

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
June 16, 2011
Neighborhood Center Card Room, 200 S Cruse Ave, Helena, MT 59601

President Debbie Havens called the meeting to order at 3:37 pm without a quorum present.

Debbie introduced Duane and Stacy from the Montana Department of Public Health and Human Services who were at RMDC all week performing their monitoring visit. Duane reported that since Monday, the group has been reviewing the Weatherization Program, LIEAP, the Homelessness Program, CSBG, and the HIPRIP Program. The group looked at 25 houses altogether, of these, the Federal Inspector and someone from the Department of Energy also looked at five houses. Duane proudly reported that everything went great and the clients were pleased with the work the crews performed. He also relayed that Fiscal staff does a great job and was pleased to announce there were very minimal findings.

President Debbie Havens asked for public comment on any item on the agenda with none given.

President Debbie elected to move the agenda around while waiting for a quorum.

Gregg Groepper's Retirement – Debbie Havens/Gene Leuwer

Debbie thanked Gregg for his service and for mentoring Board members for the last 15 years and appreciates all he has done for RMDC. Gregg thanked everyone for the certificate and relayed that RMDC is a great organization and will miss serving on the Board. He reported that Rachel Haberman will take Gregg's place as Director of Energy Share on June 30.

Meals Staff Award – Walt Hanley

Walt handed out a photo of some of the Helena Congregate Meals staff and Linda Wolfe from Augusta that received the Silver Fork Award from the Lewis & Clark County Health Department. This award recognized establishments with outstanding food service performance. Out of 400 establishments eligible for the award, 37 were selected. RMDC's Helena Congregate Meals site and Augusta Congregate Meals site were two of the 37. All staff must attend the food safe class and the cooks attend a two day extensive training class with a comprehensive test at the end. Walt relayed that the staff are a great group of people and the Board can be proud of the work they perform.

With a quorum now present to include: Debbie Havens, Gregg Groepper, Dave Kirsch, April Millsap, Jerry Loendorf, Derek Brown, Elaine Graveley, Keith Meyer, Daniel Pocha, Brian Garrity, and Jon Chacopulos, approval items can be discussed.

Members absent: Helen Fandrich, Bill Roberts, Andrea Edgar, and Matt Kuntz.

Gregg Groepper moved to approve the May 19, 2011, meeting minutes as distributed. Elaine Graveley seconded the motion which passed unanimously.

Personnel Committee Update – Gale Anderson

Annual Leave Policy Revision - Gale handed out the proposed change to the Annual Leave portion of the Personnel Policy Manual. Previously, annual leave in excess of 30 days would be forfeited. When RMDC became a non-profit organization, it cannot take away excess leave, and hasn't been. The Personnel Committee met and approved removing the items struck out in red and language added as identified in bolded red. Patty will take the revised policy to the Policy Council meeting tonight.

Gregg Groepper moved to approve the changes to the Annual Leave Policy as presented upon Policy Council's approval. Dave Kirsch seconded the motion which passed unanimously.

Head Start Update – Patty Dahl

Patty referred members to the required monthly statistics report she placed at each seat before the meeting and stated that the meal number may change slightly because they found a day not accounted for. This didn't affect the average daily attendance. The program is in full swing for recruiting. To date the program has 172 income eligible applications completed and 28 over income applications completed. Recruitment and application-taking happens all summer long. Acceptance letters will go out toward the end of August. Also provided is the May budget information. This is the first month of the grant so the information is skewed because there are no children in June, July and August. The 2010 – 2011 grant is not closed yet but it looks as though the program will be around \$9,500 to \$10,000 over budget.

CACFP (Child and Adult Care Food Program) Review – Patty reported that the CACFP reviewer sent a letter approving the program's compliance corrections.

Teacher Qualifications and Staff Development Policy – Patty referred the Board to their packet and the aforementioned draft policy. Patty thanked Jerry Loendorf for participating on the committee that worked on this policy along with Megan Hutchinson from the Policy Council. This policy was drafted to respond to the Head Start Act of 2007 that will require Head Start teachers to have certain qualifications by October 1, 2011 and if that is not accomplished, the program will need to apply for a waiver. These qualifications are: an Associate's Degree in Early Childhood Education; an Associate Degree in a related field and coursework equivalent to a major relating to Early Childhood Education with experience teaching preschool age children; or a Baccalaureate Degree or Advanced Degree in any field and coursework equivalent to a Major relating to early Childhood Education, with experience teaching preschool age children. The Head Start Act does require that teachers be enrolled in an educational program that will grant them a qualifying degree within a three-year time period. Patty explained that a sample letter for teachers has been drafted along with Consent to Comply form and an Education/Professional Development Agreement. She also told the Board that the teachers who need to get the Early Childhood credits are aware they need to do so. This policy will be taken to the Policy Council at the meeting today.

