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Minutes of the
Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
June 27, 2019

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Members present include: Corbin Bruursema, Bruce Day, Mike Delger, Susan Geise, Debbie Havens, Trever Kirkland, Jerry Loendorf, Bob Mullen, Maria Pace, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Ericka Vallance, Mark Young

Members absent include: Paula Wright

Guests: Gale Anderson, Joan Anderson, Rod Applegate, Jonathan Ballew, Dannai Clayborn, Mindy Diehl, Tommy Driscoll, Diane Edgar, Jaymie Hazel, Taya Hovan, Chrisy Irey, Lori Ladas, Jean Leischner, Kathy Marks, Liz Mogstad, Ashley Peña-Larsen

Call to Order/Roll Call: The meeting was called to order at 3:40 p.m. and a quorum was present. Debbie Havens introduced Dannai Clayborn, who may join the Rocky Board when Debbie's seat is vacated due to her upcoming retirement.

Approval of Minutes

Mark Young noted one typographical error in the Finance Committee minutes, where two words were transposed.

> **Bruce Day made the motion to approve the minutes with the noted correction. Bob Mullen seconded and the motion passed unanimously.**

Director's Report – Lori Ladas

Lori referred to her Director's Report and asked the Board if there were any questions. She recognized Energy Services Program Director Jonathan Ballew, who will be participating in an event in Washington D.C. later this summer to promote the benefits of the Weatherization Assistance Program. Lori also reported that this year's Spirit of Service event was very successful, with 518 volunteers working at 54 homes in the Helena area.

Finance Report Update – Chrisy Irey

Cash balance is $587,277, and Accounts Payable balance is $104,686. The Accounts Payable includes Red Alder invoices that will be paid tomorrow. Following up on discussion regarding Rocky's credit cards and fees attributed to them, Chrisy reported that this fall Rocky will be switching to a new vendor which will provide a more flexible plan and should reduce the extra fees currently being assessed.

   a. **Rocky Fiscal Year 2020 Budget**

   Chrisy began by introducing Rocky's Budget Analysts and thanking them for their work on the budgets. She refreshed the Board on the layout of the Crystal Ball spreadsheet, and reminded them that this budget is for Rocky only. At the end of FY2019, the total program cash, net of compensated absences, is projected at $108,895. This is slightly higher than the projected total in January, which shows that programs are staying within

their budgets. One new addition noted on the FY2019 budget is the NeighborWorks Montana Red Alder Bridge Loan, which will be paid in full by the end of FY2020.

Chrisy then spoke about the FY2020 budget. The Indirect Cost Pool reflects a $3,000 loss, which is planned, as the IDC pool cannot over-recover funds. The Jackson Street Center shows need for $18,000 in CSBG funds, which is a subsidy for the Drop-In Center. Affordable Housing Management and Development shows a transfer from a HOME note to assist with salary costs associated with the retirement of Rocky's Homebuyer Education Manager and training the new hire for the position.

Rocky Mountain Preschool Center is projected to break even, and Chrisy mentioned that fees will be increased $20 per child per month starting this fall. Head Start funds include the base grant, Duration of Services grant, Duration Start-up grant, and the COLA grant. Senior Corps budgets reflect full stipend levels, though recruitment has been a struggle for these programs and they are not currently operating at full VSY capacity. The Foster Grandparent Program is projected to be short 6 VSY and the Senior Companion Program is projected to be short 12 VSY at the fiscal year end.

Chrisy noted that in the Congregate and Home Delivered Meals columns, the East Helena meal site is currently included in the budget along with funding needed to start the volunteer Home Delivered Meals routes. The kitchen needs to break even, and Chrisy mentioned that the suggested donation for seniors over the age of 60 has been increased from $4 per meal to $5 per meal. The senior bus has needed a lot of maintenance repairs in the past year, and the maintenance budget reflects on-going projected needs. The commodities caseload was reduced, but the expenses to run the program remain the same; therefore, additional CSBG funds may be needed to continue this program going forward.

The FY2020 budget includes the first of four Red Alder Developer Fee installments, which is listed as unrestricted cash on hand. Total program cash net of compensated absences is projected at $61,008 at the end of FY2020. The FY2020 budget includes a 1.77% COLA adjustment for Rocky staff as well as a $25 per month, per employee health insurance premium increase.

Chrisy then spoke about the County Mill Allocation spreadsheet. At the end of FY2020, County Mill carryover is projected at $27,066. If spending remains the same, by the end of FY2021 there will be a $122,222 shortage. Over the next year, plans will be discussed to minimize that impact.

> **Susan Geise made the motion to approve the Rocky Fiscal Year 2020 Budget. Lois Steinbeck seconded and the motion passed unanimously.**

Nominating Committee Report
Lori reminded the Board that Lois Steinbeck is the only member with a term expiration this year, and Lois agreed to serve another term on the Rocky Board. Lori then mentioned that the Nominating Committee will need to meet soon in order to recommend a slate of officers for the upcoming year; that decision happens at the September Board meeting. Currently the

Nominating Committee consists of Debbie Havens, Jerry Loendorf, and Bob Mullen. Lori asked if any other Board members would be interested in joining the Nominating Committee. Trever Kirkland and Susan Geise agreed to join. Debbie will coordinate a committee meeting.

