

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
August 23, 2018**

Members present include: Daniel Pocha, Trever Kirkland, Mark Young, Mike Delger, Susan Geise, Becky Blend, Lois Steinbeck, Debbie Havens, Bob Mullen, Maria Pace

Members absent include: Bruce Day, Jerry Loendorf

Guests: Lori Ladas, Gale Anderson, Joan Anderson, Rod Applegate, Shawna Donaldson, Diane Edgar, Taya Hovan, Chrisy Irey, Kathy Marks, Liz Mogstad, Ashley Peña-Larsen, Jaymie Sheldahl, Jacque Smith

Call to Order/Roll Call: The meeting was called to order at 3:31 p.m.

Approval of Minutes

Susan Geise made the motion to approve the July 26, 2018 Board of Directors' minutes and the May 31, 2018 Finance Committee minutes. Debbie Havens seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori briefly mentioned two items from her report that will be addressed later in the meeting, the Head Start COLA grant and various committee updates. Lori provided an update about the Excellence in Nonprofit Communications (ENC) grant, and asked for feedback regarding the idea of making "Rocky" the commonly used reference to the organization. The grant team members have noted that "RMDC" sounds governmental, while "Rocky" is more comfortable and informal. They believe using "Rocky" could benefit fundraising efforts. Lori passed around a sheet with various Rocky logo samples, and Trever Kirkland recommended that the full organization name of Rocky Mountain Development Council, Inc. should still be used on the logo along with Rocky. The Board offered positive feedback, noting that the use of Rocky was more approachable and relatable. Debbie Havens raised the question of the cost of re-branding with a new logo; Trever confirmed that this process would not be re-branding, but would instead consist of making changes going forward. Lori reported that a new Energy Services Director was hired, and will be starting on September 10. An internal candidate was promoted to fill the LIEAP Manager position. Bingo Bash will likely be held near the end of January, and more details will be provided about that event next month. Lori concluded by letting the Board know of the upcoming Montana Nonprofit Association conference to be held in Helena; she will send an e-mail to all Board members with the agenda. The cost for Board members to attend is \$175, and early bird registration begins September 12.

Finance Report Update – Chrisy Irey

a. General Update

Cash balance is \$533,250 and Accounts Payable is \$38,251. Both amounts are current. The fiscal staff is working on closing funds and completing financial statements.

b. Finance Committee Summary Report

The Finance Committee met prior to the Board meeting and discussed several items to come later on the agenda. Chrisy discussed the Program Subsidies spreadsheet, which was included in the Board packets. One correction was noted, that the 10% listed under the MPDG grant section

should be 8%. The committee went through each program on the spreadsheet and discussed in detail; Chrisy asked the Board if they had any questions after review of the document. Susan Geise asked about the sustainability of the percentages of subsidies as currently listed. Chrisy noted the expected county mill reductions discussed at previous meetings will affect these numbers going forward, and the information provided sets the stage for strategic planning and the budget reductions for programs receiving county mill in FY2020 (dollar amount of necessary FY2020 reduction noted at June 20, 2018 Board meeting is approx. \$130,000). The question of whether mill values could possibly increase was raised; discussion followed. County mill spending will need to be reduced regardless of any potential increases. There is a possibility of additional Area IV money coming through, although the contract has not been received yet. An increase in that funding could reduce the impact to the budget.

c. Approval of Fiscal Policy – Increase micro-purchases threshold in Purchasing Policies and Procedures

Chrisy referenced the policy that was included in Board packets. The highlighted items throughout are the things that have been adjusted. The threshold for micro-purchases has been increased from \$3,500 to \$10,000, and the threshold for written bids increased from \$150,000 to \$250,000. These changes were made based on administrative changes from Federal regulations, specifically the National Defense Authorization Act. Susan asked if Rocky has a qualified vendors list; Chrisy replied that there is no formal list or process, but there are companies that have historically been used. Susan suggested that a qualified vendors list be considered, to ensure that proper consideration is given to all interested vendors.

Susan Geise made the motion to approve the changes to the Purchasing Policies and Procedures as outlined by staff. Mark Young seconded and the motion passed unanimously.

