

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
October 26, 2017**

Members present include: Daniel Pocha, Bruce Day, Mike Delger, Helen Fandrich, Susan Geise, Trever Kirkland, Lanessa Littrell, Jerry Loendorf, Bob Mullen

Members absent include: Becky Blend, Debbie Havens, Maria Pace, Lois Steinbeck, Akilah Lane. One Board position is currently vacant.

Guests: Lori Ladas, Chrisy Irey, Kathy Marks, Gale Anderson, Jerilee Wilkerson, Ashley Peña-Larsen, Linda Nolan, Shawna Donaldson, Taya Hovan, Jacque Smith, Jaymie Sheldahl, Rod Applegate, Mindy Diehl, Debbie Hansen, Diane Edgar

Prior to the start of the meeting, the Board watched a PowerPoint presentation prepared by Community Outreach Coordinator Jacque Smith, which was debuted at Rocky's Bingo Bash fundraiser. The presentation provided information about RMDC programs and also introduced the "What Has Rocky Done For Me?" campaign, where individual clients are interviewed about how RMDC has impacted their lives. Copies of the new RMDC brochure were also distributed to all Board members.

Call to Order/Roll Call: Daniel Pocha called the meeting to order at 3:55 p.m.

Approval of Minutes

Jerry Loendorf asked that the Retirement Committee minutes be considered separately for approval.

Helen Fandrich made the motion to approve the September 28, 2017 Board of Directors minutes and the July 27, 2017 Finance Committee minutes. Trever Kirkland seconded and the motion passed unanimously.

Jerry noted that, as mentioned in the Retirement Committee minutes, the RMDC Board of Directors is the trustee for the RMDC retirement fund. He emphasized the importance of that role and commented that perhaps more could be done to ensure that the Board is confident of the performance of the retirement account offered to RMDC employees. Gale Anderson mentioned that a variety of handouts full of detailed information are shared with the Retirement Committee members each quarter, and those can be shared with any Board member who is interested. Discussion continued about whether it may be beneficial to have Jock Bovington speak to the Board on a regular basis to answer questions. Jerry mentioned that reporting on comparisons to the SMP 500 and risk analysis compared to the stock market would be beneficial for the Board when considering the quality of the retirement accounts offered.

Helen Fandrich made the motion to approve the October 10, 2017 Retirement Committee minutes. Susan Geise seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori mentioned that Walter Hanley, Senior Nutrition and Transportation Director, is retiring in January. The position is now advertised, including posts with Job Service, Indeed, the Montana Non-Profit Association, and newspapers in Helena and Butte. The job posting will close just before Thanksgiving and interviews will likely be held in early December.

Lori referenced a few items from her report included in the Board packet, as well as the Rocky Expressions employee newsletter which will be included in Board packets going forward. The RMDC holiday party is scheduled

for Saturday, December 9, and all Board members are invited to attend, and asked to RSVP by November 22. The RMDC online apparel sale will be open through October 29. The link for the sale site has been sent to all Board members and is also included in the newsletter. RMDC received a State Fund dividend of \$25,541.38, a result of RMDC's efforts to maintain a safe workplace.

Lori moved on to discuss Rocky's Bingo Bash fundraiser, which was held on October 20. She complimented the staff who worked on preparing for the event, said the room looked amazing and it was a really fun night. Estimated attendance was 80 individuals. Revenue (sponsorships, tickets and donations) brought in was around \$9,100, and expenses for the event were just under \$3,000, for a net profit of \$6,100 before staff time is included. Community businesses provided around \$2,260 worth of donations for prize baskets. Lori asked for feedback from those who attended and received positive responses about the event. One suggestion was to have more bingo games, maybe a few shorter games to balance the ones that take a little longer, which would also allow for more prize winners. Jacque asked the Board for any suggestions about how to increase awareness about RMDC and its programs using an event such as Bingo Bash. Susan suggested that next year, the Board members make an effort to not only sell tickets but also make an effort to invite people outside of RMDC's typical sphere, those who may not be aware of the programs and services offered.

