

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
September 28, 2017**

Members present include: Susan Geise, Lois Steinbeck, Daniel Pocha, Maria Pace, Bob Mullen, Keith Meyer, Jerry Loendorf, Lanessa Littrell, Trever Kirkland, Helen Fandrich, Mike Delger

Members absent include: Becky Blend, Bruce Day, Debbie Havens, Roberta Spengler

Guests: Lori Ladas, Chrisy Irey, Kathy Marks, Gale Anderson, Walter Hanley, Ashley Peña-Larson, Liz Mogstad, Sam Hall, Linda Nolan, Ed Benasky, Shawna Donaldson, Joan Anderson, Taya Hoven, Jacque Smith, Akilah Lane, Roger Baltz, Diane Edgar

Call to Order/Roll Call: Susan Geise called the meeting to order at 3:33 p.m. The meeting started with introductions of everyone present.

Approval of Minutes

Daniel Pocha made the motion to approve the minutes of the July 27, 2017 Board of Directors' meeting. Helen Fandrich seconded and the motion passed unanimously.

Daniel Pocha made the motion to approve the minutes of the June 29, 2017 Finance Committee meeting. Helen Fandrich seconded and the motion passed unanimously.

Lewis and Clark County Jail Levy – Roger Baltz

Roger handed out a fact sheet regarding the upcoming jail levy, which will be decided by a vote-by-mail election. Ballots will be sent out on October 18, and must be returned by November 7. Last year, voters approved a remodel of the jail, but the remodel is conditional on approval of this levy for operations, maintenance, programming and services. This levy would bring in an estimated \$4 million per year for this purpose. Approximately \$3.2 million of those funds would be used for staffing, and the rest would be dedicated to restorative justice activities (diversion and assessment programs). Tours of the jail are being offered, and speakers are available for any groups who might appreciate information about the levy. The county website, www.lccountymt.gov, has additional information.

Director's Report – Lori Ladas

Lori referenced her Director's Report from the packet and asked for questions. She reported that dates for ROMA training have not been set, but it will probably be held in early November. Jerry asked if the Roadrunner loan forgiveness mentioned in Lori's report also includes forgiveness of any other obligations; Lori confirmed that yes, it does. LIEAP monitoring went well, just a couple minor corrections were noted and the monitors were very complementary of the RMDC staff. Lori thanked everyone for their attendance at Board Governance Training, and she also mentioned that she, along with Kathy, Jacque, and Trever, attended the MNA conference this week. Lori mentioned that Walter Hanley, Senior Nutrition/Transportation Director, will be retiring in January. Susan followed up Lori's report by mentioning the Representative Gianforte responded to the letter sent out regarding proposed budget cuts, and thanked Lori for forwarding the response to the Board of Directors.

Finance Report Update – Chrisy Irey

a. General Update

The cash balance is \$444,054, and the AP balance is \$24,064. These amounts are both current. Chrisy mentioned that at the next Finance Committee meeting, she expects Anderson ZuerMuehlen to be present for the audit entrance conference, and that the fieldwork for the compliance audit (review of

Federal programs) would begin the following week. The Financial Statement audit would begin either the week of November 6 or November 27. The fiscal team is also working on closing funds for FY17.

b. Approval of Fiscal Policy – Travel Policy

Chrisy referenced the draft Travel Policy included in the Board packets, and handed out a pink sheet with amendments to the draft. The Travel Policy is not new, but rather a revision of a current policy. Some changes to the policy were noted for the Board. Meals will only be reimbursed by per diem, rather than actual amounts, in order to standardize the process. Per diem is also meant to cover meal tips. Lodging will not be covered by per diem, and rather will continue to be reimbursed at actual cost by submitting receipts. Travel advances will not be allowed for single day travel. While \$5 incidentals typically associated with per diem rates will not be reimbursed, a new section in the policy will allow for miscellaneous items costing \$5 or less to be reimbursed without a receipt, such as parking fees and shuttle tips. The items must still be itemized on the reimbursement request.

Daniel Pocha made the motion to approve the Travel Policy as amended. Trever seconded and the motion passed unanimously.

