

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
November 30, 2017**

Members present include: Daniel Pocha, Becky Blend, Mike Delger, Helen Fandrich, Susan Geise, Debbie Havens, Angel Kramer, Bob Mullen, Maria Pace, Lois Steinbeck, Mark Young

Members absent include: Bruce Day, Trever Kirkland, Akilah Lane, Jerry Loendorf

Guests: Lori Ladas, Chrisy Irey, Kathy Marks, Gale Anderson, Jerilee Wilkerson, Ashley Peña-Larsen, Linda Nolan, Shawna Donaldson, Joan Anderson, Taya Hovan, Jacque Smith, Jaymie Sheldahl, Mindy Diehl, Paula Jacques, Amber Dushin, George McCauley, Diane Edgar

Call to Order/Roll Call: Daniel Pocha called the meeting to order at 3:36 p.m.

Approval of Minutes

Helen Fandrich made the motion to approve the October 26, 2017 Board of Directors' Meeting Minutes and the September 28, 2017 Finance Committee Meeting Minutes. Bob Mullen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that due to a few items that will need approval, there will be a December Board meeting. She suggested December 21 as the meeting date; the suggestion was made to start the meeting at noon. The January Board meeting, which was initially going to be scheduled earlier in the month, has been moved back to its standard date on the last Thursday afternoon of the month, January 25. A list of all Board meeting dates through the end of 2018 was given to all Board members. Lori reminded the Board about the RMDC Holiday Party on December 9, and asked if there was any interest in the Board providing a basket for the party. Donations for basket items can be given to Lori. Lori mentioned that former RMDC Executive Director Gene Leuwer had contacted her about the possibility of creating a partnership to apply for an affordable housing tax credit project in the next round of proposals. It would be a 4%/9% combo, which would allow for a larger project to be completed than RMDC could do independently. Lori asked for the Board's feedback on the idea. Overall, Board members were supportive of continuing the discussion and obtaining more details about that project, but agreed that an MOU was needed to clarify the responsibilities of both parties. Lori announced that Jerilee Wilkerson, Area IV Agency on Aging Program Director, has resigned from her position. Her last day will be mid-January.

a. December Board Meeting

Susan Geise made the motion to approve the December 21 meeting date, with a noon start time. Mark Young seconded and the motion passed unanimously.

Finance Report Update – Chrisy Irey

a. General Update

Chrisy reported that Finance Committee met prior to the Board meeting, with the main topics being the FY2017 audit and "right-sizing" the Senior Companion and Foster Grandparent programs. Both topics follow later in the meeting for more discussion. The current cash balance is \$752,817 and current accounts payable balance is \$27,732. Both amounts are current.

b. FY2017 Audit Report and Financial Statements – Paula Jacques and Amber Dushin, Anderson ZurMuehlen

Paula and Amber from Anderson ZurMuehlen were present to discuss the FY2017 audit. This audit included both financial and compliance aspects. The audit is consolidated, meaning it includes entities

beyond just RMDC, and includes entities where RMDC holds majority Board seats. Pages 3-8 of the audit show the consolidated report, and all entities are listed individually near the end of the report. For the compliance part of the audit, a risk analysis of programs was completed and the programs chosen for review were the Foster Grandparent/Senior Companion cluster and the LIEAP cluster. The audit was presented with an unmodified (clean) opinion, with no findings and no compliance issues. The governance letter included with the report also notes upcoming trainings and new standards that will need to be followed in upcoming years. Susan Geise asked about the IT policy risk noted in the letter; Amber confirmed that was a general note being included in all reports at this time, and that RMDC had followed up with the creation of an IT policy that was not in effect until FY2018.

Susan Geise made the motion to approve the presentation of the FY2017 Audit and Financial Report. Helen Fandrich seconded and the motion passed unanimously.

Committee Reports - None

Right-Sizing of the Senior Companion and Foster Grandparent Programs – Chrisy Irely and Linda Nolan

Lori started the discussion by explaining that the presentation is informational at this time. Board members were encouraged to ask questions as the recommendation discussed will likely be presented to the Board for a vote next month. The recommendation is to reduce the number of Volunteer Service Years (VSYS) funded in the Senior Companion and Foster Grandparent programs.

