

**Minutes of the  
Rocky Mountain Development Council, Inc.  
RMDC Board of Directors' Meeting  
May 31, 2018**

**Members present include:** Daniel Pocha, Becky Blend, Bruce Day, Trever Kirkland, Jerry Loendorf, Bob Mullen, Lois Steinbeck, Mark Young

**Members absent include:** Mike Delger, Susan Geise, Debbie Havens, Angel Kramer, Maria Pace

**Guests:** Lori Ladas, Gale Anderson, Joan Anderson, Rod Applegate, Diane Edgar, Joanna Halland, Debbie Hansen, 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 3:33 p.m.

**Approval of Minutes**

**Lois Steinbeck made the motion to approve the April 26, 2018 Board of Directors minutes and the March 29, 2018 Finance Committee minutes. Jerry Loendorf seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori asked the Board if there was any concern with moving the June Board meeting up a week to Wednesday, June 20; the meeting will be held on that date. She reminded the Board of a couple upcoming events: Linda Nolan's retirement party on June 15 and the Head Start Valley Center open house on June 19. Kathy Marks and Jacque Smith have been working on Spirit of Service, which will occur on June 5; the partners were on-site today to collect their supplies. Lori concluded her report by mentioning that Jacque spoke about Spirit of Service and the RMDC Affordable Housing program at Hometown Helena this morning and her presentation drew applause from those present, along with the comment that "Rocky's up to some really great things in the community".

**Finance Report Update – Chrisy Irey**

**a. General Update**

Chrisy reported that the Finance Committee met and most of the discussion was about the pay plan, which Lori will discuss further into this meeting. The fiscal staff is working on FY2019 budgets, which will be presented at the June Board meeting. They are finalizing internal rates, such as IT, facilities, and the indirect cost (IDC) rate. A COLA of 1.5% is also being built in to the budget. Cash balance is \$674,852, and Accounts Payable balance is \$18,251. Both amounts are current.

**Committee Reports**

**a. Personnel Committee**

Daniel reported that the Personnel Committee met and discussed Lori's goals for the next year. She has suggested three goals: implementing the pay plan, preparing the Strategic Plan, and completing a Risk Assessment. The committee also went through the Executive Director's job description and cleaned up some language to make it more direct and easier to read and understand. The term "business plan" was removed from the description, as RMDC's Strategic Plan is an adequate substitute for that term.

**Trever Kirkland made the motion to approve the April 23, 2018 and May 15, 2018 Personnel Committee minutes. Mark Young seconded and the motion passed unanimously.**

**b. Comprehensive Community Needs Assessment**

Daniel reported that community forums have been held in the last couple weeks, in Townsend, Augusta, Boulder, and Whitehall. One will be hosted in Lincoln tomorrow. An evening forum will be planned in

Helena, and Kathy Marks asked for any suggestions to encourage younger individuals to come and participate; most forums thus far have not had representation from working families. Following the community forums, personal interviews will be set up with county commissioners, clergy, and law enforcement from each county. Then, the information will be compiled into a report.

#### **Head Start Update**

**a. Policy Council Report – Mark Young**

Mark reported that raffle tickets are still available for the Policy Council fundraiser. The winners will be drawn at the Head Start picnic this evening. Just under \$2,000 has been raised so far to support field trips and other activities for the Head Start. The Policy Council also approved a request from the Foster Grandparent Program to pay for their time spent with the Head Start kids. This totaled \$440 for 1,204 hours of volunteer time.

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

Ashley reported that the \$4,072.44 shown on the budget will be spent; it reflects outstanding bills from April and Head Start has until the end of June to spend out the funds. The Montana Preschool Development Grant will close at the end of August, and staff will attend a conference to spend out those funds. Classroom attendance is at 86% overall, and is consistently higher in the extended day classrooms. Sixty-nine children are on IEPs and 74 have an identified need that is yet to be addressed. Ashley spoke about the data sheet included in the Board packet, and talked about the work of the Data Advisory Team. The data collected is discussed monthly, and will be the basis for upcoming action plans and goals. Ashley spoke about some mental health issues that are affecting Head Start, including a Head Start parent who recently committed suicide, child behavior issues (where a child was sent from the Emergency Room to Shodair Children’s Hospital), only to be returned home as there was no room available), and a child who is on a year-long waiting list for a neuropsych evaluation. In June, Ashley will have a mental health related presentation for the Board, to start moving services forward. Services for ages zero to five are nearly non-existent at this time. There will be a self-assessment meeting on June 8, as Head Start is heading into the final year of its grant and new goals will need to be set.