Finance Report Update – Chrisy Irey

a. General Update

The current cash balance is \$752,690 and the current AP balance is \$21,895. The cash balance is higher than usual, due to the timing of invoicing with the end of the fiscal year and closing funds. Chrisy reported that the Finance Committee just held an audit entrance conference with Anderson ZurMuehlen prior to the Board meeting. The single audit begins next week, and the financial statement audit begins the following week. The draft financial statement will be presented no later than the January Board meeting.

Committee Reports

a. Retirement Committee – Gale Anderson

Gale restated that the committee is open to any suggestions regarding how the committee minutes are represented and what information should be shared with the full Board. Handouts can also be included if additional information is requested. Gale mentioned that the committee members signed an Investment Policy Statement, which RMDC did not have previously, and that Lori signed forms to allow Cetera to serve as a fiduciary to the RMDC 401(K) account, similar to the pooled account. The committee discussed the 457(b) plan, which only has one former employee still participating. Due to the type of account, the money cannot be rolled over into another retirement account, so it remains active at this time.

Board Meeting Dates for November through January – Lori Ladas

Lori reported that the November Board meeting will remain scheduled on November 30 as planned, and suggested that the December Board meeting be cancelled, due to the proximity of the date to the winter holidays. The January meeting is the annual joint meeting between the Board of Directors and the Head Start Policy Council. Due to scheduled time away from the office for both Lori and Ashley in January, she suggested that the meeting be moved earlier in the month, either January 8, 9, or 10. The tentative plan would be for the Joint meeting to be held first, starting around 2:45, with the regular Board meeting following at 3:30. If the Finance Committee meets in January, that meeting may need to be scheduled as early as 1:45 that day. Lori asked if a Doodle Poll could be sent to Board members and Policy Council members to help determine which date would work best; Lori will work with Diane to get that set up and sent out.

Helen Fandrich made the motion to skip the December meeting and send out a Doodle Poll to determine the date for the January joint meeting between the Policy Council and Board of Directors. Susan Geise seconded and the motion passed unanimously.

Assignment of Board Members to Committees – Lori Ladas

Lori distributed a draft Board committee list. She mentioned that all those on the list had confirmed they would be willing to serve in the roles listed. Helen Fandrich mentioned that she was not listed as a member of any committee; she was added to the Retirement Committee. The Committee assignments are as follows:

Executive Committee: Daniel Pocha, Trever Kirkland, Lois Steinbeck, Susan Geise, Debbie Havens
Finance Committee: Daniel Pocha, Trever Kirkland, Lois Steinbeck, Mike Delger, Bruce Day
Retirement Committee: Lori Ladas, Chrisy Irey, Gale Anderson, Akilah Lane, Becky Blend, Helen Fandrich
Personnel Committee: Policy Council Chair, Debbie Havens, Jerry Loendorf, Susan Geise, Maria Pace
Nominating Committee: Debbie Havens, Jerry Loendorf, Bob Mullen

Helen Fandrich made the motion to approve the committee assignments. Trever Kirkland seconded and the motion carried.

Head Start Update

a. Policy Council Update – Lanessa Littrell

Lanessa reported that the new Policy Council Executive Committee was voted in, making this her last meeting with the Board of Directors. The new Policy Council Executive Committee is as follows: Chairperson, Mark Young; Vice Chairperson, Angel Kramer; Secretary, Marissa Vasquez; and Treasurer, Erin Morris. New site representatives have also been named. Lanessa mentioned she organized a LuLaRoe fundraiser to benefit the Parent Fund, and raised \$142. The Policy Council also approved offering \$75 to each classroom to assist with parent activities. The Board thanked Lanessa for her four years of service to RMDC's Board of Directors.