Linda explained that one VSY equals 1,044 hours. These VSY slots can be filled by one volunteer or a few volunteers, depending on how many hours of service a volunteer works. Currently, the Senior Companion program is funded for 80 VSYS, and the Foster Grandparent program for 73 VSYS. Volunteers can serve between 15 and 40 hours per week, with most volunteering less than 40 hours weekly. Volunteers must be at least 55 years of age, and the average age of current volunteers is 72 for both programs.

The proposed reduction would bring the number of VSYS for the Senior Companion program from 80 to 60, and for the Foster Grandparent program, from 73 to 60. The reasons to reduce the programs include the fact that recruiting is a constant struggle; stipends are not being fully spent each year, and the programs are just not getting the volunteers they did in the past. The choice to reduce the programs would be a proactive decision, and would include reducing both service areas and the number of volunteers. Linda stated that the goal is to have healthy programs.

The financial impact of this reduction was addressed. The handout "Right-Sizing FGP and SCP" explained how this reduction would impact the budget for these programs. The Foster Grandparent program would only lose about \$421 with these changes, due to an increase in administrative funding. Because the net impact of the reduction to the Foster Grandparent Program only results in a loss of \$421, this reduction has already been approved by the grantor, CNCS; however, a budget amendment will still need to be submitted. The Senior Companion program would lose approximately \$77,641 (\$55,340 in stipends and \$22,301 in administration). Chrisy did point out that in FY2017, the Senior Companion program did not spend nearly \$37,000 of their stipend money, which then had to be returned. Included in the \$22,301 of administrative funding is approximately \$7,000 of IDC on the stipend dollars that are being reduced, so administrative loss is actually less than shown on the handout.

After VSY reduction, the Foster Grandparent Program budget shows there will be admin money that needs to be spent and a 10% match of Federal funding that must still be met. A part-time benefit-eligible position may be created to spend 30 hours per week performing administrative tasks for these two programs, but this will require some additional discretionary funding to be allocated to the Senior Companion Program. Budget scenarios for both programs are being reviewed and how to best spend the additional administrative money in the Foster Grandparent program must be decided, while maintaining administrative consistency between both stipend programs and minimizing the impact on County Mill and CSBG.

Once the number of VSYS is lowered, it is unlikely that the number will increase in the future. This reduction would reduce the service area for these programs, eliminating services in Park, Gallatin, and Beaverhead counties. This will allow staff to focus more on the remaining service area. This proposed reduction will be an action item on next month's Board agenda.

Head Start Update

a. Policy Council Update – Mark Young

Mark spoke about the new Policy Council coming together for a couple meetings and trainings. Several members are returning and they all look forward to a good year. The Policy Council talked about eliminating bus service in East Helena, and using that funding to gain behavioral supports in the classroom, which would serve all children and not just those who ride the East Helena bus.

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

Ashley reported that Policy Council meetings will be held just prior to the Board meetings going forward. She reminded the Board about the Grant Renewal Committee, which will be meeting on December 8 at 9:00 a.m. The East Helena bus service will be discussed. Head Start plans to develop a mental health program, and has talked with three mental health providers to gather information and bids. Mini-grants are in progress to obtain funding. Head Start has received its funding guidance letter for the 2018-2019 school year, and no funding will be lost. This budget will be presented at the January Board meeting. No cost of living increase was noted in the grant. The Helena YMCA has contacted Head Start about the possibility of providing afterschool care for Head Start families, from 3:00 p.m. to 6:00 p.m. at no cost to the families. Both Helena Public Schools and Boulder Elementary have contacted Head Start about participating in the Montana Comprehensive Literacy Grant, which serves children from PreK through Grade 12. The Head Start budget is looking good, with six months remaining in the school year; an average of \$228,244 is available to be spent each remaining month of the year. The MPDG budget has not been touched too much due to carryover from last year, which was used until the past month. As of the end of October, 51 Head Start children are on IEPs, with another 29 referrals out. Attendance last month was 91.84%. The extended day classrooms are going great, and Ashley noted that the half-day classes are getting harder to fill.

