

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
December 15, 2022, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

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

Members absent: Mike Delger, Jen Gursky, Amanda Robinson

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Frank Cornwell, Mindy Diehl, Diane Edgar, Steven Ferriter, Sam Hall, Taya Hovan, Lori Ladas, Jean Leischner, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Ashley Peña-Larsen, Connie Winner

Call to Order/Roll Call: The meeting was called to order at 3:34 p.m. and a quorum was present.

Approval of Minutes

Eric Schindler made the motion to approve the November 17, 2022 Board of Directors' meeting minutes. Paula Stephenson seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori introduced Frank Cornwell, Rocky's new Finance Director. Human Resources Director Gale Anderson announced her retirement after 30 years with Rocky. Her last day of full-time employment will be January 25, 2023. Kathy Marks provided a fundraising update. To date, \$3,500 has been received in sponsorships for *Rocky Presents Chopped*, and three other organizations are considering a sponsorship contribution. The annual year-end appeal has brought in \$12,564.67 so far.

Finance Report – Joan Anderson

Cash balance is \$1,961,037, which is lower than last month's report mainly due to the timing of federal draws. The cash total includes unrestricted funds totaling approximately \$927,000 from developer fee and sale of the Jackson Street Center. Accounts payable balance is \$37,045.21, which is current. Joan reported that fiscal staff have been busy answering questions from Anderson ZurMuehlen as they prepare Rocky's audit. The final audit report will be presented to the Board at the February meeting. Major programs selected for the single audit this year are the Agency on Aging cluster and LIHEAP including Weatherization.

Approve FY22 Retirement Plan Audit – Lori Ladas

Lori shared the audit report provided by Anderson ZurMuehlen for the retirement plan year ending June 30, 2022. The Independent Auditor's Report reflected a clean opinion for the audit. The report further clarified the responsibilities of management and the audit team during the

review process. Lori noted that the report includes a comment about the historical cost of certain nonparticipant directed investments, which have not been disclosed. This comment has been included in Rocky's audit reports for years, and no ramifications for the lack of disclosure are anticipated. Jock Bovington will be asked to attend a future Board meeting to explain why the required information is not available. The overall total of the plan showed a \$600,000 decline, reflecting a 15% drop in investment values. This accurately matches the current state of the market. Lori also reviewed the letter to management, which confirmed there were no audit findings and provided some guidance on upcoming changes from the Department of Labor. Lori recognized Jean Leischner for her work on the retirement plan audit, as well as Human Resources staff for their well-organized filing.

Jerry Loendorf made the motion to approve the FY22 Retirement Plan Audit. Daniel Pocha seconded and the motion passed unanimously.

Approve Risk Assessment Report and Action Plan – Lori Ladas

Lori reminded the Board that the Risk Assessment is required by CSBG organizational standards and should be completed every two years. Rocky's last risk assessment was completed in 2019, and Rocky was given until the end of the year to catch up with this requirement. The same online tool was used to complete the assessment this year as was used in 2019. Lori reviewed the executive summary and highlighted the two action items: the development of a risk management policy statement and a crisis management plan.

Eric Schindler made the motion to approve the Risk Assessment Report and Action Plan. Daniel Pocha seconded and the motion passed unanimously.

Approve Resolution to Change Bank Account Signers – Lori Ladas

Two resolutions were presented to the Board, one adding new Finance Director Frank Cornwell as a signer on Rocky's bank accounts, and the other removing outgoing Finance Director Joan Anderson as a signer on those same accounts.

Jerry Loendorf made the motion to approve the resolution to remove Joan Anderson as an authorized signer on Rocky's bank accounts. Andy Hunthausen seconded and the motion passed unanimously.

Daniel Pocha made the motion to approve the resolution to add Frank Cornwell as an authorized signer on Rocky's bank accounts. Susan Geise seconded and the motion passed unanimously.

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

Ashley reported that Policy Council has not met yet this month due to scheduling conflicts, so all Head Start items presented to the Board today for approval will be presented to Policy Council for their approval in January. Head Start continues to work through staff shortages, and timely completion of hiring paperwork has been an issue when potential staff are identified. Ashley spoke about holiday assistance for families and the wonderful community partners that

provided assistance this year. Next Wednesday, Head Start will host its Winter Wonderland event, a spaghetti feed that is expected to draw between 300 and 400 people. All are invited to attend. Ashley addressed a question regarding attendance data and noted that attendance for enrolled children is actually higher than in past years. Families need childcare more than ever, so those who secure spots have been attending regularly. However, staff attendance is lower, as staff are more likely to stay home with illnesses than they were in the past. The general budget is looking good, as the staff shortages are resulting in vacancy savings. The remaining funds reflected on the Covid budget included in Board packets have now been spent, used as retention incentives for Head Start staff.

Andy Hunthausen made the motion to approve the Head Start Director's Report and Budget. Daniel Pocha seconded and the motion passed unanimously.

Self-Assessment Report – Ashley Peña-Larsen

Ashley presented the self-assessment report, which is completed each year based on a review of the previous year. Progress toward each objective is included. Ashley noted that improving communication is a point of emphasis, in relation to both staff and families. Increasing numbers on the program's eligible waitlist is another goal. Ashley reported that all Head Start sites will keep their STAR 5 rating through June of 2024.

Daniel Pocha made the motion to approve the Self-Assessment Report, pending Policy Council approval at their next meeting. Jerry Loendorf seconded and the motion passed unanimously.

Annual Report 2021-2022 – Ashley Peña-Larsen

Ashley asked for any feedback or questions regarding the annual report, which was included for review in Board packets. Copies of the report are sent to all Head Start community partners and available at any recruitment events. The Board discussed further ways to share this information. Suggestions included sending a copy to the Helena Independent Record, the Positively Montana television program, Hometown Helena, and sharing with school district partners.

Susan Geise made the motion to approve the 2021-2022 Annual Report. Eric Schindler seconded and the motion passed unanimously.

School Readiness Plan – Ashley Peña-Larsen

Ashley reported that this plan is completed annually, and that goals are included in each of the five areas of learning. Goals are based on data from the previous year, and actions and strategies are presented along with any financial needs. Ashley highlighted an effort to include STEM/STEAM activities for kids and spoke specifically about a collaboration with ExplorationWorks involving scientific experiences. She also noted the plan to incorporate I Am Moving, I Am Learning training in the next year, to increase physical activity levels.

Susan Geise made the motion to approve the School Readiness Plan. Bruce Day seconded and the motion passed unanimously.

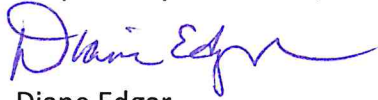
Other Business

Trever Kirkland thanked the Rocky Social Committee for their work in planning the holiday party.

Daniel Pocha mentioned he brought a suggestion to the Finance Committee regarding repayment of the long-term Rocky Mountain Preschool Center's deficit, and discussion on that topic will continue at future meetings.

The meeting was adjourned at 4:40 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Eric Schindler, Secretary/Treasurer

1/19/23

Date