

**Rocky Mountain Development Council, Inc.**  
**Board of Directors' Meeting**  
**November 18, 2021, 3:30 p.m.**  
**Neighborhood Center Conference Room 13/Zoom Conference Call**

**Members present:** Kate Anderson, Gary Carey, Dannai Clayborn, Mike Delger, Bruce Day, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Daniel Pocha, Eric Schindler, Lois Steinbeck, Paula Wright

**Members absent:** Mary Pat Penley, Mark Young

**Others present:** Gale Anderson, Rod Applegate, Mindy Diehl, Diane Edgar, Jennifer Filipovich, Sam Hall, Jaymie Hazel, Taya Hovan, Anika Jaeger, Nancy Jones, Jean Leischner, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Kara Nelson, Lizzie Carlson-Thompson

The meeting was called to order at 3:30 p.m. and a quorum was present.

**Approval of Minutes**

**Daniel Pocha made the motion to approve the October 28, 2021 Board of Directors' meeting minutes and the September 30, 2021 Finance Committee minutes. Mike Delger seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori presented a PowerPoint explaining the potential for federal vaccine mandates and how these rules may impact Rocky. At the direction of President Biden, OSHA issued an Emergency Temporary Standard requiring all employers with at least 100 employees to require mandatory vaccination or regular Covid testing and masking if an employee remains unvaccinated. Medical or religious exemptions would apply. The mandates are currently being disputed legally. In Montana, this federal ruling is in opposition to House Bill 702, which prohibits discrimination based on vaccination status. Rocky has been in contact with its legal counsel, which recommends proceeding with preparing a compliance policy. Updates will follow as decisions are made at the federal and state levels. Lori also reported that she accepted the offer made on the Jackson Street building, and is waiting for a response from the potential buyer.

**Finance Report Update – Lori Ladas**

Since Finance Director Joan Anderson is out of the office today, Lori provided the finance update. The auditors started Rocky's single audit this week. While much of the work has been done remotely, the auditors are on-site today doing some testing. Cash balance today is \$1,011,708, and accounts payable is \$88,113. Lori noted that the accounts payable balance is higher than typically reported, but that's due to the Board meeting being a week early this month and the timing of invoices that wouldn't normally be included in this amount. Lori then provided a chart reviewing the cash balances for the past 12 months, for comparison. Lori introduced Nancy Jones as Rocky's newest Budget Analyst.

### **Executive Committee Report – Trever Kirkland**

Trever reported that the Executive Committee met on November 9 to discuss the buy/sell agreement received for the Jackson Street Center. The offer was for \$1,000,000, and the buyer plans to keep the Drop-In Center and allow Rocky to lease space for staff offices. Following discussion, the committee recommended accepting the offer.

**Jerry Loendorf made the motion to approve the November 9, 2021 Executive Committee minutes. Daniel Pocha seconded and the motion passed unanimously.**

**Jerry Loendorf made the motion to ratify the Executive Committee approval of the Buy/Sell Agreement. Daniel Pocha seconded and the motion passed unanimously.**

### **Head Start Update**

#### **a. Policy Council Update – Gary Carey**

New Policy Council Chair Gary Carey was introduced as a new member to Rocky's Board of Directors. Gary reported that the Policy Council had a quorum today and voted on all items needing approval.

#### **b. Director's Program and Budget Report – Jaymie Hazel**

Jaymie highlighted some items from Ashley Peña-Larsen's written Head Start report. She noted that staff has been reviewing plans for every Head Start child and family, and that staff is preparing for conferences. Winter Wonderland is upcoming, and will feature a spaghetti feed delivered to families' homes and tree decorating contests for each classroom. The Head Start grant committee had its first meeting to discuss options for the 2022-2023 school year. Head Start has not received any guidance regarding vaccine updates for the program yet. Holiday assistance is under way for Head Start families, and assistance has been provided for about 70% of the Head Start population. Ashley provided a detailed data update in the packets and Jaymie asked for any questions. The Head Start budgets are looking good at this time.

**Andy Hunthausen made the motion to approve the Head Start Director's Program and Budget Report. Kate Anderson seconded and the motion passed unanimously.**

#### **c. Rocky, Inc. Head Start 2022-2023 Recruitment Plan – Jaymie Hazel**

Jaymie referenced the recruitment plan, which is a living document of monthly activities regarding recruitment for Head Start. She highlighted the idea of creating vinyl stickers to stick on vehicles. The Super Child image created by Off the Wall was noted as an example of the ideas generated through the use of this plan.

**Eric Schindler made the motion to approve the Rocky, Inc. Head Start 2022-2023 Recruitment Plan. Andy Hunthausen seconded and the motion passed unanimously.**

**d. ERSEA Training – Jaymie Hazel and Jennifer Filipovich**

Jaymie explained that this training is an explanation of how the Head Start program determines, verifies, and documents eligibility. The process begins with an in-person interview, except when meeting in-person is not possible. In such instances, the initial communication occurs by telephone or virtual meeting, with an in-person follow up planned. These meetings are used to verify a child's age and eligibility for the program. All families are treated with dignity and respect, and it's the beginning of building the relationship between families and the program. It's also an opportunity to connect families with resources. To meet age requirements for Head Start, a child must be three years old by September 10 of the school year, and be no older than the age required to attend Kindergarten. There are six ways to be determined eligible for the program. The four categorical eligibility options are by income, receiving public assistance (TANF or SSI), being homeless, or a child in foster care. For those who do not meeting the categorical eligibility requirements, 10% of the slots may be filled by families at greater than 130% of the poverty level, and 35% may be filled by families between 101% and 130% of the poverty level. Jaymie reviewed documentation required to confirm eligibility. Once a child is determined eligible for Head Start, they are eligible for two years. Records must be kept for each participant, including all documentation and declarations along with a statement from program staff explaining how eligibility was determined. Head Start rules dictate that records be kept during the term of enrollment plus one year; Rocky keeps these files for three years. Following Jaymie's presentation, Jennifer Filipovich asked some trivia questions regarding the training information, with Head Start swag as prizes.