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

Ashley referenced the Head Start report from the packet and noted that numbers will be reported in a slightly different way this year, from start to end of each month regardless of meeting date. At the January meeting, the report will be accompanied by graphics, partially thanks to the work of a newly created data advisory team. Head Start is fully enrolled as of today, with 236 children enrolled. The purchase of the Head Start location in the Valley was approved by the Head Start Regional office and the purchase is complete. Ashley met with architects to go through the planned renovations and the architects will send out bids for the work. The goal is to have the renovation work completed by the end of March, though all funding must be allocated by the end of April. Ashley is participating in an Early Childhood Impact Steering Committee in Lewis and Clark County, to help build systems for early childhood supports. A survey has been sent to all Kindergarten families to gather information regarding early childhood options, access and barriers in Montana. There is one open Head Start position at this time. While reviewing the budget, Susan asked if a year-to-date comparison of budgeted amounts versus actual amounts could be presented going forward; Ashley thought that would be possible. As the Head Start year has just started, the budget is in very good shape. Ashley reported that the Whitehall Head Start site is full at this time, but there is no wait list at that location due to a lack of income eligible children in the area.

Bob Mullen made the motion to approve the Head Start Program and Budget report. Helen Fandrich seconded and the motion passed unanimously.

c. Community Complaint Policy and Procedure – Ashley Peña-Larsen

Ashley referenced the policy handout, which was included in the Board packet. This policy explains how people can communicate with Head Start with complaints. The policy needs annual approval, and no changes were made from last year. Policy Council approved the policy as written today.

Helen Fandrich made the motion to approve the Community Complaint Policy and Procedure as written. Lanessa Littrell seconded and the motion passed unanimously.

d. Grant Renewal Committee-Including decision regarding transportation service in East Helena – Ashley Peña-Larsen

Ashley extended an invitation to all present to participate in this committee for year 5 of the grant. Discussion will include a decision on transportation services provided by the City of Helena for Head Start. Helen Fandrich offered to participate. Lori will extend this invitation to Board members not in attendance at the meeting.

Susan Geise asked Ashley about any grants available for mental health services needed at Head Start. She suggested contacting the Montana Health Care Foundation for grant information. Head Start may be able to create a pilot program that integrates mental health services. Ashley agreed to check into the grant possibility.

Area IV Agency on Aging Program Presentation – Jerilee Wilkerson

Jerilee began her presentation by talking in general about what Area IV Agency on Aging does. It is a one-stop shop for information, assistance, and referral, specializing in connecting individuals with health services, Medicare assistance, legal help, housekeeping, social services, utility assistance programs, transportation, and many other areas. Area IV also updates a resource guide each year, which is sent to all community partners. A relatively new partnership is with Pureview Medical Center, where the referral process will benefit both organizations.

Jerilee mentioned some specific roles Area IV fills in the community. The Information and Referral Specialists visit all area senior centers at least once per year, handing out pamphlets and answering questions. State Health Insurance Counselors, referred to as SHIP counselors, offer assistance with Medicare Part D plans and can answer questions about prescription plans. In the spring, Welcome to Medicare 101 classes are offered for those turning 65 years of age, including a presentation and offer of individual appointments.

The Ombudsman position advocates for individuals in long-term care and nursing home facilities. Area IV's Outreach Coordinator is working in conjunction with RMDC Community Outreach Coordinator Jacque Smith to provide information, using items such as brochures and newsletters. Area IV contracts with outside organizations as well for support services, such as homemaker services, home delivered meals, and respite/caregiver services.

Area IV offers Stepping On classes, which happen three times per year for six weeks each. These classes emphasize exercise and balancing techniques in an effort to encourage fall prevention amongst the senior population. Montana Healthy Living for Life is a new program for Chronic Disease Care, also running six weeks in length; it was previously run in Bozeman, and now there are individuals trained in the Helena office to provide the training. Another program is Senior Medicare Patrol, which helps review Medicare summary notices for accuracy and to avoid scam artists, teaching beneficiaries to protect their personal identities and also make sure that all charges are justified.

Board Governance Calendar – Lori Ladas

Lori handed out an updated version of the Board Governance Calendar, which lists items for approval and program presentations for Board meetings throughout the year. Lori plans to add meeting dates to the calendar and will send a copy out with each month's Board packet.

Trever Kirkland made the motion to adjourn the meeting. Susan Geise seconded.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III



Lois Steinbeck

Secretary/Treasurer

11-30-17

Date