

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
March 24, 2011
Neighborhood Center, 200 S Cruse Avenue, Helena, MT 59601

President Debbie Havens called the meeting to order at 3:40 pm without a quorum. Members included: Debbie Havens, Dave Kirsch, Elaine Graveley, Daniel Pocha, April Millsap, Brian Garrity, Jerry Loendorf, and Matt Kuntz.

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

Federal/State Legislation Update – Gene Leuwer

Gene stated that there are a couple items in the Legislature that may impact Rocky Mountain Development Council, Inc. The first is that the Legislature is limiting the ability to accept Federal LIEAP money. It appears the legislature may limit to \$5 million the amount of LIEAP the State can spend, but is still a work in progress. For the past couple of years, the legislature has appropriated \$3 million for senior services and aging programs. Whether that funding continues is uncertain. The program most which would be most affected should that budget be cut is the Home Delivered Meals Program. Currently, that money remains in the Legislative Budget.

Gene also handed out information from David Bradley who lobbies on behalf of Community Action Agencies across the country focusing on the CSBG, Head Start, LIEAP, and Weatherization programs. The Corporation for National Service that funds the Retired Senior Volunteer Program (RSVP), Senior Companion Program (SCP) and the Foster Grandparent Program (FGP) at this time has been defunded in the House Bill. \$226 Million is the current Senior Corp appropriation which funds RSVP, SCP and FGP. Gene feels that the Senior Corps Programs receive broad support from both parties in Congress and the White House and at this point, there is the possibility that the Senior Corps Programs will survive the budget cut. Gene also relayed that the normal funding level for CSBG is around \$700 million. The current resolution has cut the CSBG funding to \$405 million. This year's amount we receive from the state is \$222,000. If the CSBG appropriation goes to \$405 million, we are anticipating a 2011 CSBG contract of about \$130,000.

Head Start's current funding level in the budget is \$7.1 million. The President called for \$8.1 million and the current Resolution has it cut to \$6.1 million. The Head Start Program will be funded beginning May 1, 2011, but we may receive funding for a six month period at a time.

All of the funding mentioned and much else that RMDC receives will be affected by the current congressional budget considerations.

Housing Entities Update – Jan Kalgaard

Jan reported that she wanted to begin discussing the various housing projects and the work RMDC does with Property Management for those housing projects when they are completed. She then discussed each project. During last year's audit, the auditors recommended reviewing RMDC's relationships and agreements with the various housing entities to be sure that the transactions are formally documented and authorized. The documents should clearly state what each party's responsibilities are. Jan will get a schedule of those transactions for the Board's review.

Jan stated that the handout provided is an introduction to a longer process of explaining the related party transactions for the housing entities. She also stated that as she and her staff put the contracts and schedules together for the housing entities, she will bring that information to the Board as well.

Staff would recommend assigning a Board Committee to be part of the ongoing process.

Because the Housing Program has become a major business focus of RMDC and because it is different than the regular grant funded programs, some Board training was discussed. Patty mentioned Head Starts Board training requirements for Head Start. Gene indicated staff would come back to the Board with a recommendation for a Board training process.

Affordable Housing Development Update – Jeff Miller

Helena Housing Authority – Jeff reported that the Helena Housing Authority agreed to partner with RMDC under contract to provide developer services. The process begins tonight with a public meeting scheduled at the UM Helena College of Technology in Room 2 and Room 3 to amend their One Year and Five Year Operating Plan. Unless the renovations or construction is included in their plans, they cannot do the work. They are amending the goals in both plans to contemplate this development. Jeff relayed that this would be at least a ten year agreement. The project would engage the whole community. The project opens the door to RMDC for an aggressive effort to redevelop. Helena Housing Authority’s plans will also need to be sent to HUD for review and approval. HUD is very interested and would like to tour the Eagle Manor complex.

With a quorum now present with Andrea Edgar joining the group;

Daniel Pocha moved to approve the February 17, 2011, minutes as distributed. April Millsap seconded the motion which passed unanimously.

Personnel Committee Update – Gale Anderson

Gale reported that Jerry Loendorf reviewed all of the new policies that were sent in the Board packet. The policies were then sent to Head Start Policy Council, that suggested a few changes, and then they went to the Personnel Committee who also suggested minor changes then back to Policy Council’s Executive Committee for final review after the suggested changes were made. Gene, Jerry and Gale met to discuss “volunteers” being included in the new policies.

Gale then discussed the recommended changes to all policies in detail and answered questions. She also reported that the Personnel Committee started an initial discussion, but had no recommendation at this time for a COLA or health insurance premium increase.

Elaine Graveley moved to approve the Political Intervention Policy as changed. Brian Garrity seconded the motion which passed unanimously.

Elaine Graveley moved to approve the Policy on Suspected Misconduct as changed. Matt Kuntz seconded the motion which passed unanimously.

Elaine Graveley moved to approve the Conflicts of Interest Policy as changed. Brian Garrity seconded the motion which passed unanimously.