Gregg Groepper moved to approve the Teacher Qualifications and Staff Development Policy as presented upon Policy Council's approval. Elaine Graveley seconded the motion which passed unanimously.

Family and Community Partnerships Grant Goal – Patty referred the Board to their packet and the information about FCP adding the goal of: ***"To increase awareness of addictions, to***

include substances and domestic violence, with Head Start families and staff,” to their three-year grant goals. This goal was brought forward by Janet Coughlin, FCP Manager, on behalf of the FCP Advisory Team.

Daniel Pocha moved to approve adding the goal to increase awareness of addictions to include substances and domestic violence, with Head Start families and staff to the Head Start Program’s three-year grant goal. Brian Garrity seconded the motion which passed unanimously.

Policy Council Update

April Millsap reported that due to the inability to make a quorum for last week’s meeting of the Policy Council, the meeting was rescheduled for tonight. Policy Council will discuss those items discussed at today’s Board meeting. April also announced that July will be her last meeting on the Board and on Policy Council. She is moving and sad to be leaving. The Board thanked her for her service and wished her luck.

Affordable Housing Development Update – Gene Leuwer

Gene reported that RMDC has a Buy-Sell Agreement for the 2010 – 2011 High School House in the amount of \$215,000 but the appraisal came in at \$250,000. Due to the buyer being near the maximum of the approved loan amount and given the housing market, it is Gene’s recommendation to sell the house for \$215,000. It was also recommended to have Walt Jones, the instructor, come to a meeting to explain the program to the Board and show slides of various projects. Derek also suggested including the students in budget review to help them understand the importance of staying under budget with housing projects. Gene will provide a final Financial Report for the 2010 – 2011 High School House at the next meeting. The buyer agreed to pay half of the closing costs in the Buy – Sell Agreement.

Dave Kirsch moved to approve the Resolution to sell the High School House for \$215,000. Daniel Pocha seconded the motion which passed unanimously.

Resolution to Open Line of Credit for the 2011 – 2012 High School House

Gene referred the Board to the Resolution included in the packet for the line of credit in the amount of \$220,000 for the 2011 – 2012 High School House to cover the purchase of the lot and construction materials for the house. With the current economy, attention to the price of the house will be looked at carefully.

Daniel Pocha moved to approve the Resolution to purchase a lot and the construction costs associated with the High School House project for the 2011-2012 school year. Derek Brown seconded the motion which passed unanimously.

Homestead Manor – Gene reported that they are beginning the 10 unit renovation project in Townsend.

Big Boulder – Gene reported that the main building has now been painted and some landscaping done. Demolition on one, if not both, of the other buildings has been completed and they will begin construction on the four-plex with the Community Room and storage facility to begin this fall. There are currently some two bedroom units available. HUD will allow RMDC to lease the vacant units to those 6 or 7 individuals on the one-bedroom waiting list so the vacant units will be full within the next month or so.

Caird – Gene reported that the Department of Commerce, who is processing the NSP application submitted by the county, is holding a meeting tomorrow at 10:00 am for those individuals that object to the project. City of Helena staff, Lewis & Clark County staff and RMDC staff will attend the meeting. The meeting will allow neighbors the opportunity to voice their views. At the end of the month, the Department of Commerce will make their recommendation to the Federal HUD Administration to make the decision on who will receive funding. RMDC should know if any award will be made and what amount that will be by the end of July.

President Debbie Havens asked for public comment on items not on the agenda with none given.


Gregg Groepper introduced Joan Anderson who has agreed to serve on RMDC's Board as the representative with fiscal background. Gregg has known Joan for 25 years. Joan currently works at the Office of Public Instruction and was a Legislative Auditor before that. Joan was also a school teacher. Joan thanked Gregg for recommending her to RMDC's Board of Directors. She is happy to serve on the Board.

Brian Garrity moved to approve appointing Joan Anderson to Rocky Mountain Development Council, Inc.'s Board of Directors. Daniel Pocha seconded the motion which passed unanimously.

At this time, President Debbie Havens closed the meeting to the public and staff to go into Executive session to review the Executive Director's Performance Evaluation.

Daniel Pocha moved to adjourn the regular meeting of the Board of Directors at 5:15 pm. Brian Garrity seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant

Approved by the Board of Directors:



Name and Title



Date