

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
January 24, 2019**

Members present include: Daniel Pocha, Bruce Day, Mike Delger, Susan Geise, Debbie Havens, Trever Kirkland, Jerry Loendorf, Bob Mullen, Mark Young, Maria Pace, Corbin Bruursema, Mary Pat Penley, Paula Wright, Ericka Vallance

Members absent include: Lois Steinbeck

Guests: Lori Ladas, Gale Anderson, Diane Edgar, Taya Hovan, Chrisy Irej, Liz Mogstad, Ashley Peña-Larsen, Jaymie Sheldahl, Jonathan Ballew, Shawna Donaldson, Kathy Marks, Jacque Smith, Becky Weninger

Call to Order/Roll Call: The meeting was called to order at 3:03 p.m. and began with introductions of all Board and Head Start Policy Council members.

Joint Board of Directors/Head Start Policy Council Meeting

Policy Council members present include: Mark Young, Ericka Vallance, Nickey Rangel, Shelly McClain, Regan Johnson, Trever Kirkland, Jennifer Reed, Ashlyn Gereg, Rainee Polty, Farrah Johnson (on phone), Lance Julius (on phone), Kristin Baum (on phone)

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

Head Start reported full enrollment of 236 children for the month of December. The Behavior Support Specialist has been able to support 40 children in the classroom, and another six children are being served by AWARE. The Head Start Mental Health Consultant is on-site. Head Start should hear about the Duration of Services grant soon. This month, Head Start became certified to do fingerprints for background checks. The STARS program helps Head Start pay for some of the fingerprinting costs. Montana received a Preschool Development Grant, which is a replacement of the current MPDG grant. This is a planning grant for the state. The Montana Zero to Five Initiative is Headwaters funding, with \$150,000 available in Lewis and Clark county to hopefully be used toward family services. Head Start received notice of a 1.77 percent COLA, and the application for that will be brought to the Board for approval next month. The Afterschool Program ended on January 4, as the YMCA was not able to support the program as planned. Fortunately, enrollment was not affected by this closure. The budget is looking good, and Head Start is planning ahead for any extra funding that needs to be spent at the end of the Head Start fiscal year. One possibility for any extra funds would be amending the payment for the Valley Center.

Jennifer Reed made the motion to approve the Head Start Program and Budget Report. Trever Kirkland seconded and the Policy Council approved unanimously.

Trever Kirkland made the motion to approve the Head Start Program and Budget Report. Bruce Day seconded and the Rocky Board approved unanimously.

b. 2019 Head Start Grant for 5/1/2019-6/30/2019* – Ashley Peña-Larsen

Ashley began by explaining that a 12-month budget needed to be submitted for this grant, even though only 2 months would be funded. Both the 12-month and 2-month budgets were included in the Board packets. The total amount requested is \$325,584, the majority of which will be used for salaries and personnel costs. The funds will need to be spent by June. Ashley then referred everyone to the Training and Technical Assistance Plan. Though the plan will not be used in the two months of the grant, it still needs to be submitted with it. No changes were

made since the Board's previous approval. Discussion then moved to the Self-Assessment Action Plan. The document was approved last fall and no content changes were made, though progress toward each goal is now included. Only one goal is not yet completed, to increase understanding of differences and their value to society and to actively challenge bias, stereotyping and all forms of discrimination in communities. Ashley noted that culture and anti-bias education is currently being planned. The Self-Assessment Final Report is sent to the Office of Head Start. The 2018 Annual Report document was reviewed next, and Ashley mentioned that the format of data presentation was changed a bit this year to be more parent-friendly. One statistic of note is that 91.63% of children enrolled in Head Start were kindergarten-ready, based on child outcome data. Of those, 28% had an IEP.

Shelly McClain made the motion to approve the continuation grant, budget, training and technical assistance plan, annual report, and self-assessment action plan and report for the 2019-2020 grant. Ashlyn Gereg seconded and the Policy Council approved the motion unanimously.

Susan Geise made the motion to approve the continuation grant, budget, training and technical assistance plan, annual report, and self-assessment action plan and report for the 2019-2020 grant. Trever Kirkland seconded and the Rocky Board approved the motion unanimously.

c. ERSEA Training – Jaymie Sheldahl

Jaymie began the annual required training by explaining that ERSEA stands for eligibility, recruitment, selection, enrollment and attendance responsibilities of the Head Start program. Eligibility is the focus of the current training. Every family has a one-on-one in-person interview with an eligibility specialist. The child's age and eligibility are verified, and an eligibility determination record is created for each enrolled child. The families share as much information as they are comfortable sharing, and referrals to community resources can begin immediately during the interview. Children enrolling in Head Start must be at least 3 years old by September 10 of the upcoming school year, and no older than age 5. The child's age should be verified using a copy of the birth certificate, unless providing one creates a barrier for the family to enroll the child. Children can be declared eligible for Head Start if the family's income is equal to or below the poverty line, if they are eligible for public assistance (TANF or SSI), if the family is homeless, or the child is in foster care. All income must be verified. Up to 10 percent of a program's enrollment can include children whose families do not meet these criteria. A child's eligibility remains in effect for two years, unless there are compelling reasons to make a change. All records must be retained throughout a child's enrollment in Head Start and for one year further. Jaymie also noted that the Rocky eligibility policy and procedures were included in Board packets for review.