Approval of RMDC Information Technology (IT) Policy – Ed Benasky and Chrisy Irey

The Information Technology (IT) Policy is new to RMDC, and was recommended as best practice with the newest Federal guidelines. Ed asked the Board for any questions after reviewing the policy included in the Board packet. A question was raised about software compatibility. Ed reported that Microsoft systems are the standard for RMDC and that he loads all the software himself. The software is purchased through a company called TechSoup, and is sold at a good discount. Another question was asked about deleted e-mails. Ed reported that there are backups of deleted e-mails kept for 100 days, but that Outlook does delete messages permanently. Questions were raised about whether e-mail needed to be viewed as a public document, as the Government views it, and whether any Federal grants require that e-mails be kept for an extended amount of time. This topic will be investigated further. Cybersecurity was addressed; Ed noted that spam and virus checkers are set up, along with malware checkers. Lori added that each year when insurance is renewed, cybersecurity insurance is offered as an option. She said more organizations are opting for the coverage. An approval date will be added to the policy per the Board's request.

Lois Steinbeck made the motion to approve the Information Technology (IT) Policy. Lanessa Littrell seconded and the motion passed unanimously.

Committee Reports

a. Nominating Committee – Susan Geise

Debbie Havens is the chair of the Nominating Committee; Jerry Loendorf and Bob Mullen also served on this committee. In Debbie's absence, Susan reported the recommendations of the Committee in regards to election of officers and appointment of Directors.

Election of Officers for Board of Directors – Susan Geise

The Nominating Committee made the following recommendations for RMDC Board Officers: Daniel Pocha, President; Trever Kirkland, Vice President; and Lois Steinbeck, Secretary/Treasurer. Trever will become a Private Sector Representative, and the Head Start Policy Council will need to appoint another community member to the RMDC Board of Directors.

Keith Meyer made the motion to approval the officers nominated by the Nominating Committee and the motion passed unanimously.

Nomination and Appointment of Directors – Susan Geise

The Nominating Committee recommended the appointment of Akilah Lane to the RMDC Board of Directors as a Low-Income Sector Representative. Akilah's letter of recommendation will follow from the County Attorney's office, on behalf of the Office of the Public Defender.

Daniel Pocha made the motion to approve the appointment of Akilah Lane to the RMDC Board of Directors as a Low-Income Sector Representative and the motion passed unanimously.

Susan thanked both Keith Meyer and Roberta Spengler for their service to the Board.

Head Start Update

a. Policy Council Update – Lanessa Littrell

Lanessa reported that the last meeting was very well attended. Topics discussed included new WIC cards, a Kindergarten survey, personnel decisions and new hires. Lanessa mentioned the Rock the Vote event to be held on October 12 at the Fairgrounds, where the new Policy Council will be elected. This is a family event and nearly 300 family members are expected to attend.

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

Ashley spoke about being part of the steering committee for the Early Childhood Impact Group in the Helena area. She followed up on the survey Lanessa mentioned, asking Kindergarten families about their access to early childhood services. The WIC card is part of some changes to the WIC program, eliminating the previous WIC coupons and instead allowing use of an EBT-style card. Ashley is working on forming a formal partnership with WIC, to help Head Start families get signed up for WIC benefits on-site. Further discussion included the proposed cuts to the Governor's budget, where Ashley has been involved in communication about impacts to Child Care Licensing and Family Outreach, who partner with Head Start. Ashley did not have Head Start enrollment data for this meeting, since the school year is just starting. Head Start is currently hiring for a Teacher, Teacher Assistant, and Boulder Teacher Assistant. Ashley also referenced Lori's comments about the Whitehall Head Start classroom in her Director's Report. Enrollment at the start of the year was down to 9 children but is now back up to 14. Ashley explained the three budget worksheets included in the packet, for the Head Start budget, MPDG grant closeout, and the new MPDG grant. The packet also included an information report from the last school year.

**Bob Mullen made the motion to approve the Head Start Director's Report and Budget Report.
Susan Geise seconded and the motion passed unanimously.**

Bingo Bash – Kathy Marks and Jacque Smith

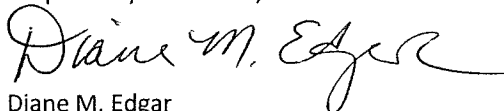
Kathy and Jacque spoke about RMDC's upcoming fundraiser, Rocky's Bingo Bash, which will be held on October 20 at the Great Northern. So far, \$3,550 in sponsorship money has been raised, food and prizes are secured; and the event (outside of staff hours) is paid for. Board members were asked to buy and sell tickets for the event, which will cost \$50 each and includes six games of Bingo, hors d'oeuvres, and a no-host bar. A new brochure with a pledge card will be ready in time for the event, and the "What Has Rocky Done For You?" campaign will be premiered at the event.

Other Items

Daniel reminded all Board members to turn in their Conflict of Interest Forms before leaving the meeting.

The meeting was adjourned at 5:28 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III

David L. Park

Lois Steinbeck

Secretary/Treasurer

10 - 26 - 17

Date