

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
September 22, 2011
Neighborhood Center Conference Room 13

President Debbie Havens called the meeting to order at 3:35 pm with a quorum present to include: Debbie Havens, Dave Kirsch, Daniel Pocha, Lee Shoup, Jon Chacopulos, Jerry Loendorf, Joan Anderson, Rachel Haberman, Helen Fandrich, Brian Garrity, and Andrea Edgar. **Members absent include:** Derek Brown, Elaine Graveley, Matt Kuntz, Keith Meyer, and Bill Roberts.

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

Daniel Pocha moved to approve the August 18, 2011 minutes as distributed.
Dave Kirsch seconded the motion which passed unanimously.

President Debbie Havens adjusted the order of the agenda items.

Acknowledgement of Liz Moore and Chuck Virag for Service to RMDC—Gene Leuwer

Chuck Virag will be leaving RMDC for Mountain Pacific Quality Health Foundation. Gene thanked Chuck for his six years of service in so many roles at Rocky, including Director of Finance. In turn, Chuck stated that his time with Rocky has been very positive and he has a great appreciation for the staff and the board of an organization that does so much for the community.

Liz Moore is the new Executive Director of Montana Non-Profit Association (MNA). Gene thanked Liz for her sixteen years of service. Liz has done a great job in Homelessness, Mental Health, Head Start, and being a strong voice and member of the Helena Action Coalition for Homelessness. In turn, Liz thanked Gene for providing good leadership and appreciation to the Senior Management Staff, colleagues and RMDC staff. In closing Liz stated, "spread the love to others."

Gene and Debbie presented certificates. Board members and staff applauded their efforts and wished them the best.

Rocky Mountain Preschool – Lorrie Halcro

Rocky Mountain Preschool now is a member of the Stars Pilot Program, which enables the preschool to receive funding from Child and Adult Care Food Program (CACFP) for breakfast and snacks. Approximately \$450 is spent on groceries a month for breakfast and snacks. CACFP reimburses the preschool \$340. Currently there are 53 children, ages 3--5 in attendance, at different time slots, and from different income levels. There are seven staff members; five full-time and two part-time. The hours of operation are 7:30 am to 5:30 pm, Monday thru Friday and the program runs year round. The preschool receives no federal money. Tuition for a full month is \$600 per child. The preschool is always at capacity with a lengthy waiting list. Board members questioned why the tuition was so high and why not available to low income families. Gene explained Head Start serves 3—6 year old children in the lower income levels -- 150% of

poverty. There is a child care subsidy program that is run by the state and the parents would have to apply. The Preschool is a for profit entity, but operates at a loss each year. Lorrie encouraged board members to come for a visit at any time.

Housing Entities Board Appointment Resolutions – Jan Kalgaard

Certificate of Corporate Resolution for Pheasant Glen will appoint a board next month.

RMDC Ptarmigan Inc. is not controlled by this board. Members are self-appointed. No action on this item.

Certificate of Corporate Resolution for RMDC Eagle Rock, Inc. according to bylaws the Executive Director and Fiscal Director are automatic appointments. RMDC's Board of Directors appoints six others – Bobbie Sue Carothers, Helen Fandrich, Jerry Leondorf, Bob Bushnell, Janet Pallister, and Martha McGee.

Jerry Leondorf moved to approve the Corporate Resolution for RMDC Eagle Rock Inc. Daniel Pocha seconded the motion which passed unanimously.

Certificate of Corporate Resolution for Penkay Eagles Manor, Inc. according to bylaws the Executive Director and Fiscal Director are automatic appointments. RMDC's Board of Directors appoints six others – Bobbie Sue Carothers, Helen Fandrich, Bob Bushnell, Martha McGee, Janet Pallister and Mat Rude.

Daniel Pocha moved to approve the Corporate Resolution for Penkay Eagle Manor, Inc. Dave Kirsch seconded the motion which passed unanimously.

Certificate of Corporate Resolution for Eagles Manor Project No. 2, Inc. according to bylaws the Executive Director and Fiscal Director are automatic appointments. RMDC's Board of Directors appoints six others – Bobbie Sue Carothers, Helen Fandrich, Mat Rude, Bob Bushnell, Martha McGee and Janet Pallister.

Daniel Pocha moved to approve the Corporate Resolution for Eagles Manor Project No.2, Inc. Andrea Edgar seconded the motion which passed unanimously.

Rocky Mountain Front Properties, Inc. – Includes eight units and a laundromat in Augusta. This is a for profit entity, not financed with tax credits, but with rural development funding. RMDC owns 10,000 shares of stock. Board members are voted by shareholders. Jan asked for board approval to have Gene Leuwer as our representative to vote on RMDC shares. The other board members include Jan Kalgaard, Bobbie Sue Carothers, Jerry Leondorf, and Janet Pallister.

Daniel Pocha moved to approve the Resolution for Rocky Mountain Front Properties, Inc. Dave Kirsch seconded the motion which passed unanimously.

