

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
November 19, 2020, 3:30 p.m.
via Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Trever Kirkland, Jim McCormick, Bob Mullen, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Bruce Day, Mike Delger, Jerry Loendorf

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Jonathan Ballew, Mindy Diehl, Shawna Donaldson, Diane Edgar, Jaymie Hazel, Taya Hovan, Chrisy Irely, Lori Ladas, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Christy Pedrazzi, Ashley Peña-Larsen, Eric Schindler

The meeting was called to order at 3:31 p.m. and a quorum was present. Trever Kirkland welcomed prospective Board member Eric Schindler to the Board meeting.

Approval of Minutes

Lois Steinbeck made the motion to approve the October 29, 2020 Board of Directors Meeting Minutes and the August 27, 2020 Finance Committee Minutes. Bob Mullen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori referenced her Director's Report in the packet and highlighted opportunities available for the Board to participate in Rocky's holiday plans, including an ornament exchange and holiday basket raffle. Lori noted that she had been working remotely since November 5, and that communication with those in the office has been working efficiently. She asked for any questions regarding her written report or the Program Directors' report; none were asked.

Finance Report Update – Chrisy Irely

Chrisy reported that the Finance Committee did not meet this month. Next month, Anderson ZurMuehlen will likely join both the Finance Committee and Board meetings to discuss the FY20 Rocky audit. Cash balance is \$1,459,051, and accounts payable is \$58,044. The cash balance is high, mostly due to carryover Area IV funds. Chrisy mentioned that more county mill funding is reserved than projected, due to Area IV CARES Act funds. The county mill funding needed is also impacted by the closure of the Neighborhood Center Senior Center and Rocky shuttle bus. The fiscal staff continues to monitor Rocky programs throughout the COVID pandemic, and all programs are looking okay at this point. The audit has gone well, and while it is usually presented at the November meeting, this year the presentation will take place in December.

Committee Reports

a. Nominating Committee – Trever Kirkland

The Nominating Committee brought two recommendations to the Board. The first is to switch Mary Pat Penley from a Private Sector Representative to a Low-Income Sector Representative. This opens a Private Sector slot for Eric Schindler, whose qualifications were included in the Board packet for review and was recommended for approval by the committee.

Bob Mullen made the motion to approve the move of Mary Pat Penley to the Low-Income Sector, and the addition of Eric Schindler to the Rocky Board as a Private Sector Representative. Lois Steinbeck seconded and the motion passed unanimously.

Strategic Discussion Topic: Fundraising – Kathy Marks

Kathy reviewed the fundraising goals noted in the FY21 Fundraising Plan. Rocky Presents Chopped was included, though Rocky does not believe an in-person event is likely next year due to COVID-19. The possibility of a virtual Chopped fundraiser was proposed, where the chefs and judges would be pre-recorded and an edited version of the event would be aired, with commercial breaks built in with information about Rocky and the link to contribute. The plan also included the annual year-end mailing, which is projected to mail on November 30; this includes the letters for employees and Board members as well. Rocky has received several state grants as a result of the COVID pandemic. Kathy will start looking into private foundation grants for the year soon. The promotion of Rocky's giving clubs was the final goal presented from the document.

Kathy then asked the Board for their view of fundraising at Rocky and suggestions for what should be done going forward. Rocky's need for unrestricted funding was noted, along with the ability of targeted grant giving to meet specific needs, similar to Rocky's Chair-ish the Seniors fundraiser last year. Discussion turned to Chopped, and how a virtual event might provide a fundraising opportunity and keep the event in the minds of potential attendees for the next in-person opportunity. Kathy will prepare a projected budget for the December meeting. The question of how to use a virtual event to raise money was proposed. Ideas included charging a fee to attend, offering the option of giving packets where services such as home delivered meals could be given for a set donation, or offering the purchase of meal items so virtual attendees can prepare the food showcased during the event. The decision was made to form a committee to further brainstorm these ideas. Lois Steinbeck, Mark Young, and Trever Kirkland agreed to be committee members.

Lois Steinbeck made the motion to approve the FY21 Fundraising Plan. Daniel Pocha seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Update – Mark Young

Mark reported that the Policy Council met earlier today, and discussed the Head Start policies that will be presented to the Board later in the meeting. Policy Council also discussed the closure of the Head Start classroom in Boulder, which closed in conjunction with the Boulder school temporary closure due to COVID-19. The Policy Council will hold elections for officers next month.

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

Ashley noted that in addition to the Boulder site, one classroom at Eastgate Elementary has temporarily closed due to staffing issues. In spite of closures, Head Start has been able to continue to provide food and services to the program's families. The Zono machines are projected to arrive soon, which will save some sanitizing time going forward. Two new staff were recently hired, a Teacher in Townsend and a Teacher Assistant in Helena. Ashley noted that the smaller class sizes this year has provided an opportunity to see kids grow more, due to higher adult-to-student ratios. Some events, such as the bookshelf build, have been held with safety modifications due to COVID. Ashley reported that the Head Start budgets are looking good. The Board may see amendments in the coming months.