Committee Reports/Business – Lori Ladas

a. Board Vacancies – Nominating Committee

Lori referenced the items included in the Board packet discussing the various rules that need to be followed when filling vacant Board positions. Currently, there are three vacancies on the Rocky Board, all from the low-income sector. The Head Start Policy Council will need to appoint a representative to fill one of those vacant positions. Along with the vacant positions, Lori noted that the Board does not currently have an Early Childhood representative, which it should. Susan suggested contacting the office of Public Health for some suggestions of individuals with an Early Childhood background. The terms of two Board members, Daniel Pocha and Jerry Loendorf, will end this September, so they will need to decide if they'd like to continue serving on the Board for another term. A new slate of officers will also be approved in September. The Nominating Committee, with membership of Debbie Havens, Jerry Loendorf, Bob Mullen, and Daniel Pocha, was asked to convene regarding the current Board vacancies. Lori will schedule a meeting and also plans to attend.

b. Bylaw Review Committee

The bylaws for Rocky need to be reviewed by an attorney every five years, which will next be in 2019. In preparation for that review, Lori asked for volunteers to serve on an ad hoc committee to review the current bylaws. The bylaw review committee will consist of Jerry Loendorf, Bruce Day, Debbie Havens, and Lori Ladas.

c. Head Start Grant Committee

Two daytime meetings have already been set for this committee, on September 19 and October 17. Additional evening meetings will be scheduled once the committee is finalized. Trever Kirkland, Mark Young, and Lois Steinbeck agreed to represent the Board on this committee.

d. Strategic Planning Committee

This committee will begin the preparation phases for the strategic planning process. Lori and Kathy Marks, along with other staff, will also sit on this committee. Daniel Pocha, Lois Steinbeck, Trever Kirkland, and Susan Geise agreed to represent the Board of this committee.

Head Start Update

a. Policy Council Report – Mark Young

Mark reported that the Policy Council approved a parenting curriculum, called Love and Logic. Signe Ask will be the instructor of the program, which will be offered to Head Start parents. Two series of classes will be offered each year. The Policy Council also approved some personnel decisions, and pending approval of a couple background checks, Head Start is currently fully staffed.

b. Director's Program and Budget Report* – Ashley Peña-Larsen

The Head Start budget shows a total of \$231,847.97 available to be spent each month; Ashley noted that this total will decrease throughout the year as spending increases. This budget shows no indirect costs, due to the timing of this month's Board meeting. Tuesday was the staff's first day back after summer break. The Montana Preschool Development Grant (MPDG) budget is all spent, and will be closed out this month. The new grant will start next month. Ashley reported on enrollment numbers and openings in several locations. The eight openings in Townsend are attributed to a new childcare in the town. There are currently six over-income children placed, leaving 17 available spots still to be placed. Ashley spoke about the new after school program that will be housed at the Neighborhood Center, staffed by the Helena YMCA. It will be offered from 2:45 p.m. until 6:00 p.m. Discussion is already being held with the Ray Bjork site about potentially increasing the after school program to their location as well at a later date. The Helena Public Schools administration has approved extending the program at Ray Bjork from a 3 ½ hour school day to 4 hours. Head Start staff are back this week, and Open Houses were held today in the classrooms. Home visits will start next week. Both families and staff will be asked for feedback about the new open house procedure. As Mark noted in his report, Head Start is fully staffed at this time. Tomorrow at 2:30 p.m., Ashley will be meeting with AWARE administration to discuss the Mental Health Consultant.

Trever Kirkland made the motion to approve the Head Start Director's Program and Budget Report. Bob Mullen seconded and the motion passed unanimously.

c. Preventative Health Care Policy and Procedure and Preventative Health Care Agreement – Jaymie Sheldahl

Jaymie spoke about this policy and procedure, and how Head Start works to ensure that each child has a medical home, dental home, health insurance coverage, and is up-to-date on preventative medical and oral health care. The top portion of the Preventative Care Agreement is filled out by the Family Advocates during visits, and parents initial to confirm that they will ensure preventative health care is kept up-to-date. Those without consistent medical care will be addressed first, followed by those with medical and dental homes but not caught up on regular exams. The back of the agreement provides information to parents about the importance of preventative health care.

Mark Young made the motion to approve the Preventative Health Care Policy and Procedure and Preventative Health Care Agreement. Trever Kirkland seconded and the motion passed unanimously.

