

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

Members present: Bruce Day, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Daniel Pocha, Lindsey Richtmyer, Amanda Robinson, Eric Schindler, Paula Stephenson

Members absent: Kate Anderson, Dannai Clayborn, Susan Geise, Jen Gursky

Others present: Joan Anderson, Rod Applegate, Mindy Diehl, Diane Edgar, Steven Ferriter, Joanna Halland, Lori Ladas, Jean Leischner, Samara Lynde, Jim Marks, Kathy Marks, Ashley Peña-Larsen, Tom Robel

Call to Order/Roll Call: The meeting was called to order by Trever Kirkland at 3:30 p.m. and a quorum was present. No public comment was received.

Approval of Minutes

Daniel Pocha made the motion to approve the February 23, 2023, Board of Directors' meeting minutes. Eric Schindler seconded, and the motion passed unanimously.

Director's Report – Lori Ladas

A slideshow of photos from *Rocky Presents Chopped 2* was shared with the Board. Steven Ferriter explained how the competition worked and noted that the event sold out in advance. *Chopped* grossed \$42,901 between tickets, sponsorships, silent auction items and the cash call. After expenses, Rocky netted \$22,459. The work of volunteers Gale Anderson, Kitty Brown and Penny Martin in collecting silent auction items was noted. The Board would like to provide a letter of thanks to the *Chopped* volunteers, and will work with staff to complete it.

Lori asked for any questions from her written report and noted how the program updates provided each month by Program Directors keep the board informed on a regular basis. She mentioned that Rocky plans to apply for county ARPA funds once applications are available, hoping for additional funds for the Our Redeemer's Lutheran Church housing project.

Finance Report – Joan Anderson

Cash balance is \$2,599,540, which is higher than last month due to several large federal draws. This total still includes unrestricted funding of approximately \$982,000 from the sale of the Jackson Street Center and Red Alder developer fee. Accounts payable is \$99,895.23, which is current. This amount is also higher than usual, due to the later date of this month's Board meeting. Rocky has re-posted the vacant Budget Analyst position, along with an Accounting Specialist position which will be vacated due to a retirement in May. Lori reported that due to ongoing staffing vacancies and unexpected software issues, Rocky missed its single audit deadline this year. Due to this missed deadline, Rocky will be considered a high-risk auditee next year, and 40% of federal funding will need to be reviewed rather than the 20% reviewed as a low-risk auditee. The audit will be presented to the Board at the April meeting.

Joan spoke about the unrestricted funding of \$982,000, which is currently in Rocky's general bank account. To increase the interest earned on the unrestricted funds, the suggestion was made to put the

money in a separate money market account. Valley Bank has an account available where the funds would earn 3.6% annually. The Finance Committee discussed this transfer of funds and recommend its approval to the full Board.

Daniel Pocha made the motion to approve the transfer of Rocky's unrestricted funding to a money market account as presented. Andy Hunthausen seconded and the motion passed unanimously.

Personnel Committee Report – Jerry Loendorf

Jerry reported that the committee met twice in the past month, and that the minutes provided accurately reflect the actions of the committee. Jerry noted that only three Board members have provided a response to their Executive Director appraisal forms to date, reminded the Board of its duty to monitor the Executive Director, and encouraged all members to participate in the evaluation process.

Jerry Loendorf made the motion to approve the March 6, 2023 and March 9, 2023 Personnel Committee minutes. Daniel Pocha seconded and the motion passed unanimously.

Head Start Policy Council Update – Ashley Peña-Larsen

Ashley reported that the Policy Council met this month but did not have enough voting members present for action item approvals. The Policy Council discussed its fundraiser, which involves selling tickets with a chance to win gift cards. Funds raised will be used for backpacks filled with school supplies for Head Start students transitioning to kindergarten.

Head Start Director's Program Report and Budget – Ashley Peña-Larsen

Ashley reported on a Broadwater County Planning Committee meeting she'd recently attended as a childcare representative. Discussion at the meeting turned to senior services, and the committee expressed interest in partnering with Rocky to help make the Townsend area a place where seniors can age gracefully in their homes. More information will follow.

Ashley reported that Head Start staff are busy preparing for their federal review and asked for volunteers to attend a board interview session with the federal reviewers next Tuesday via Zoom. The invitation will be sent to all Board members. Reconstruction of the Helena Housing Authority classroom will begin soon. Head Start's Whitehall classroom will have a STARS review next month. Ashley mentioned the memo from the Office of Head Start regarding lead testing, which was sent to all Board members prior to the meeting. All Rocky Head Start sites have completed the required testing. The Head Start budget is doing well and will be spent out by the end of April. Extra available funds will be used to pay off the Valley Center this year.

Daniel Pocha made the motion to approve the Head Start Director's Program and Budget Report. Paula Stephenson seconded and the motion passed unanimously.

2023 COLA and Quality Improvement Grant Funds – Ashley Peña-Larsen

Ashley reported that Head Start received more information regarding the 5.6% COLA mandated by the Office of Head Start. Rocky Head Start will receive \$156,686 in COLA-specific funds, to be used to increase wages. In addition, the program will receive \$54,340 in Quality Improvement Funds, to be used to support staff and program quality. Head Start was asked to specifically look at staff compensation, recruitment, and retention in deciding how to use the Quality Improvement Funds. Rocky Head Start decided to use part of these funds to increase the minimum base salary for the Teacher Assistant

position to \$15 per hour, to make the position more competitive in the current job market. With remaining funds, Head Start plans to provide Target Market Ratio increases for qualifying staff, based on their years of employment with the program.

Eric Schindler made the motion to approve the 2023 COLA and Qualify Improvement Grant Funds as presented. Jerry Loendorf seconded and the motion passed unanimously.

Daniel Pocha made the motion to adjourn the meeting.

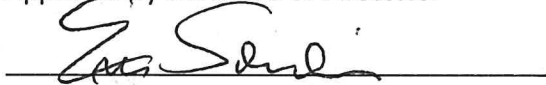
The meeting was adjourned at 4:30 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Eric Schindler, Secretary/Treasurer

9/27/23
Date

