

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
October 25, 2022, 3:30 p.m.
Neighborhood Center Conference Room 13/Zoom Conference Call

Members present: Bruce Day, Mike Delger, Susan Geise, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Mary Pat Penley, Daniel Pocha, Eric Schindler, Paula Stephenson

Members absent: Kate Anderson, Dannai Clayborn, Amanda Robinson

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Justin Belgarde, Laura Craft, Mindy Diehl, Diane Edgar, Sam Hall, Annette Hill, Taya Hovan, Lori Ladas, Jean Leischner, Anita Linden, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Angela Nelmark, Ashley Peña-Larsen, Dana Reavis

Call to Order/Roll Call: The meeting was called to order at 3:32 p.m. and a quorum was present.

Approval of Minutes

Andy Hunthausen made the motion to approve the September 29, 2022 Board of Directors' meeting minutes and the August 25, 2022 Finance Committee meeting minutes. Paula Stephenson seconded and the motion passed unanimously.

FY2022 Rocky Audit Entrance Conference – Laura Craft and Annette Hill, Anderson ZurMuehlen (AZ)

Laura Craft and Annette Hill were introduced as members of the Rocky audit team from Anderson ZurMuehlen. Annette reported that an entrance conference was held with the Finance Committee earlier today, in preparation of the FY2022 audit. The field work for the audit will begin in early November, with an exit conference to be held in either December or January. During the Finance Committee meeting, discussion included items of significant financial importance as well as changes to auditing and accounting standards. Annette concluded by mentioning that she and Laura held an Executive session at the end of today's meeting with committee members, without staff present, to receive additional feedback and information.

Finance Report – Joan Anderson

Joan reported that aside from preparing files for the upcoming audit, fiscal staff have been preparing to close funds for FY2022. An update was recently made to the MIP software used by fiscal staff. Cash balance today is \$1,531,450, which is an increase of approximately \$123,000 from last month's report. This increase is mainly due to timing of federal funds received by Rocky. The cash total includes the unrestricted funding from sale of the Jackson Street Center and the Red Alder developer fee. Accounts payable balance is \$49,022.14, which is current. Joan noted that the long-term debt to Lewis and Clark County for past assistance with Rocky's

health insurance expenses is almost paid off, with a goal to be completely paid by the end of FY2023.

Director's Report – Lori Ladas

Lori welcomed Susan Geise back to the Rocky Board of Directors. Rocky's new Finance Director, Frank Cornwell, will be starting on November 1. Lori referenced the letter of intent to the City of Helena for consideration of application for ARPA funding, which was included in Board packets. She noted that the City has approximately \$3.2 million in ARPA funds left to allocate to non-profits, with 43 letters of intent received for consideration. Lori mentioned that the Strategic Planning process will be starting soon. Rocky's current strategic plan was updated, with three items outstanding. Those include board representation on a fundraising committee for Rocky, development of a fiscal reserve policy, and the formation of a data team to capture and evaluate data for Rocky programs.

Kathy Marks spoke about the FY2023 Fundraising Plan, which was included for review in Board packets. She reported that in FY2022, Rocky received \$72,273.69 in donations, including a \$25,000 estate gift from former employee David Fuller, which is designated for the Meals on Wheels program. Rocky plans to use that gift toward the purchase of a new Meals on Wheels van. Kathy reported that *Rocky Presents Chopped* is scheduled for March 4, 2023, at the Neighborhood Center. When the event was last held in March of 2020, it was a well-attended and fun event but the cooking competition overshadowed the fundraising aspect of the night for Rocky. Kathy spoke about the formation of a fundraising committee, with the goals of identifying and cultivating donors, and promoting donor stewardship. Giving clubs will be re-vamped as a means of recognition for donors, and increasing private funding is another goal for the upcoming year. Kathy concluded by asking the Board to consider additional ways Rocky could approach fundraising, and how the Board should be involved.

Lori referenced the vacancy on the Rocky Board due to Mary Pat Penley's resignation. She approached Helena YWCA Executive Director Jen Gursky and discussed her potential addition to the Rocky Board as a low-income sector representative. Jen has agreed to serve on the Rocky Board, and the Nominating Committee has discussed and agreed with this recommendation.

Susan Geise made the motion to approve the addition of Jen Gursky to the Rocky Board as a low-income sector representative. Jerry Loendorf seconded and the motion passed unanimously.

Retirement Committee Report – Gale Anderson

Gale reported that the Retirement Committee met for its quarterly meeting on October 11 with Jock Bovington and Matt Maloy of The Investment Group. The meeting involved a standard review of Rocky's pooled account. The account is typically 65% stocks and 35% bonds and cash. In March, treasury bills were purchased as a safe, guaranteed investment during this volatile time in the market. The year-to-date return on the plan is down 20%, which is comparable to most plans at this time when both stocks and bonds are trending downward. The total value of the portfolio is just under \$2 million. Jerry Loendorf asked about participation in Rocky's

retirement plan. All eligible staff who meet guidelines of longevity and number of hours worked per plan year are automatically part of the pooled account. Employees may also choose to participate in Rocky's 401(K) plan. Gale will provide the percentage of Rocky employees participating in the 401(K) plan at the next Board meeting.

