

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
June 29, 2023, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Bruce Day, Jen Gursky, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Daniel Pocha, Amanda Robinson, Eric Schindler, Paula Stephenson

Members absent: Susan Geise, Lindsey Richtmyer

Others present: Joan Anderson, Rod Applegate, Hayden Behm, Mindy Diehl, Diane Edgar, Joanna Halland, Taya Hovan, Lori Ladas, Jean Leischner, Samara Lynde, Jim Marks, Kathy Marks, Angela Nelmark, Ashley Peña-Larsen

Call to Order/Roll Call: The meeting was called to order by Trever Kirkland at 3:32 p.m. and a quorum was present. No public comment was received.

Approval of Minutes

Daniel Pocha made the motion to approve the May 25, 2023, Board of Directors' meeting minutes and the April 27, 2023, Finance Committee meeting minutes. Andy Hunthausen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori expressed her appreciation to Bruce Day, Eric Schindler, and Trever Kirkland, who have all agreed to serve another three-year term on the Rocky Board. The Board needs to recruit one low-income sector representative, along with an attorney to replace Jerry Loendorf, who has expressed an interest in retiring from the Board. Jerry explained his initial efforts in recruiting a new legal representative to serve, and agreed to serve out his current term if needed. Lori reviewed the Rocky Board Governance Policy, which declares how frequently certain Board activities are required, based on CSBG standards. She highlighted how ROMA training may be presented differently going forward, and that training for Board members may be presented by topic throughout the year. She also noted that although the Governance Policy states that the Strategic Plan will be approved every three years, CSBG Organizational Standards only require it to be completed every five years.

Finance Report – Joan Anderson

Joan introduced Hayden Behm, Rocky's new Budget Analyst, along with Jean Leischner, Rod Applegate, and Taya Hovan. She thanked the Budget Analysts for their work on the budget reports. Cash balance is \$2,589,045. Accounts payable balance is \$57,874.10, which is current.

Fiscal Policies – Joan Anderson

Joan referenced the fiscal policies included in Board packets. She noted that the first seven policies have not previously been brought forward to the Board for approval, though fiscal staff have been working under their guidance since at least 2014. The final two policies were previously approved by the Board and are presented today with proposed edits. Joan noted that in the Deficits policy, "RMDC" will be changed to "Rocky" in three places. The Purchasing Policy now includes the CSBG requirement that the policy be reviewed every five years and clarifies that contracts renewing or extending existing grants do not require Board approval, unless required by the grantor. A major change made to the Records

Retention Policy was the removal of references to off-site storage, as all contracts are now kept on-site through their retention period. Joan mentioned that the records for Family Planning and Montana Youth Homes, both former Rocky programs, have reached the end of their retention time and are being removed from the policy. The required time to keep grant files has been extended from 10 years to 15 years.

Daniel Pocha made the motion to approve the fiscal policies as presented. Eric Schindler seconded.

Jerry Loendorf provided some suggested changes to the Purchasing Policy, and the recommendation was made to further edit that policy and bring it back to the Board with the next batch of fiscal policies for approval.

Eric Schindler made the motion to approve the fiscal policies as presented, except for the Purchasing Policy. Andy Hunthausen seconded, and the motion passed unanimously.

Rocky Fiscal Year 2024 Budget – Joan Anderson

Joan thanked the fiscal staff for their work in preparing the budget documents. She reviewed the documents that were included in Board packets and noted some corrections that were made after packets were mailed. Comparing the budgets for FY2022, FY2023, and FY2024, no significant differences are noted. Total ending cash at the end of FY2024 is projected at \$1,883,105, which is similar to the previous two years. Restricted cash totals are expected to decrease in FY2024, due to the use of County Mill Carryover. Lori provided a spreadsheet reflecting the impact of the proposed 5.6% COLA on each program, along with the health insurance premium increase. The COLA increase would become effective on July 1 for most Rocky staff. Head Start's COLA increase would begin on May 1 and will be paid retroactively after funds are awarded. Rocky's unrestricted funding from the sale of the Jackson Street Center and Red Alder developer fees remains, and the investment of those funds should bring in some investment income as well. Rocky Mountain Preschool Center is expecting a \$65,000 loss in FY2024, though vacancy savings and increased tuition rates may reduce that amount. Lori reported that after discussion with Pinion, an amended 990 tax form will be submitted to receive a refund of the taxes on the Preschool discussed during last month's meeting. In reviewing the County Mill funding spreadsheet, Joan mentioned that the contribution from Lewis & Clark County has been confirmed, while Broadwater and Jefferson Counties have not yet confirmed their contribution amount. The proposed budget for FY2024 reflects a County Mill shortfall of \$233,967, reducing Rocky's County Mill carryover to \$91,379. In FY2025, County Mill carryover is expected to be completely expended. Rocky will be exploring options to deal with this shortfall in funding. The Finance Committee recommends approval of the budget as presented.

Eric Schindler made the motion to approve the Rocky Fiscal Year 2024 Budget as presented. Daniel Pocha seconded and the motion passed unanimously.

Head Start Policy Council Update – Amanda Robinson

Amanda reported that the Policy Council did not meet in June. The end of the year Head Start picnic was well attended and a great success. The Policy Council is currently down to only 4 members, and Amanda will be stepping down as the Policy Council representative to the Rocky Board at the end of summer.

Head Start Director’s Program Report and Budget

Ashley reported that the Head Start budget is looking good, and that summer is typically a slow spending time for the program. The final closed out budget for 2022 was included in Board packets. Funding has not yet been awarded for the Head Start COLA, and Ashley noted that those funds typically arrive in August and the COLA is applied retroactively for Head Start staff. There will be some changes to how in-kind contributions are handled in the upcoming school year. Head Start is preparing to move back into its Helena Housing Authority classroom, as the vandalism repairs are nearly completed. Friends of Head Start are planning a block party to invite families to see the new space. Due to the school district’s decision to no longer use the Ray Bjork building, Head Start lost its classroom there. Head Start is submitting two proposals for the Ray Bjork building, one for half of the building and the other for the entire building. Either proposal includes a request for a five-year lease. The school board will meet to make their decision regarding the RFP submissions on August 8. Head Start is not required to apply for the STARS program for the upcoming school year, and funding is not guaranteed after FY2024. Reimbursement rates for the Child and Adult Care Food Program are changing and will be updated with the school districts that house Head Start classrooms.

Ashley provided an update from the Head Start federal review earlier this year. Overall, Head Start did very well. One noted area of noncompliance involves the acquisition of a mental health consultant for the program. A corrective action plan has been prepared and includes plans to contact a list of potential consultants, serve as an intern site for students earning their master’s in social work, reviewing current policies and procedures, and having a draft contract prepared. Head Start hopes to have a mental health consultant contract in place by September 20.

Daniel Pocha made the motion to approve the Head Start Director’s Program Report and Budget. Eric Schindler seconded and the motion passed unanimously.

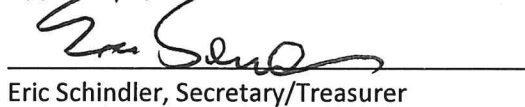
Lori thanked the Board for their engagement in today’s meeting discussion. The meeting was adjourned at 5:04 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:


Eric Schindler, Secretary/Treasurer
Date

