

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
November 17, 2022, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

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

Members absent: Mike Delger, Jerry Loendorf

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Mindy Diehl, Diane Edgar, Steven Ferriter, Jennifer Filipovich, Jaymie Hazel, Taya Hovan, Lori Ladas, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Angela Nelmark, Ashley Peña-Larsen

Call to Order/Roll Call: The meeting was called to order at 3:30 p.m. and a quorum was present. Jen Gursky, newest member of the Rocky Board of Directors, was introduced.

Approval of Minutes

Daniel Pocha made the motion to approve the October 25, 2022 Board of Directors' meeting minutes and the September 29, 2022 Finance Committee meeting minutes. Susan Geise seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori mentioned that Board orientation will be scheduled soon for new Board members Susan Geise and Jen Gursky, along with Frank Cornwell, Rocky's new Finance Director. Lori reported that the Lewis & Clark County Board of County Commissioners voted to forgive the remaining balance Rocky owed for the health insurance debt incurred in 2012, and she thanked Commissioner Andy Hunthausen for his assistance with this vote. The balance forgiven was \$41,846.32. Lori invited the Board to attend the Rocky holiday party, which will be held in-person for the first time since 2019. She also noted that a response to Jerry Loendorf's question regarding the 401(K) plan last month was included in packets this month.

Finance Report – Joan Anderson

The Finance Committee did not meet prior to today's meeting. Cash balance is \$2,151,994, which is approximately \$650,000 higher than last month. This is due to this month's meeting being earlier than usual, reflecting timing differences on draws and distributions at this point in the month. Accounts payable balance is \$101,320.74, with is also higher than usual, due to the earlier date of this month's meeting. Joan reported that the fiscal staff has been working on preparing for Rocky's audit, and the date to deliver audit materials to Anderson ZurMuehlen has been pushed back to November 28. She expects the final audit report will be presented to the Board at the February meeting. Rocky is excited to have Frank Cornwell on staff as the new Finance Director. Frank has met with all Program Directors to discuss their program challenges,

issues, successes, and plans. Meetings have gone well and resulted in positive feedback from staff.

Head Start Policy Council Update – Amanda Robinson

Amanda reported that Policy Council had its first business meeting with its new members, and a full voting council was present. Discussion focused on the Policy Council fundraiser, and tickets are currently being printed for distribution.

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

Ashley reported that Head Start is currently 10 staff members short, and current staff members have been amazing, stepping in to assist where needed. Starting on November 28, Mondays will be half days with children in the classroom to allow time for paperwork and other staff requirements. Ashley expressed appreciation for Rocky’s family-friendly work environment. Head Start had 45 days to complete all child screenings, and they are all complete. The budget is looking good, and Ashley noted that some of the vacancy savings will be used to compensate current staff. Head Start is hoping to hire a food service employee to reduce the time staff are currently spending on meal service each day. A question was asked regarding the impact of covid-related closures on Head Start students. Ashley responded that the children are meeting their developmental standards and have been very resilient. The main impact has been in social abilities, not only for Head Start students but for the whole program.

Andy Hunthausen made the motion to approve the Head Start Director’s Report and Budget. Jen Gursky seconded and the motion passed unanimously.

2022-2023 Grant Amendment – Ashley Peña-Larsen

Ashley highlighted the proposed budget changes included in this amendment. Head Start would like to set aside \$30,849 for installation of a sprinkler system in Head Start classroom space, and then also \$100,000 to replace a current vehicle and purchase a new truck, to assist when larger items need to be moved.

Daniel Pocha made the motion to approve the 2022-2023 Grant Amendment. Bruce Day seconded and the motion passed unanimously.

Shaken Baby Syndrome (Abusive Head Trauma) Prevention Policy – Ashley Peña-Larsen

Ashley noted that this policy is a new requirement from Child Care Licensing. The name of the policy will be changed to Abusive Head Trauma Prevention Policy and Agreement. The policy reviews signs and symptoms of head trauma, emergency response and strategies for caregivers. This formalizes procedures previously followed by Head Start.

Daniel Pocha made the motion to approve the Abusive Head Trauma Prevention Policy and Agreement. Paula Stephenson seconded and the motion passed unanimously.

ERSEA Annual Training – Jennifer Filipovich

Jennifer provided the annual training on determining, verifying, and documenting eligibility for Head Start. The eligibility process begins with an in-person interview, though the interview may be completed via phone if necessary. Families are treated with dignity and respect throughout the process, and their privacy is protected. Program staff can use these interviews to connect families with community resources. To be eligible for Head Start, a child must be at least three years old but no older than the age required to attend school. Age is most often verified by a birth certificate unless one is unavailable. Categorical eligibility includes four possible criteria: family income equal to or below 100% of the federal poverty guideline, eligibility for public assistance (SNAP, TANF, SSI), homelessness, and foster care. Up to 10% of Rocky Head Start's enrollment can include children who do not meet these criteria. The program may also enroll an additional 35% of participants whose families are between 101-130% of the federal poverty guideline. Methods of verification were reviewed. Once a child is determined eligible for Head Start, he or she remains eligible for two years. Eligibility records for each participant must be kept, along with eligibility training records. Records are kept while a child is enrolled in Head Start, plus one additional year.

Policy and Procedures – Jennifer Filipovich

i. Eligibility Determination Policy and Procedure

The main change made to this policy is the inclusion of SNAP as a part of categorical eligibility. Other changes were grammatical or made to offer clarification.

Paula Stephenson made the motion to approve the Eligibility Determination Policy and Procedure. Daniel Pocha seconded and the motion passed unanimously.

ii. Eligibility, Selection Enrollment, and Class Placement Policy and Procedure

The SNAP program was also added to this policy. The point system used to determine eligibility and at-risk factors was discussed, and Jennifer noted that refugee status was added this year.

Andy Hunthausen made the motion to approve the Eligibility, Selection Enrollment, and Class Placement Policy and Procedure. Amanda Robinson seconded and the motion passed unanimously.

Recruitment Plan – Jennifer Filipovich

Jennifer reviewed the plan, which includes monthly goals, numerical application goals for each month, and supporting actions to achieve those goals. She noted that the months of March through June are the most intensive for recruitment, and that's when the Board can provide the most assistance in encouraging families to apply. Recommendations provided for information distribution included the fair and summer festivals, parades, health care providers, therapy offices, and women's shelters.

Andy Hunthausen made the motion to approve the Recruitment Plan. Paula Stephenson seconded and the motion passed unanimously.

Ashley asked for volunteers to serve on the grant committee for the next Head Start grant. Meetings will be held during the month of December. Volunteers included Kate Anderson, Jen Gursky, Andy Hunthausen, and Trever Kirkland.

The meeting was adjourned at 4:32 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Eric Schindler, Secretary/Treasurer

12/15/22

Date