

**Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
March 26, 2020, 3:30 p.m.
Via Zoom Conference Call**

Members present: Dannai Clayborn, Bruce Day, Mike Delger, Trever Kirkland, Jerry Loendorf, Jim McCormick, Bob Mullen, Maria Pace, Mary Pat Penley, Lois Steinbeck, Mark Young

Members absent: Ashley Calhoun, Daniel Pocha, Paula Wright

Others present: Gale Anderson, Rod Applegate, Jonathan Ballew, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Joanna Halland, Taya Hovan, Chrisy Ireys, Lori Ladas, Jean Leischner, Kathy Marks, Liz Mogstad, Ashley Peña-Larsen, Becky Weninger

The meeting was called to order at 3:30 p.m. Trever Kirkland asked for any public comment and none was given. Roll call was taken and a quorum was present.

Approval of Minutes

Dannai Clayborn made the motion to approve the February 27, 2020 Board of Directors' Minutes and the January 23, 2020 Finance Committee Minutes. Bob Mullen seconded and the motion passed unanimously.

Committee Reports

a. Jackson Street Center Committee

Lori reported that no changes had occurred since the last committee meeting. Eric Gilmore with Helena Valley Addiction Services continues to express interest in the property and, if the Board agrees to list the property, he will work with whichever realtor is selected for the listing. The Executive Listing option, which would reduce the realtor's commission to a smaller negotiated amount, has been explained to Eric. The property would be listed at market value and a commission amount of 2-3% was discussed. Lori mentioned that Eric Gilmore had asked if Rocky would be interested in renting office space back if he purchased the property, and also that he wants to keep the Drop-In Center and supplement it with his practice. The Board suggested that retaining the Drop-In Center could be part of negotiations.

Jerry Loendorf made the motion to authorize the committee to list the Jackson Street Center property with a real estate broker and use the appraisal price as a starting price, sticking with a 2-2 ½% commission on an Executive Listing, and allowing closing costs to be negotiated by the committee. Bob Mullen seconded and the motion passed unanimously.

Jerry Loendorf made the motion to instruct the committee to consider the future use of the building by the buyer in negotiations, and to attempt to have the buyer utilize the building for the Drop-In Center. Bob Mullen seconded and the motion passed unanimously.

Lois Steinbeck made the motion to approve the March 4, 2020 Jackson Street Center Committee Minutes. Dannai Clayborn seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Report

Mark Young reported that the Policy Council met earlier today. They decided to postpone their raffle fundraiser in light of the COVID-19 situation. Some funds are available to supplement activities due to last year's fundraiser and the trivia night hosted with Rotary earlier this year. Policies approved by the Policy Council will be addressed later in the meeting for Board approval.

b. Director's Program and Budget Report

Ashley Peña-Larsen reported that she did not include a written report in this month's Board packet, as things have been changing rapidly within Head Start. The program is closed until at least April 10, and may possibly remain closed through the end of the school year. Staff are working remotely and also using time to complete some training. Buildings are also being disinfected. Commodity boxes and food packs are being prepared for families every week, and being delivered to families' doors if needed. Next week is spring break. Head Start will begin virtual lessons for preschool on April 6, posting items via Facebook and their YouTube channel. Ashley reported that she will likely need Board approval, possibly through an Executive Committee meeting, to approve carryover funds for Training and Technical Assistance, which were previously allocated for a conference that has been cancelled. Ashley noted that the stimulus package recently approved includes \$750 million for Head Start staffing and operational costs, along with the potential for summer learning options. Head Start will continue to follow the local school district guidance in regards to closure. The Head Start budget has been affected by the closure, as more funds are available to spend. The program will spend \$70,000 for technology upgrades, replacing computers and iPads as needed. Regarding the Montana Preschool Development Grant budget, Ashley noted that the "available to spend" amount listed as \$8,000 is down to around \$700 and it will be spent out as receipts come in. This will complete the grant and it will be closed out by June.

Bob Mullen made the motion to approve the Head Start Director's Report and Budget. Lois Steinbeck seconded and the motion passed unanimously.

c. Head Start COLA and Quality Improvement Grant

Ashley reported that the grant includes two parts. The first is a COLA increase of 2% attached to the base rate for all Head Start employees, effective May 1, which would total \$51,666. Indirect costs associated with that increase would total \$5,944. The remaining funds would go toward personnel costs, including increases in health insurance premiums, and to support additional Family Service personnel time. The second part of the grant is for Quality Improvement. This totals \$57,190, which will be used for salary and fringe benefits for an additional Behavior Support Specialist position. Ashley reported that sufficient in-kind is available at this time.

Mark Young made the motion to approve the Head Start COLA and Quality Improvement Grant. Lois Steinbeck seconded and the motion passed unanimously.

Personnel Manual Updates

Gale Anderson reported that the Policy Council approved the recommended changes to the Personnel Manual at their meeting earlier today. Gale referred to the handouts provided regarding the suggested amendments. The recommended changes are being suggested in response to the recent COVID-19 outbreak. The first item is in relation to Section 1.5, Amendments. The recommendation is not to change any specific wording in the amendment, but to make the effective date of the additional amendments March 16, 2020, in alignment with school closures and other changes affecting Rocky employees, rather than the typical 30 days after approval. The second change is to Section 6: Leave, removing the maximum time of Administrative Leave of two working days, and adding a sentence to allow for telework options.