Approve Revised Head Start COLA and T/TA Grant – Lori Ladas

Lori reminded the Board about their approval of a COLA grant for Head Start in May of 2018. The approved plan for the 2.6% COLA was to issue a 1.5% COLA increase for all Head Start staff, and then also offer a 0.5% - 1.5% Target Market Ratio (TMR) increase to reward longevity. This matched the same increase given to the rest of the Rocky staff. Last week, Ashley was notified by the Head Start Regional Office that the COLA grant could not be approved as presented, and that it needs to be a 2.6% increase which would increase the base rates; in addition, longevity increases could only happen through the remainder of COLA funds or somewhere otherwise in the base grant budget. Lori noted that the rest of Rocky would maintain the COLA and TMR increases approved in May, but Head Start would need to have a separate increase approved.

Lois Steinbeck made the motion to rescind the Head Start pay adjustment previously approved on May 31, 2018, and to replace it with a 2.6% COLA that will permanently increase the pay matrix and provide a 2.6% increase in wages for all Head Start staff retroactive to May 1, 2018. Trever Kirkland seconded and the motion passed unanimously.

Red Alder Housing Update – Liz Mogstad

Liz provided an update on the project since the last Board meeting. On July 30, a presentation about the Red Alder project was made to the City Commission, who were very supportive of the project. One neighbor spoke in opposition. Several media outlets have covered this project in the news. On August 6 and 7, Mosaic Architects were on-site to speak with neighbors about their specific suggestions regarding the proposed design; their main request was to have the units blend into the look of the neighborhood. Liz provided a handout with the proposed layout of the property, which has a cul de sac style. She noted that the two and three bedroom units, more likely to house children, will be located by the park area on the property, while one bedroom units will be closer to Henderson, a busier street. A traffic study was completed, and no action is needed based on the results of the study. The full application is due on Monday, August 27. Rocky will find out if the project is funded in November.

Approval of New Board Member Orientation Policy – Lori Ladas

Lori referred to the policy, which was discussed at the last Board meeting and included in Board packets again this month. Lois Steinbeck has offered to work with Lori to determine additional items to include in Board binders.

Susan Geise made the motion to approve the New Board Member Orientation Policy as presented. Trever Kirkland seconded and the motion passed unanimously.

Personnel Manual Update – Gale Anderson

Gale referenced the handout included in Board packets, with recommended changes to Rocky's Personnel Policies and Procedures Manual. Four changes were suggested, and all were approved by the Head Start Policy Council earlier in the day. The first referenced employees receiving workers' compensation total disability benefits; they can use vacation and/or personal leave, but not sick leave. The second edit was a change to the Drug-Free Workplace Policy, allowing the Executive Director authority to approve the serving of alcohol at Rocky events, such as the holiday party or Bingo Bash. The

third change clarified "paid status" in regards to issuing holiday pay, and the final change differentiated between short-term and long-term unpaid leaves of absence.

Lois Steinbeck made the motion to approve the personnel manual updates as outlined. Susan Geise seconded and the motion passed unanimously.

Approval of Comprehensive Community Needs Assessment – Kathy Marks

Before Kathy began her presentation, Lois Steinbeck acknowledged the time and effort put into the comprehensive community needs assessment, and commended Kathy and the staff involved in the creation of the document. Kathy provided a handout with key points from the full document, which was included in the Board packet in advance of the meeting. She explained the process that led to the final document, including the collection of data via survey, community forums, and key informant interviews. Demographic information was gathered from a variety of sources. The community needs determined from all the data collection were broken into a variety of topics, including education, employment, housing, nutrition, health and mental health, and transportation. A number of key findings were noted: transportation issues impact employment, education, childcare, and medical issues; there is not enough affordable housing in the tri-county area, even if the Red Alder project moves forward; there's a lack of jobs and living wages; Montana's suicide rate is nearly double the national rate; the cost of education is very high; and seniors need more in-home care services. Kathy noted that Jacque Smith will be adding graphics throughout the document after approval, for a more visual representation of the data included.

Lois Steinbeck approved the Comprehensive Community Needs Assessment as presented. Susan Geise seconded and the motion passed unanimously.

Mark Young made the motion to adjourn the meeting. Trever Kirkland seconded and the motion passed unanimously.


The meeting was adjourned at 5:30 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III



Lois Steinbeck

Secretary/Treasurer



Date