Strategic Planning Update

Lori reported that two Strategic Planning meetings took place in June, one with Rocky's Program Directors and Budget Analysts and the other with the Board of Directors. In the next month or two, Lori will follow up with information after discussion with consultant Ned Cooney. She thanked everyone for their participation in the process.

> **Lois Steinbeck made the motion to approve the June 12, 2019 Strategic Planning Committee minutes. Mark Young seconded and the motion passed unanimously.**

Lori then asked the Board for feedback regarding the list of program criteria chosen for the review of programs. Following discussion, the Board agreed to start with the criteria as originally selected and adapt the criteria if needed in the future.

> **Debbie Havens made the motion to finalize the Program Evaluation Criteria. Trever Kirkland seconded and the motion passed unanimously.**

East Helena Congregate Meals Program Feasibility Analysis

Lori explained how awareness of issues with this program led to this feasibility analysis, and asked the Board members for their comments upon review of the analysis. Rod Applegate explained some issues unique to the East Helena site, including the fact that food cannot be prepared there; all meals are prepared in Helena and transported to the East Helena site. There are 22 clients who have received meals in East Helena, though only 5 of them attend consistently. Rod explained some alternate possibilities that may be available to clients if the East Helena Congregate Meals site were to close. These included checking for Meals on Wheels eligibility, checking with Capital Transit if clients qualify for paratransit services, or looking into offering rides on the Rocky Senior Bus. Rod has talked with the East Helena mayor about the concerns connected to the meals site, and also talked to the Rocky staff member currently working there. Concerns about liability and food safety with meals prepared offsite, along with the amount of food waste occurring, were discussed.

> **Susan Geise made the motion to reflect the decision that the East Helena Congregate Meals Program Feasibility Analysis shows the program is no longer feasible to maintain. Jerry Loendorf seconded and the motion passed unanimously.**

Head Start Update

a. **Policy Council Update**

Mark reported that the Policy Council met earlier in the day. They discussed options for spending the money raised by their fundraiser, and they will revisit that discussion at the August meeting. Finding new ways to recruit parents to Policy Council was also discussed.

b. **Director's Program and Budget Report**

Ashley asked if there were any questions after review of her report and budgets. She noted that two budgets were included in the packet; one was the April 30 closeout budget, and the other is for the months of May and June. Head Start received verbal notice of the Head Start grant award, along with receiving the full amount of the Duration of Services grant. Head Start will have a Focus 1 review next year, which will involve both the Board and Policy Council. The program information report was included in the Board packet this month. Ashley mentioned that Shodair has expressed interest in extending their Child Support Care Team services to Head Start at the Ray Bjork site, at no cost to Rocky. Eventually, this would be available in all Helena Head Start locations.

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

c. **2019 Self-Assessment**
Ashley referenced the draft Self-Assessment Action Plan that was included in Board packets. This review is performed annually, and includes information from all data sources for Head Start. Participation by members of the Board and Policy Council is requested to assure needs are being met. Head Start is already working on some of these areas, such as new employee orientation.

> **Susan Geise made the motion to approve the 2019 Head Start Self-Assessment. Trever Kirkland seconded and the motion passed unanimously.**

Red Alder Resolutions
Liz noted one change to the resolutions included in the Board packets, where the second paragraph should reference Community Affordable Housing Fund LLC. There are two resolutions, one for the 4% project and the other for the 9% project. The resolutions certify that Rocky is the guarantor for the project through construction completion, and Gene Leuwer is also signing the same resolution. Jerry Loendorf will review the resolution documents with Liz and recommend any needed changes to wording. Once finalized, a copy of both resolutions will be sent to all Board members.

> **Susan Geise made the motion to approve the Resolution for the 4% project, contingent on any changes recommended by Jerry Loendorf. Bob Mullen seconded and the motion passed unanimously.**

> **Susan Geise made the motion to approve the Resolution for the 9% project, contingent on any changes recommended by Jerry Loendorf. Bob Mullen seconded and the motion passed unanimously.**

Program Presentation – Affordable Housing
Liz referenced the Affordable Housing packets she put together in advance of the meeting, and noted that each description included information about the property, how Rocky is involved, and how much money is earned through the property. Affordable Housing intentionally keeps a small staff to make sure the program can operate without relying on developer fees. She noted how

rental rates can vary between apartments within the same building, and that staff try to provide the lowest possible rates for those who need the assistance.

Board Self-Evaluation Results
Lori thanked those who completed the Board Self-Evaluation, and thought overall results were very positive. She plans to use the results to encourage discussion at future meetings, as well as address topics such as mentoring, site views, and improvement in the orientation process. Current Board members will be encouraged to attend new member orientation to foster community and provide resources through their experience.

Mark Young made the motion to adjourn the meeting. Lois Steinbeck seconded and the motion passed unanimously.

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

Respectfully submitted,

Diane Edgar
Executive Assistant

_____   8/29/19
Lois Steinbeck   Secretary/Treasurer   Date