Elaine Graveley moved to approve the Interview Expenses Policy. Brian Garrity seconded the motion which passed unanimously.

After discussion about the Telephone and Cellular Phone Usage Policy, Daniel Pocha and Jerry Loendorf will work with Gale on different language and bring the policy back to the next meeting.

April Millsap moved to table the Telephone and Cellular Phone Usage Policy until the next meeting. Daniel Pocha seconded the motion which passed unanimously.

Head Start – Patty Dahl

Patty stated that at each seat is the monthly information on enrollment, meals served and credit card charges that is a requirement of the Head Start Program.

Enrollment Criteria Policy: Eligibility & Acceptance

Patty Dahl referred the Board to the Eligibility and Acceptance portion of the Enrollment Criteria Policy that was mailed in the packet. The changes that were made focused especially around foster child eligibility and were significant. The other changes are the bolded changes on page 1 – what used to be called CSTs or Child Study Teams are now called ERMs or Evaluation Report Meetings. Our funded number was changed from 248 to 236 and the title of the Early Childhood Development Manager is the current title. The Policy Council approved the Enrollment Criteria Policy: Eligibility & Acceptance at their March 10, 2011, meeting.

Daniel Pocha moved to approve the Enrollment Criteria Policy: Eligibility & Acceptance. Elaine Graveley seconded the motion which passed unanimously.

A copy of the February Budget was also handed out. Patty relayed that the program is doing fiscally well and she is hoping to need less CSBG funding than originally planned. Dawn Doyle is Head Start's Budget Analyst and is doing a very good job monitoring the budget. Head Start unfortunately did not receive the grant they submitted to the Montana Mental Health Trust Fund. RMDC hasn't heard if the other two RMDC programs that submitted grants were approved. Patty thanked Andrea Edgar, Debbie Havens, Daniel Pocha, Jerry Loendorf, and April Millsap for their work on the Self-Assessment. She reminded everyone that Head Start's Extravaganza is scheduled on April 28 at Valley Farms. Tickets are available from Patty, Head Start's office, Mountain West Bank on Cedar or Leslie's Hallmark in the Capital Hill Mall.

Debbie Havens asked for volunteers to put together the Board's basket contribution to the event. Debbie Havens and Jerry Loendorf volunteered to put the basket together. Board members can bring or send their contribution for the basket to Rose.

Last year the event raised \$22,000. This year's goal is \$25,000.

Matt Kuntz also relayed that we would need to find a replacement for his position as Board liaison on the Head Start's Policy Council due to his busy schedule.

Policy Council Report – April Millsap

April reported that Policy Council struggled to make a quorum at their meeting this month. They last met on March 10 and approved the Enrollment Criteria Policy: Eligibility & Acceptance. They won't be meeting again until April 21.

Affordable Housing Development Update Continued – Jeff Miller

Big Boulder Residences – Jeff reported that they are waiting for the Certificate of Occupancy and have the fire safety inspection next week. The residents will begin moving in to the 32 new units on April 4. Jeff invited Board members for a tour before the move and suggested next Friday, April 1 at 2:00 pm. RMDC's bus could be used for transportation. The trip would take around 2 to 2 1/2 hours. The next step is to salvage the old structure, then demolition. The entire project is to be completed in November. Of the 32 units, 20 will be filled immediately. Jeff will send an email invitation for the trip to tour Big Boulder.

Townsend Homestead Manor – Jeff reported the project will go out to bid shortly. The walk through is planned for March 30. The bids will be opened on April 25. By the end of April, we will know who the contractor will be. Staff is applying to the City for a variance to convert the family room into another unit. If the variance is not approved, it will be used as a temporary unit to use in staging residents during construction. Staff has also contacted Alliance Bible Church about a Cross Use Agreement for their parking lot, which they are considering. This project will be launched in May.

River Rock Residences – Jeff is expecting to hear whether or not RMDC was successful in being awarded the grant very soon. He is also trying to schedule a meeting with those necessary in regard to the project's being located in a Noise

District, which will require RMDC to conduct a Noise Assessment. This project will be a 33 cottage style units like Ptarmigan and Pheasant Glen.

High School House – Jeff reported that the project will be completed by the end of May. The Buy – Sell Agreement is already in place. The potential owner is participating in the selection of colors. The project is scheduled to close in early June.

Caird Project – Jeff reported that Congress is looking at the current NSP funding but are not through the whole process yet. The Montana Department of Commerce is trying to get information about the grant. The NSP Grant is critical for us to move forward with the project.

President Debbie Havens read the resignation letter from Twila Harrington. It was recommended to invite Twila to All Staff Day and to recognize her for her long time work with the Board. Twila may also be helpful in recommending another Board member from the area to replace her.

Daniel Pocha moved to adjourn the meeting at 5:29 pm. Elaine Graveley seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant

Approved by the Board of Directors:



Date: 4-21-11