Mark Young made the motion to approve the Head Start Director's Program and Budget Report. Lois Steinbeck seconded and the motion passed unanimously.

c. Approval of ERSEA Policies – Jaymie Hazel and Christy Pedrazzi

a. Rocky, Inc. Head Start 2021-2022 Recruitment Plan

Christy explained the changes to the Recruitment Plan, noted in red type throughout. The placement of yard signs was removed, and magnetic signs were to be placed on Head Start vehicles rather than busses. Monthly additions to the plan included CONNECT referrals, Social Media, Child Find Screening Clinics, and weekly DFS meetings. Attending Kindergarten Round-ups in the spring was also noted. Head Start's newest Family Advocate, Tim Hansen, specialized in recruitment in the Armed Forces and will be a valuable asset for Head Start recruitment efforts.

Daniel Pocha made the motion to approve the Rocky, Inc. Head Start 2021-2022 Recruitment Plan. Mark Young seconded and the motion passed unanimously.

b. Eligibility, Selection, Enrollment, and Class Placement Policy and Procedure in Accordance with Head Start Program Performance Standard (HSPPS) 1302.12

Christy noted that no changes were made to this policy, though an additional paragraph regarding family support with remote learning was inserted due to the COVID pandemic.

Mary Pat Penley made the motion to approve the Eligibility, Selection, Enrollment, and Class Placement Policy and Procedure. Paula Wright seconded and the motion passed unanimously.

c. Eligibility Determination Policy and Procedure, and Eligibility Determination Policy Agreement

Christy noted that the only change to this policy and agreement was an update of the policy name.

Daniel Pocha made the motion to approve the Eligibility Determination Policy and Procedure and Eligibility Determination Policy Agreement. Jim McCormick seconded and the motion passed unanimously.

d. Attendance Policy and Procedure

Christy explained that the process section of this policy was separated out by job description. No other changes were noted.

Mary Pat Penley made the motion to approve the Attendance Policy and Procedure. Paula Wright seconded and the motion passed unanimously.

e. Attendance Partnership Agreement

Several updates were made to this agreement, including adding the word "Partnership" to the title. Signature lines were added for the parent/guardian and staff member. Also, a paragraph from the policy was added in order to make the documents uniform.

Mark Young made the motion to approve the Attendance Partnership Agreement. Daniel Pocha seconded and the motion passed unanimously.

f. Attendance Plan

This plan remains the same, with the noted additions of signature lines for the parent/guardian, Teacher, and Family Advocate.

Daniel Pocha made the motion to approve the Attendance Plan. Jim McCormick seconded and the motion passed unanimously.

g. Attendance Letter

This letter remains the same, and is left at the home of Head Start families after two unexcused absences without contact.

Mary Pat Penley made the motion to approve the Attendance Letter. Paula Wright seconded and the motion passed unanimously.

Discussion of Open Meeting Memo – Lori Ladas

This discussion item will be added to the December Board meeting agenda.

Future Plans for Spirit of Service – Kathy Marks

Kathy provided an overview of the Spirit of Service program, which began as a joint venture with Anderson ZurMuehlen in 2000. Spirit of Service is a one-day service event where community partners join Rocky in a day of yard clean up, maintenance, and exterior painting for selected senior homes in the Helena area. Between 2016 and 2019, 211 houses have been included. Several of these houses have been visited multiple times. In 2019, approximately 500 volunteers worked on 51 homes. The Spirit of Service program lost around \$3,700 in FY18, and another \$14,000 in FY19, mainly due to an increase in staff time required. The program still maintains a positive cash balance at this time, but another loss would be problematic. Spirit of Service was cancelled in 2020 due to COVID, and it's likely it will be cancelled again in 2021. The Board was asked for their input on the future of Spirit of Service. The attention and visibility the program brings to Rocky was emphasized, but the financial impact of continuing the program was also noted. As the need for this service work remains, other ideas to serve clients in need of help with yard work are being considered, including assistance from Area IV's volunteer coordinator. Rocky's Weatherization program was also considered as a possible source for collaboration. Since the 2021 event appears unlikely to happen due to the COVID pandemic, Rocky will continue to consider the future viability of the project. As an original founding partner in the project, Anderson ZurMuehlen will be included in discussions about the future of the project as well.

Red Alder Update – Liz Mogstad

Liz reported that 20 of the first 37 apartments are now occupied, and applicants have been identified for the remaining 17 units that are ready. Rocky has 231 applicants for the 48 remaining units that will be completed in January. Applications are still being accepted. Most of the washers and dryers for the occupied units have been installed and mini-blinds should arrive the week of November 30. Playground installation will be the final step of the 9% project in the spring. Red Alder 4 remains on schedule. Mail and internet issues initially experienced by new tenants have since been resolved. Liz is hopeful an open house can be held in the spring.

Other Business

Mark Young asked for a status update on the prospective sale of the Jackson Street Center. Lori reported that there has been no change, and no additional conversation with the real estate agent regarding the property.

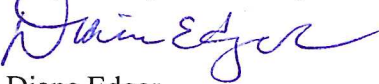
Mary Pat Penley offered to prepare a Board basket for the upcoming holidays. Anyone wishing to contribute can send donations directly to Mary Pat.

The Board was thanked for their support of Rocky's staff, specifically in ensuring Rocky maintains the good health insurance coverage it has.

Mark Young made the motion to adjourn the meeting. Daniel Pocha seconded.

The meeting was adjourned at 5:04 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by Rocky Board of Directors 12/17/2020
via Zoom meeting. (DE)

