the Head Start Director's Report and Budget Report. Helen Fandrich seconded and the motion passed unanimously.

c. Family Engagement in Education and Child Developmental Services Policy and Procedure – Ashley Peña-Larsen

Ashley referenced the draft policy included in the Board packet. This policy was created to reflect the current Head Start performance standards, and goes into effect in September. It addresses the areas of involving parents in Head Start, family conferences and home visits, and volunteering in the classroom and for group activities.

Helen Fandrich made the motion to adopt the Family Engagement in Education and Child Development Services Policy and Procedure as presented. Roberta Spengler seconded and the motion passed unanimously.

d. Screening and Assessment Policy and Procedure – Ashley Peña-Larsen

This policy outlines the process for screenings and assessments that take place for Head Start children. It explains the various types of screenings and the timeline in which they must be completed. This policy also explains the staff training required to enter and track screening information in the system.

Helen Fandrich made the motion to adopt the Screening and Assessment Policy and Procedure as presented. Bob Mullen seconded and the motion passed unanimously.

e. Curricula Policy and Procedure – Ashley Peña-Larsen

Ashley referenced the draft policy included in the Board packet. The curriculum includes The Creative Curriculum for Preschool, Second Step Social Emotional Skills for Early Learning, and Second Step Child Protective Unit. This aligns with the school district curriculum and is research-based.

Daniel Pocha made the motion to adopt the Curricula Policy and Procedure policy as presented. Helen Fandrich seconded and the motion passed unanimously.

Renewal of Executive Director's Employment Agreement – Susan Geise

Following up on Lori's performance appraisal earlier this year, Susan asked the Board for their preference going forward, if the agreement extension should be for one year or for three years. Discussion followed with most speaking in favor of a three year renewal of the Employment Agreement.

Debbie Havens made the motion to renew the Executive Director's Employment Agreement for a term of three years. Daniel Pocha seconded and the motion passed unanimously.

Other items

Jerry Loendorf asked to re-visit the discussion started during the Committee reports, emphasizing the responsibility of the Board to ask questions and inquire further when information is unclear. Susan also commented on the addition of the Committee Reports as a regular agenda item, in order for committee members to answer questions and provide a more complete report of the discussion held at each committee meeting.

The meeting was adjourned at 4:39 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III



Bob Mullen

Secretary/Treasurer

9-28-17

Date