The third change is the addition of new Section 7.21, Telecommuting Policy. The changes also included the update from "RMDC" to "Rocky" throughout the affected sections. Discussion followed about the need for additional wording in the "Amendments" section to allow for a change of date as recommended. The Board suggested adding wording in Section 1.5 Amendments, to allow the Board to authorize an earlier effective date for amendments, if needed.

**Lois Steinbeck moved to approve the amendments to the Personnel Manual as presented.
Bob Mullen seconded and the motion passed unanimously.**

Chopped Review

Kathy Marks first recommended that the Board members visit the Board portal on the website to see the video created by Tommy Driscoll highlighting the Chopped event. Gross revenue for the event was \$21,946.77. Ticket sales surpassed the goal of 100, with 185 tickets sold. Andy Cottrell provided great entertainment throughout the event and kept the evening fun. There were a few glitches with technology, mainly due to the wireless connections in the building. Improvements needed for next year include changes to the check in process, as it was too time consuming. Several individuals commented on the need to provide recycling options at the event. More volunteers would also improve the event, especially in the kitchen and pantry area along with clearing tables during the event. Additional volunteers would also reduce the amount of staff time needed and as a result, increase revenue for the event. A better stocked bar and additional food will be considered next year, along with a larger venue to better accommodate the crowd. The expected final revenue after expenses is between \$5,000 and \$8,000. Rocky's previous fundraiser, Bingo Bash, netted \$346 after expenses.

Director's Report

Lori reported that Rocky staff had a great time putting together the Chopped event, and commended Andy Cottrell's efforts and continued support for the organization. She then spoke about Rocky's efforts to navigate the changes required due to the Coronavirus situation. The management team has been receiving lots of e-mails from partners and reviewing updated guidance as it is received. Rocky's meal program is classified as an essential service during this time, along with senior services. At this time, some staff is working remotely from home while others are coming into the office daily.

Lori then provided a status update for each program at Rocky. In Affordable Housing, Eagles Manor has suspended congregate meals and is instead delivering meals to individual apartments. Other properties are discouraging any gatherings of tenants. Homebuyer Education classes are postponed at this time. Ashley provided an update on Head Start earlier in the meeting, and Lori added that Head Start funding will remain as normal and staff should continue to be paid without any adjustment. After receiving a notice from the Lewis & Clark Public Health Department with requirements that would be difficult to follow, Rocky Mountain Preschool Center decided to close until next week, with consideration of re-opening the following week only for children whose parents work in essential services. If the Preschool remains closed, staff will likely be temporarily laid off. Energy Services staff are working remotely, and the Weatherization program is currently suspended. Grant funds are available to pay staff. The Area IV Agency on Aging Program has some staff that are working remotely and others working at the office, serving clients through telephone check-ins. Lori commended the program on being creative in the addition of new services as needed.

The Senior Nutrition and Transportation Program stopped their bus service in alignment with the closure of the Daily Dinner Club. This resulted in the temporary layoff of two bus drivers, who will be eligible for unemployment benefits. The Meals on Wheels program continues to operate, and the closure of the Daily Dinner Club led to a few additional clients on the routes in Helena. Program staff plan to begin welfare checks with clients via telephone. Senior Corps volunteers are not working at this time. Approval has been received to continue paying the stipend to volunteers through March 30, and that may be

renewed. Staff salaries are being paid by the grant. In follow-up from previous discussion, Lori reported that right-sizing the programs will not be allowable for the next year. The Facilities staff has laid off one staff member thus far, and anticipates another will be laid off as well due to reduced use of the buildings. Lois Steinbeck commended Rocky's staff and management for their efforts in these uncertain times.

In other business, Lori reported that Rocky has been approved for a VISTA volunteer, as discussed at the last Board meeting. Spirit of Service has been postponed for this year, as volunteers would not be able to visit client homes at this time. Several people have reached out to Rocky offering to volunteer where needed, and approximately \$1,300 in donations have been received in the past weeks. These funds will be used for items such as food boxes and microwaves to reheat meals as part of crisis relief. A question was asked about resources available to staff who are laid off as a result of the Coronavirus situation. Lori confirmed they are given direction about accessing available resources, and that management continues to explore the most appropriate options for laid off staff, which could include unemployment benefits or extended FMLA leave. Each program handles funding differently, which means staff from each program are addressed individually.

Finance Report Update

Chrisy Irey reported that the Finance Committee did not meet this month. The County Mill discussion planned for their meeting will be addressed at a later date. Chrisy noted that fiscal staff have been working to figure out the financial status of each program. Cash balance is \$514,804, and Accounts Payable balance is \$56,863. Both amounts are current. Chrisy reported that the cash balance is being monitored closely and evaluated across programs regularly for changes. For example, if staff uses certain kinds of leave time, there will be an impact to cash totals. Chrisy reminded the Board that Rocky has a \$300,000 line of credit available through Valley Bank if needed, though there are no immediate plans to access those funds. Chrisy mentioned that changes to programs throughout Rocky could impact the funding of the IDC pool as well, which includes funding to pay for Admin, Human Resources, Fiscal, and Administrative Support positions. If programs are not spending at their regular levels, IDC will be impacted. The Board asked if Rocky would like additional support from the Finance Committee or Executive Committee during this time. Following discussion, it was decided that the Executive Committee would be the logical choice as they can make decisions on behalf of the Board when needed. An Executive Committee meeting will be set up when needed.

Lois Steinbeck made the motion to adjourn the meeting. Jim McCormick seconded.

The meeting adjourned at 5:04 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by Rocky Board of Directors on April 30, 2020
via Zoom.