**Trever Kirkland made the motion to approve the Head Start Director’s Program and Budget Report. Mark Young seconded and the motion passed unanimously.**

#### **FY2019 Budget Update – Pay Plan**

Lori reported that Head Start received notice in early May of a 2.6% COLA. Since it had been two years since the last organization-wide COLA increase, Lori reached out to RMDC’s pay plan consultant. The consultant suggested finding an increase amount the organization can afford, and to trend the pay matrix that way; also, to move employees forward on a longevity plan. Lori referenced the history of COLA increases handout. The decision was made to propose a 1.5% COLA increase for all staff, and also a .5% to 1.5% longevity increase for those employees with RMDC for over a year. A spreadsheet with information by program was discussed, including what funding sources would need to be used to implement the increases. Lori then referenced the Lewis and Clark County Mill allocation request spreadsheet, which provides a five-year look back at county mill funding along with projections for the years ahead. Through FY2017, Area IV carryover funds have been available to assist senior programs. Without those funds, a deficit for those programs is possible by FY2020. Lois Steinbeck referenced the Finance Committee’s discussion about this possible deficit, and that through the process of strategic planning, Lori will speak with the Board about actions to be taken in regards to programs and services to remain within the budget, similar to the Volunteer Service Year reduction changes which were approved by the Board earlier this year.

At this time, due to grant deadlines, an approval is needed for the Head Start COLA and Teaching and Technical Assistance (T/TA) grant. The COLA funds would be used to increase staff salaries, fringe benefits, and operating costs. The T/TA funds consist of \$2,018 for on-site technology systems training. The Finance Committee reviewed the grant details and recommends approval. Lori did note that RMDC is currently in labor negotiations with the Head Start bargaining unit, who could either accept or reject the proposed pay plan and longevity increases for bargaining unit employees.

Lois Steinbeck made the motion to approve the Head Start COLA and T/TA grant, with pay plan implementation to proceed as agreed with the bargaining unit. Bruce Day seconded and the motion passed unanimously.

Lois Steinbeck made the motion to direct Lori to come back to the Board next month with final pay plan numbers, ready to discuss shortfalls and how we might address them. Trever Kirkland seconded and the motion passed unanimously.

Approval of Buy/Sell Agreement for 2200 Henderson, Helena, MT *square*

Liz Mogstad distributed a handout about Red Alder Apartments, the proposed housing project at 2200 Henderson in Helena. A site plan for the project was included in the handout. The project would total 80 units and aim to create a community atmosphere. The cost of the land is \$3 per foot. Earnest money will be put down if an invitation is extended for the project on Monday, June 4. Liz referenced the buy/sell agreement from the Board packet and pointed out that the project is contingent on the receipt of grant funds. The total site is 9.62 acres, and the seller can choose to buy back up to 20% of the site if interested. If purchased back, the land could possibly be used for commercial storage units, which could be rented at a reduced rate to the apartment tenants. If not purchased back, the land could possibly be a future High School House location. So far, the project has 19 letters of support submitted, and the Board was encouraged to submit letters as well. Jerry referenced a few items on the buy/sell agreement and suggested the Board consider having an attorney review the document before approval.

Lois Steinbeck made the motion to approve the buy/sell agreement, contingent on an attorney review. Mark Young seconded. Trever Kirkland abstained. Motion passed.

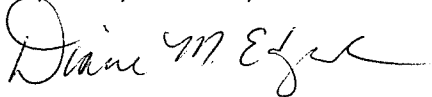
Excellence in Non-Profit Communications (ENC) Grant Update

Trever Kirkland referenced the communications survey sent to Board members in their packets this month. Questions included how Board members typically refer to the organization, if they have an "elevator speech" about RMDC, and level of confidence with describing the organization. The professionals working with the organization on the ENC grant have commented that the acronym "RMDC" leads people to think of government; in discussion, most Board members tend to use the name "Rocky" in familiar settings. Lori spoke about all various programs becoming known as part of the "Rocky family", and collecting stories and data that can be used by Board members and others when describing the organization. The "Rocky by the Numbers" data put together by Jacque was referenced as a good resource for data.

Bob Mullen made the motion to adjourn the meeting. Mark Young seconded.

The meeting was adjourned at 4:59 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III

*Lois Steinbeck*  
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Lois Steinbeck

Secretary/Treasurer

*6/20/18*  
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Date