MidTown Residences L.P. (Caird) is not active at this time. Big Boulder is close to completion and finally River Rock Residences, which is not active.

Head Start Update—Patty Dahl

Patty asked the Board if they have any questions on the PIR that was presented last month and there were none. Patty referred the Board members to information that she handed out. Head Start children began classes on September 13th and 14th. There are 236 children enrolled. As of September 21, there are 51 income eligible children on the wait list and 49 over income children on the wait list. Family Advocates continue to do applications. There are 16-18 children in each class with a teacher, teachers assistant and numerous volunteers.

Head Start hired the final teacher for a 30-hour/week position and she was able to start and participate in all pre-service events. The program also interviewed for a food service worker at their Whitehall site on Wednesday as the previous food service worker was hired to be the teacher assistant in Whitehall.

The Head Start's Neighborhood Center site is hoping to apply for STARS Level 3 in late December. This Friday and next the staff will have professional development on CSEFEL Module 2. (Patty listed the CSEFEL website on the monthly information sheet.) This Friday the Head Start staff will also have Food Safety professional development presented by Laura Hendley, Sanitarian from L&C City County Health Dept.

Patty reported that the program is working on the Improvement Plans prescribed in the 2010-11 Self-Assessment and that some sections have already been completed.

Decision Items:

Policy Council By-Laws: Each year according to the Head Start Performance Standards, the Board of Directors must approve the composition and the procedures by which the Head Start Policy Council members are chosen – in other words the Board must approve the Policy Council By-Laws. Patty referred to the Head Start PC By-Laws that Board members received via email or in a packet of information from Head Start. The Head Start Policy Council chose not to make changes to the By-Laws; there were no amendments this year or last. However, the Board still needs to approve the composition and the procedures by which PC members are chosen...which means it is recommended the Board accept these By-Laws. Before passing, Daniel opened for discussion; the chairman and secretary are required to have a criminal background check. His hope for the future is to have the Vice-chair and treasurer also have a criminal background check. Passage of this resolution is not contingent on this, just a suggestion.

**Jerry Loendorf moved to approve the by-laws that were originated 8-13-2009
Lee Shoup seconded the motion that passed unanimously.**

Governance Resolution: Patty referred to the draft Resolution that was in the Board's packet. This Resolution follows the accepting of the Head Start Policy Council By-Laws. Since the Board accepted the By-Laws, it is recommended that the next step be the approval of the Board President and Secretary signing the Governance Resolution.

**Andrea Edgar moved to approve the Governance Resolution
Daniel Pocha seconded the motion that passed unanimously.**

Work plans:

Focus Area Work Plans and Procedures: Patty explained that work plans and procedures are the “recipe books” for how the Head Start Performance Standards are carried out in RMDC’s Head Start program. She reported that every Head Start program has the SAME Performance Standards and the program specific work plan says how each program will carry out the standards locally. The work plans are set up by the Performance Standard, the local activity, the person responsible for ensuring the activity is completed, the timeline, and where one would look to confirm the activity was done. Following the Work Plan are procedures which give more detail and direction for performing the standard (or activity). The three focus area work plans are: Program Design and Management including Transportation, Early Childhood Development and Health Services including Disabilities, and Family and Community Partnerships. The work plans were modified this past year by Advisory Teams (which have Board and Policy Council representation) to represent what is currently happening (work title changes, timeline changes, document name changes, etc.) As each work plan and its procedures were presented to the Policy Council, it was noted that the intent of the documents did not change; rather the changes were more “housekeeping”. In the case of the Early Childhood Development and Health Services plan, it was streamlined to be more concise. The work plans and procedures were emailed to Board members. Patty reported that the FCP Work Plan and Procedures were approved by the PC in June, the PDM and Transportation Work Plans and Procedures were approved by the PC in July, and the ECDHS and Disabilities Work Plans and Procedures were approved at the September 8th PC meeting. Patty asked that the Board’s approval be given to use the updated work plans and procedures as presented.

**Daniel Pocha moved to approve the Focus Area Work Plans and Procedures
Lee Shoup seconded the motion that passed unanimously.**

Lisa Williams-Mathews, Head Start Staff Development Manager, presented an example of the Analytic Reporting Tool from Teaching Strategies that Head Start is using this year. The Performance Growth Report will track a child’s progress socially and emotionally three times per year. The child’s progress can be tracked in fine motor skills, gross motor, cognitive learning, language, math and literacy. Head Start is on the cutting edge with this and teachers can develop their lesson plans, family conference forms, creative curriculum design etc. This is not a program that is dictated by the Head Start Program, are encouraged nationally to prepare the children for school.

Policy Council Update – Lee Shoup did not have an update at this time.

Affordable Housing Update – Mat Rude

Townsend Homestead Manor: The work progresses on the ten units of senior housing. Two units and the common room are complete. Tenants will be moved into these while their units are being updated. Not all are happy with the no smoking policy, but very pleased with the rehab.