**e. Eligibility, Selection, Enrollment & Class Placement Policy and Procedure in Accordance with Head Start Program Performance Standard (HSPPS) 1302.12 – Jaymie Hazel**

Jaymie noted that changes to this document were added just to clarify information. A sentence was added to confirm that income must be verified each year for any child whose family is over income. A child's IEP or IFSP will be included in disability determination. The timeline for acceptance letter deliveries was added to the document. Information regarding the extended day option was removed since all classrooms are operating for 6 hours at this time, and information about remote learning was removed since that is no longer an option.

**Daniel Pocha made the motion to approve the Eligibility, Selection, Enrollment & Class Placement Policy and Procedure. Mike Delger seconded and the motion passed unanimously.**

**f. Eligibility Determination Policy and Procedure – Jaymie Hazel**

The only change made to this policy is the addition of the ERSEA Specialist as a trainer for eligibility, selection, enrollment, and class placement policy training.

**Lois Steinbeck made the motion to approve the Eligibility Determination Policy and Procedure. Andy Hunthausen seconded and the motion passed unanimously.**

**g. Eligibility Determination Policy Agreement – Jaymie Hazel**

This is an agreement signed by all eligibility specialists for Head Start. The only change made was additional wording to clarify that 10% of families can have income over 130% of the federal poverty guideline.

**Lois Steinbeck made the motion to approve the Eligibility Determination Policy Agreement. Dannai Clayborn seconded and the motion passed unanimously.**

**AmeriCorps Seniors Program Presentation – Mindy Diehl, Samara Lynde, Kelley Moody**

Mindy Diehl spoke about the Foster Grandparent Program, which provides volunteer opportunities to persons age 55 and older on a limited income. The federal award amount for fiscal year 2022 is \$386,345, and Rocky's program is funded for 60 VSYS. One VSYS equals 1,044 volunteer hours annually. The non-federal share totals \$43,597. Volunteers receive a non-taxable stipend of \$3 per hour. Silver Bow County has the most foster grandparent volunteers in the Rocky program, followed by Lewis & Clark County. Several sites are not allowing volunteers due to the Covid pandemic. While those sites were closed, five volunteers were trained to use an iPad, and used them to participate in virtual read-a-louds. Additional volunteers assembled school-to-home packets for Rocky Head Start. AmeriCorps Seniors continued to pay the volunteers' monthly stipend from March, 2020 through September, 2021. Mindy spoke about the program's recognition events, two "drive-by" and one in-person. One Helena volunteer was awarded the United Way's 2020 Ron Waterman Spirit of Service Award. Mindy recently accepted the Senior Nutrition and Transportation Program Director position. Angela Nelmark will begin as the Foster Grandparent Program Director in December.

Samara Lynde provided an update on the Retired & Senior Volunteer Program (RSVP). The program matches individuals 55 and older with volunteer opportunities to match their skills or allow them to learn something new. Volunteers add support to non-profit organizations and do special projects in the community. For fiscal year 2022, Rocky's RSVP Program received a federal award of \$50,000, and the program is funded for 70 volunteers. The non-Federal share totals \$30,171, and sources for this funding include Tri-County Mill, Rocky's Agency on Aging grants, and in-kind contributions. Rocky's RSVP program has 82 enrolled volunteers, though 11 have not served this year due to their station being closed or health issues. Three new activities were started this year: the Rocky Walkie Talkies, Elder Justice follow up calls, and a companionship program. Special projects included tote bags sewed by the Crafty Quilters for a first grade class in Lame Deer, assistance at vaccination clinics, Operation Paperback, and the Write-On! 9/11 Day of Service Event, where thank you notes were written to first responders and delivered by volunteers. Samara also spoke about the 9/11 Flag of Honor Across America Memorial event, hosted by all three AmeriCorps Seniors programs.

Kelley Moody explained that the Senior Companion Program shares qualification requirements with the Foster Grandparent Program. Senior companions are volunteers who assist homebound seniors and individuals with disabilities with day-to-day tasks, allowing them to maintain independence in their own homes. The program assists in areas of personal care, social & recreation, nutrition, and home management. Transportation and socialization are the areas of greatest need for clients. Many need assistance getting to medical appointments and transportation to the grocery store. Rocky's program's federal award amount for fiscal year 2022 is \$385,924, and the program is funded for 61 VSUs. Non-federal share totals \$43,440. The program currently has 42 active volunteers, 184 active clients, and 16 active stations. Lewis & Clark County has the most current volunteers, followed by Silver Bow County. Similar to the Foster Grandparent Program, Senior Companions receive a non-taxable stipend of \$3 per hour, but also receive a mileage reimbursement of \$0.40 per mile. Volunteers receive training and guidance to assist their clients, and also stay active, supporting their own social, mental, and physical wellness.

**Daniel Pocha made the motion to adjourn the meeting. Mike Delger seconded.**

The meeting was adjourned at 4:54 p.m.

Respectfully Submitted,



Diane Edgar  
Executive Assistant

Approved by the Board of Directors:

  
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Eric Schindler, Secretary/Treasurer

12/16/21  
\_\_\_\_\_  
Date