Helen Fandrich made the motion to approve the Head Start Director's Program and Budget Report. Debbie Havens seconded and the motion passed unanimously.

c. Notice of Federal Interest, Valley Center – Ashley Peña-Larsen and Chrisy Irey

This notice of Federal Interest is being filed with the county, and Ashley provided a copy for the Board to review. It has been reviewed by Jerry Loendorf and the Office of Head Start as well. Executive Policy Council reviewed the notice on November 30, but the full Policy Council will review this document at their next meeting.

d. School Readiness Goals 2017-2018* - Ashley Peña-Larsen

Ashley mentioned that this document is presented to the Board each year for approval. It has been updated slightly since last year, and the changes are noted in red type. Some data that is now included in the monthly Director's Report has been removed from this document. One change was the creation of the Behavioral Support Systems Advisory Team. Another addition was an increase in recruitment efforts for finding substitutes, especially within the parent population. Ashley also mentioned the Data Advisory Team which will review program data on a regular basis.

Lois Steinbeck made the motion to approve the School Readiness Goals 2017-2018. Helen Fandrich seconded and the motion passed unanimously.

e. Enrollment Criteria Policy – Eligibility and Acceptance* - Jaymie Sheldahl

The biggest change with this policy is that Head Start no longer has a full day (9 ½ hour) classroom, so there is no longer a work-school requirement. The performance standards have been updated to what Head Start is operating under right now. In regards to Head Start selection criteria, children who transfer from another Head Start or Early Head Start have an increase in application points from 10 to 20, which gives them a slightly higher priority and hopefully leads to a smooth transition.

f. Enrollment and Classroom Placement Policy and Procedure* - Jaymie Sheldahl

This policy has no changes, other than moving the Montana Preschool Development Grant information into the policy; it was previously an addendum.

g. 2018-2019 Recruitment Plan* - Jaymie Sheldahl

This plan has no major changes, other than encouraging more intentional partnering with Policy Council and classroom leaders when doing the recruitment and getting information out to parents. There will be more collaborating with Early Head Start to do recruitment events together to strengthen that partnership. The Policy Council suggested building a private Facebook recruitment group, to keep things organized online. Jaymie also showed new Head Start signage, which will range from postcard to yard sign level; she thanked Jacque Smith for her assistance with the new items.

Mark Young made the motion to approve the Enrollment Criteria Policy – Eligibility and Acceptance, Enrollment and Classroom Placement Policy and Procedure, and 2018-2019 Recruitment Plan. Bob Mullen seconded and the motion passed unanimously.

ROMA and CCNA – Kathy Marks

Kathy talked about Results Oriented Management and Accountability (ROMA) training, which is a requirement of the CSBG grant for all RMDC employees and Board members. The training will last about six hours, and a Doodle Poll will be sent out to help determine a date that works for the most people. ROMA Training is the first step in a process that also includes a Comprehensive Community Needs Assessment and culminates with the creation of a Strategic Plan.

The Comprehensive Community Needs Assessment is a way to assess needs, to know where gaps in services lie, to prioritize programs, to support RMDC's needs for funding, and to evaluate programs, along with acting as the basis for the strategic plan. A team of RMDC employees has been created to begin this process, and Kathy asked if any Board members would be interested in serving on this team; Daniel Pocha offered to join. The scope of the assessment is the tri-county area, and all individuals, not just RMDC constituents. The assessment will include surveys of clients, Board members, donors, and community members; focus groups; interviews with key individuals; and community forums. Kathy is working on a budget for the project.

Spirit of Service Program Presentation – Kathy Marks

Kathy presented a slide show about Spirit of Service (SOS). SOS started 18 years ago with six houses. Last year, 53 homes were included, with the participation of 500 volunteers and 32 partners. Next year's SOS date is June 5, 2018.

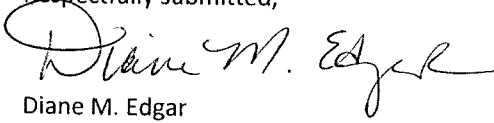
Public Comment on Items Not on the Agenda

George McCauley addressed the Board with some concerns regarding snow removal in Helena, which he plans to bring forward to the city commission. He provided some information about the snow removal policy. He asked the Board to look at the material, discuss what was provided, and look at ways to make the program better. If in favor of his provided suggestions, he asked the Board to show their support through correspondence with the Helena City Commission.

Susan Geise made the motion to adjourn the meeting. Helen Fandrich seconded.


The meeting was adjourned at 5:37 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III


Lois Steinbeck

Secretary/Treasurer

12-21-17
Date