River Rock Residences: The funding sources are all finalized and Mat has received six architectural bids. All six will be interviewed October 4, 2011. Hopefully Mat will have a contract by January and work begins in March for the 33 low income senior units.

Big Boulder Residences: Work on the final buildings is progressing well. Playground equipment has been ordered and each tenant will have an individual storage area. Mat is looking at mid-October for a finish date.

Caird: There are many moving parts. Extending the buy/sell is an agenda item for this meeting. We are requesting an exemption to purchase the land by the end of 2011. Mat and staff will start work on the tax credit application and the Home Grant for early 2012 cycle. Environmental updates are being done through the county, but will have to apply for a clean-up grant either through the county or directly.

2012 High School House: Wes Tintinger has a buy/sell in place to purchase the home. Wes, a former mason worker, is teaching the students this craft and the foundation is almost complete. A small group of students from the Helena College of Technology are also involved in this year's project. The house will be sold for cost plus seven percent and the buyer has placed \$40,000 in an escrow that can be spent as needed. The actual cost for the improvements that the buyer has requested is \$30,000. The architect fee was reduced to \$3000, as the architect is Ben Tintinger, the buyer's son. Mat assured the board if the situation arose, the estate would be liable to legally continue with the purchase.

Townsend Housing: The IRS is now reviewing the documents for the 501(c)(3) and Mat continues to monitor and talk with Rural Development on the takeover operation of the property. It sounds like the IRS may release them from their obligations, and we should know in the next month.

Helena Housing Authority (HHA): Interviews for the architect will be Friday, September 23, 2011. Head Start will be involved in the design of the learning center. HHA received a grant for \$575,000 for the learning center. Liz Moore, Patty Dahl and her staff did some work with the housing authority on that application and Julie Flynn wrote it. Bill Butler with CWG did the initial design. We will wait a year to apply for tax credits or CDBG money for other work on the HHA Campus. The Learning Center must be completed in a twelve month time period.

Caird Buy-Sell Extension: Mat Rude

The Caird resolution was presented to the board for approval. This is to extend the buy-sell agreement to May, 2012. The buyer (RMDC) is required to deposit an additional \$29,000 of earnest money with the escrow agent, bringing the total to \$30,000, which is non-refundable

by October 14, 2011. Jon Chacopulos questioned how we could pay the non-refundable amount of \$29,000 without some guarantee that the zoning would be changed or contingences in place. Gene said one reason HUD awarded the grant is because the taxes were in arrears and the area is considered blighted. Debbie Havens stated that state law requires that taxes have to be current before the process for a zoning change can be initiated. Gene asked if the board would consider a special meeting on September 29, 2011 after Jerry Loendorf and Mat Rude explore further options and contingences with the Caird resolution. It was agreed to discuss this on September 29, 2011.

Nominating Committee Report – Jerry Loendorf

**Jerry Loendorf nominated Debbie Havens to serve a second term as President of the Rocky Mountain Development Council, Inc. Board of Directors
Helen Fandrich seconded the motion that passed unanimously.**

**Jerry Loendorf nominated Helen Fandrich to serve a second term as Vice-President of the Rocky Mountain Development Council, Inc. Board of Directors
Daniel Pocha seconded the motion that passed unanimously.**

**Jerry Loendorf nominated Daniel Pocha to serve a second term as Secretary/Treasurer of the Rocky Mountain Development Council, Inc. Board of Directors
Helen Fandrich seconded the motion that passed unanimously.**

Board Training Agenda Review: Gene asked board members to attend the RMDC Board of Directors Training –Session #2 on Thursday, September 29, 2011 at the Best Western Great Northern Hotel. A third and final session is tentatively set for Thursday, October 27.

A note in staff change, Rose Felter will be moving to the fiscal department and Sheila Dennehy will be the Executive Assistant.

The 7th annual Way Home Stand Down Access Fair will be at Sheridan Hall on Friday, September 23, 2011. Walt Hanley and his staff will be preparing some of the food for this event. "It's a coming together of many community agencies with one point so they can help homeless people not only survive the upcoming winter, but to be able to find resources that are available so they can re-enter mainstream society," says Helena Indian Alliance chairman Daniel Pocha.

Debbie reminded the group of the NAMI walk on Sunday, September 25. Daniel noted that Northwestern Energy will host a presentation on October 1, 2011 at the Helena Indian Alliance and LIEAP will be hosting a presentation at the Neighborhood Center also on October 1, 2011.

President, Debbie Havens asked for public comment on any item that was not on the agenda with none given.

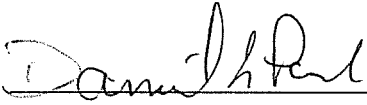
Daniel Pocha moved to adjourn the meeting at 5:30 pm. Andrea Edgar seconded the motion which passed unanimously. meeting closed at 5:35 pm.

Respectfully submitted,



Sheila Dennehy
Executive Assistant

Approved by the Board of Directors:



Name and Title

S & T

10 - 20 - 11

Date