

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
March 29, 2018**

Members present include: Daniel Pocha, Mark Young, Lois Steinbeck, Maria Pace, Bob Mullen, Jerome Loendorf, Mike Delger, Bruce Day, Rebecca Blend

Members absent include: Angel Kramer, Trever Kirkland, Debbie Havens, Susan Geise

Guests: Lori Ladas, Jacque Smith, Ashley Peña-Larson, Liz Mogstad, Kathy Marks, Chrisy Irey, Taya Hovan, Rod Applegate, Gale Anderson, Diane Edgar

Call to Order/Roll Call: Daniel Pocha called the meeting to order at 3:38 p.m.

Approval of Minutes

Lois Steinbeck made the motion to approve the February 22, 2018 Board of Directors' minutes and the November 30, 2017 Finance Committee minutes. Mark Young seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reminded the Board members that any outstanding Board surveys need to be turned in as soon as possible, prior to monitoring next week. She mentioned some recent issues faced by the Senior Nutrition team, including that the Kitchen Manager and Lead Cook were both out on medical leave at the same time, a number of temporary employees have been helping in the kitchen, the commodities van and senior transportation busses have needed repairs, and the Augusta Senior Center suffered roof leaks. Linda Nolan, Senior Corps Program Director, will be retiring this spring and her last day will be May 31. A retirement party date will be announced and Board members are invited to attend. Board members are also invited to attend All Staff Day, which will be held at St. Peter's Hospital on April 27. Please contact Gale Anderson if you plan on attending. The Head Start Valley Center work is completed, and the transformation is amazing. An open house will be planned for June.

Finance Report Update – Chrisy Irey

a. General Update

The cash balance is \$539,755, and the AP balance is \$30,330. Both amounts are current. Chrisy reported that the Finance Committee met prior to the Board meeting, and that Crystal Ball FY2018 projection was a main topic of discussion. The part-time Budget Analyst position posting did not result in a hire, so the position has been re-posted and interviews will follow soon.

b. FY18 Budget Projection

Chrisy referenced the two budget spreadsheets included in the Board packet this month. The Fiscal Year 2018 Projection spreadsheet was used throughout the discussion. Chrisy explained that the Budget Analysts based their projections on actual numbers from January and February, and that the budget is not consolidated but just for Rocky itself.

The layout of the spreadsheet was briefly explained; the top section reflects program-specific, non-discretionary funding sources, while the next section below reflects additional funding sources such as County Mill (for senior programs) and CSBG funding (for low income programs). Some specific totals from the Projected Fiscal Year End row of the spreadsheet were discussed. The \$16,895 total in IDC is actually a transfer from Affordable Housing to cover prior year deficits. Jackson Street shows a deficit of \$16,576, which reflects unexpected building maintenance costs. The \$20,905 in the "General/Other" column is from a State Fund dividend. Under Affordable Housing, Townsend Homestead Manor shows a deficit of \$15,483 caused by a damaged unit needing repair and the vacancy of that unit. The Preschool shows a

profit of \$5,560 for the year. LIEAP and Weatherization shows a profit of \$20,047, which includes Energy Share funds which are restricted to Weatherization use. The consolidated kitchen shows a loss of \$47,166, but the cash balance for the year is still positive for that program.

Chrisy then directed attention to the very bottom of the spreadsheet, which shows projected ending cash balances for all programs, both before and net of compensated absences. The programs total ending cash balance net of compensated absences is \$148,673, which is the total of all positive and negative totals for the programs listed individually to the right on the spreadsheet. Chrisy noted two larger debts in the ending balances row; the loss under the "General/Other" column is due to a loan to Eagle Rock Inc., which is being paid back over several years, and the other is the debt accumulated previously by Rocky Mountain Preschool, which currently totals \$173,188. It was noted during this meeting, as well as during the Finance Committee meeting, that the \$169,525 of anticipated County Mill carryover currently included as "Unrestricted-Cash On hand" is not truly unrestricted. County Mill funds are restricted to senior programs. In future projections, Chrisy will include as "Restricted – Cash On Hand."

The Board expressed appreciation to Chrisy and the fiscal staff for their efforts in putting together the budget projections.