Daniel Pocha made the motion to approve the October 11, 2022 Retirement Committee meeting minutes. Paula Stephenson seconded and the motion passed unanimously.

Approval of Board Committee Lists – Lori Ladas

Lori referenced the draft committee list included in Board packets. She reminded the Board that members noted with an asterisk are required to serve on those committees per the Rocky by-laws. This includes the Board officers as members of the Executive and Finance Committee, as well as inclusion of a Head Start Policy Council representative on Personnel Committee. The Executive Committee and Finance Committee members have all agreed to remain in their roles for the upcoming year. The Retirement Committee has one vacancy, due to the resignation of Lois Steinbeck. Andy Hunthausen offered to join that committee. The Personnel Committee also had one vacancy, due to the resignation of Mary Pat Penley. Susan Geise volunteered to fill that vacancy, as well as serving as a fourth member of the Nominating Committee.

Daniel Pocha made the motion to approve the Board Committee list with the noted additions. Eric Schindler seconded and the motion passed unanimously.

Head Start Update – Ashley Peña-Larsen

Head Start Policy Council Chair Amanda Robinson was unable to attend today's Board meeting. Ashley reported that the Policy Council met earlier today, but did not hold a formal meeting. Instead, the time was spent doing training for new Policy Council members. Outside of Amanda, all other members are new to Policy Council. Ashley updated her written report, noting that the program is now short 9 staff members due to an additional resignation. Three classrooms are closed due to staffing shortages, and other classrooms have had to close on a day-to-day basis due to staff illness or absence. It has been a challenging year, and Ashley reported that Head Start families are experiencing need at a greater level than in years past. They are also expressing gratitude to Head Start for the program's guidance and support. A costume and dance party was held along with Policy Council elections at the Fairgrounds with 285 people in attendance. Head Start's Focus Area 2 review is coming up soon, and Board participation is a part of this review. The Head Start grant application will be submitted by February 1, and any Board members who would like to be part of the grant meetings in November and December should contact Ashley to discuss. The budget is looking good, and reflects significant vacancy savings due to staff shortages. Ashley noted the vacancy savings will enable the program to support the vandalized classroom updates at Helena Housing Authority. Ashley reported that COVID funding will be spent out by March 31, 2023, and is currently being used for staff retention incentives and other random costs that are allowable under the guidelines of the funding.

Andy Hunthausen made the motion to approve the Head Start Director's Program and Budget Report. Eric Schindler seconded and the motion passed unanimously.

Agency on Aging Program Presentation – Jim Marks

Jim began by introducing three new staff members from Rocky's Agency on Aging. Justin Belgarde and Anita Linden are both SHIP/I&A Counselors, and Dana Reavis is the Program Coordinator, working with volunteers and in caregiver support.

The Agency on Aging is nearing the end of its Strategic Planning process, which incorporates results of Rocky's needs assessments as well as additional information gathered from the six counties served by Rocky Aging. Jim noted that a statewide direct mail survey of older Montanans was distributed as part of this process. The main areas of concern for this population included housing, transportation, and home health. Other notable concerns included the need for caregiver support and employment opportunities for older adults.

Jim said the programs are seeing people with increasing needs and increasingly difficult situations, and he told several stories about people who either had been helped by the programs or refused to take help because of mental illness. Jim also mentioned the closure of eight nursing homes across the state, two of which were in the area served by Rocky Aging. Part of the cause of these closures is that 90-100% of nursing home residents are now Medicaid residents, and Medicaid only pays a portion of the actual cost necessary to keep the nursing homes operational. Private pay clients used to make up the difference, but that is no longer the case. Difficulty in staffing for nursing homes has also contributed to these closures, especially in rural areas.

Jim spoke about the additional federal funding received during the COVID pandemic. These additional funds allowed for necessary changes to services during COVID, as well as helping cover increased costs of goods and services used by the program. While helpful now, when Recovery Act funds are gone, there is no indication that other funds will be offered to replace that federal income. This may unfortunately lead to a reduction of services offered by Rocky Aging. The goal for the program at this time is to maintain current levels of service. The program is discussing setting aside funds to help seniors with small home repairs, such as the installation of hand rails or ramps, or yard clean-up in the spring. Personal vehicle repairs to allow clients in rural communities to travel to medical appointments is something else the program would like to support. In an effort to strengthen caregiver support, Rocky Aging purchased a software called TCare, which assists in education and awareness of services available for caregivers.

Daniel Pocha made the motion to adjourn the meeting.

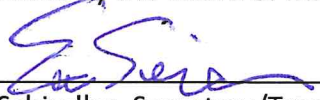
The meeting was adjourned at 4:56 p.m.

Respectfully Submitted,

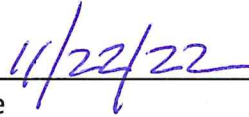


Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Eric Schindler, Secretary/Treasurer



Date