The Head Start Policy Council adjourned their meeting at 3:45 p.m.

Approval of Minutes

Susan Geise made the motion to approve the November 29, 2018 Board of Directors' meeting minutes. Mark Young seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori began her report by announcing that Community Outreach Coordinator Jacque Smith's last day with Rocky is tomorrow, and thanked her for her contributions to the organization. Lori confirmed that Daniel Pocha, Trever Kirkland, Lois Steinbeck, and Susan Geise are still willing to serve as the Strategic Planning Committee. She reported that the internal committee of herself, Chrisy Irely, Gale Anderson, and Kathy Marks have been meeting for discussion and a joint meeting with the Board committee will be scheduled soon. The entire Board will be asked to attend an upcoming strategic planning session as well, and dates will be determined. A request was made to provide all material related to this session at least a week in advance for review. Lori then spoke about the risk assessment, explaining that it was completed using an online tool and that she had provided a cover sheet with items to address, along with a full report. Rocky's monitors need to see that the risk assessment was completed, and due to the size of the document and the timing of Board packets being received, the Board asked for another month to review the report completely. The risk assessment will be added to the February meeting agenda. Lori also handed out a new HRDC brochure, recently updated and received at Rocky.

Finance Report Update – Chrisy Irely

a. Finance Committee Summary Report

Cash balance is \$368,653, and Accounts Payable balance is \$28,091. Both amounts are current.

b. FY19 Budget Projection

Five budget-related handouts were provided to the Board, along with a packet of one-page program information sheets that will be updated annually. They will serve as useful information for new and existing Board members, as well as the upcoming Strategic Planning sessions. Chrisy began by explaining the process that went into the FY19 Budget Projection, with budget analysts using November and December actuals and projecting out to June. She explained the various sections of the budget, showing where to find dedicated program money, restricted and unrestricted contributions to each program, and cash in the bank. Chrisy then directed focus to the spreadsheet showing the difference in county mill funding needs per program, comparing the original FY19 Budget (presented in June 2018) to the January 2019 projection. Per the January 2019 projection, \$83,647 less county mill will be needed for Rocky senior programs compared to the June projection. In addition, FY2018 actual county mill funding used was \$20,814 less than projected. These changes were primarily due to a difference in projected Area IV program funding and underspent VSYS in the Senior Corps programs. Area IV funds will likely be amended, but at this time, the amount of change is not yet known. Chrisy then referred to the county mill allocation request spreadsheet, which shows a carryover of \$131,208 into FY2020. At this time, a deficit of \$34,025 is projected in FY2020, but that amount is dependent on possible changes in Area IV funding. Discussion followed regarding the mills, and a recommendation was made to ask Nancy Everson to come to a future Board meeting to explain in further detail. Susan Geise agreed to reach out and invite Nancy to the February Board meeting, if possible. The final handout discussed was the history of Rocky Mountain Preschool since FY2014, when current director Hannah Danzer took over the program. In that time, the preschool shows a net positive income of \$26,327. This total includes the projected loss for the Preschool for the current fiscal year of \$8,283. The handout was provided to generate discussions on the level of comfort for current Preschool losses, given the history of the Preschool's overall loss.

Committee Reports

a. Executive Committee

Daniel reported that the Executive Committee met on December 20 to discuss an amendment to the Head Start Duration of Services Grant, which was approved.

Debbie Havens made the motion to approve the December 20, 2018 Executive Committee minutes. Bob Mullen seconded and the motion passed unanimously.

b. Retirement Committee

The Retirement Committee report and minutes will be reviewed at the February meeting.

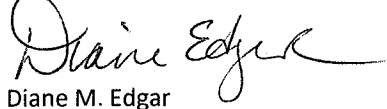
Red Alder Update – Liz Mogstad

Liz provided an update on progress regarding the Red Alder project. On December 10, the Housing Trust Fund awarded the project \$1,950,000, and on January 23, HOME funds awarded \$750,000. A proposed site plan was handed out to all for review. The 9% project will include 37 units along with the community room and playground. This will be funded with tax credits and permanent debt. The 4% project will consist of the other 48 units, and it will be funded with a combination of tax exempt bonds, tax credits, HOME, Housing Trust Fund, Rocky program income, and permanent debt. The total cost of the project is estimated at just over \$18 million. An environmental review will be completed by Braun Intertec. Architects are creating plans and specs, and contracts are under review by the tax credit attorney now. A syndicator/investor for the projects will be selected soon. Project details have been sent to MPEG in Billings, along with two others. Once formal letters of intent are received, the selection process will begin. First Interstate Bank and Valley Bank are both in discussions about loans for the project. Liz expects the land to be purchased in the next few months.

Mark Young made the motion to adjourn the meeting. Mary Pat Penley seconded.

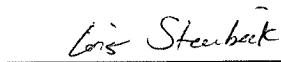
The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

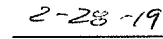


Diane M. Edgar

Administrative Assistant, III


Lois Steinbeck

Secretary/Treasurer


Date