Committee Reports

1. Committee Reports

a. Personnel Committee Report– Daniel Pocha

Daniel reported that the Personnel Committee met on March 13. The committee worked on the Executive Director's evaluation form, and Daniel noted that the Board evaluation form was changed from last year to apply more to Board interactions rather than staff interactions with the Executive Director. The goal is to have the evaluations submitted and scored prior to the next Board meeting; there will be a closed session to finalize the results next month.

i. Approval of March 13, 2018 Personnel Committee Minutes*

Bob Mullen made the motion to approve the March 13, 2018 Personnel Committee Minutes. Maria Pace seconded and the motion passed unanimously.

ii. Approval of Personnel Manual* – Gale Anderson

Gale referenced the draft copy of the Personnel Manual in the Board packets, along with two handouts presented at the meeting with minor edits to be added. She noted that it has been 14 years since the last Personnel Manual was presented to the Board. This updated version began with a copy of the Butte HRDC Personnel Manual, designed by Personnel Plus; a staff committee originally met to make revisions. The manual has since been reviewed by Program Directors and the Personnel Committee, and was approved by the Head Start Policy Council last week. If approved today by the Board, the manual will be presented to staff at All Staff Day in late April. Gale noted some of the additional edits, including wording updated in the Family and Medical Leave Act section and a proposed different date for the sick leave to vacation leave conversion option for this year only, due to the timing of the manual approval.

Mark Young made the motion to approve the Personnel Manual draft with all proposed edits, along with the proposed change to the date for the sick leave to vacation leave conversion option this year. Lois Steinbeck seconded and the motion passed unanimously.

Approve United Way Grants – Chrisy Irely and Kathy Marks

Kathy began by explaining that while RMDC programs including Retired Senior Volunteer Program (RSVP), Meals on Wheels, and Head Start have benefitted from United Way grants in the past, there will be a new grant process beginning next year. Every project next year must be collaborative, combined with another non-profit, and also next year the funding will be paid out with only money that is currently in the bank, not including pledged dollars. More information about collaboration will follow before next year's application process.

This year, four applications will be submitted by RMDC to United Way: Meals on Wheels for \$25,000; RSVP for \$12,000; Head Start for \$12,000; and a new agency application for Rocky Mountain Development Council. United Way is requiring that a Board-approved financial statement be included with the applications this year; Chrisy asked for approval from the Board to use the Crystal Ball projection for submission with the United Way grants.

Bruce Day made the motion to approve the proposed United Way grants and the use of the Crystal Ball as the required financial statement. Bob Mullen seconded. Daniel Pocha abstained from the vote, as he is also a member of the United Way Board of Directors. The motion passed.

Head Start Update

a. Policy Council Report – Mark Young

Mark reported that Policy Council met last week and approved the Personnel Manual, along with a new Teacher at Ray Bjork and a new Intermittent/Substitute. The Policy Council is currently working on finalizing their fundraising plans.

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

Ashley reported that since the last meeting, she attended a week-long mentorship program at UCLA, and had her first mentorship call yesterday. The Helena Housing Authority Head Start site is working toward STAR 4 designation. The United Way grant will be submitted soon, along with renewal of the MPDG grant. The Valley Center renovations are completed, and the outdoor space is in progress. Class scores have been received from the State. Ashley met with Helena Public Schools about the Montana Comprehensive Literacy Grant, and will be meeting with the Boulder Public Schools to discuss that same grant soon. The budget shows a monthly amount available to spend of \$187,238.76. Ashley noted that any income that comes in after the grant budget was approved does not show up in this total, but expenses still do. The sheet will need to be updated since the amount to spend each month is actually higher, due to the missing income. The MPDG grant budget is looking good, and should be spent down by September.

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


Housing Project Update – Liz Mogstad

Liz presented an update on the housing tax credit project. She sent the agreement with GL Development to an attorney for review and nothing of concern was noted. She met with an expert on the 4%/9% tax credit deals for three hours and received a good explanation of the funding details and how it would work. Lots have been visited in the Anderson Business division, and there is also some space on Henderson Avenue, near the intersection of Brady and Henderson, that will be visited as well. It has been on the market for a while and the price per foot would be better there. Liz plans to present an offer on one of the lots to the Board for approval next month.

Lois Steinbeck made the motion to adjourn the meeting. Mark Young seconded.

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

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III

Lois Steinbeck

Lois Steinbeck

Secretary/Treasurer

4/26/18

Date