

**Rocky Mountain Development Council, Inc.**  
**Board of Directors' Meeting**  
**February 29, 2024, 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, Teri Lilletvedt, Jerry Loendorf, Bob Mullen, Daniel Pocha, Niki Redford, Eric Schindler

**Members absent:** Erin Lyndes, Lindsey Richtmyer

**Others present:** Sarah Adydan, Rod Applegate, Hayden Behm, Laura Craft, Mindy Diehl, Diane Edgar, Steven Ferriter, Joanna Halland, Jaymie Hazel, Annette Hill, Taya Hovan, Lori Ladas, Samara Lynde, Kathy Marks, Liz Mogstad, Angela Nelmark, Tom Robel

**Call to Order/Roll Call:** The meeting was called to order by Trever Kirkland at 3:35 p.m. and a quorum was present. No public comment was received.

**Approval of Minutes**

**Daniel Pocha made the motion to approve the January 25, 2024, Board of Directors' meeting minutes and the November 30, 2023, Finance Committee meeting minutes. Bruce Day seconded, and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori provided an update on the sale of the Jackson Street Center, where Rocky's Energy Services program is housed. The building has been sold, and the new owner has verbally indicated that Rocky can continue to use the office space as long as desired. Lori also spoke about Strategic Planning, and in conversation with Jerry Loendorf, the decision has been made to form an ad hoc Board committee for Strategic Planning discussions, which would mean the meetings would be publicly noticed and attendees would be declared.

**FY23 Rocky Audit and Financial Report – Laura Craft, Sarah Adydan, Annette Hill, Pinion**

Annette Hill from Pinion reported that she and her colleagues met with the Finance Committee for an in-depth review of the financial statements this afternoon. Pinion offered a clean, unmodified opinion on the financial statements. There were no findings, no significant deficiencies, and no issues encountered with Rocky staff throughout the audit process. Annette thanked Lori and the fiscal team for their cooperation, and Lori reciprocated with her appreciation for the work of the Pinion staff. The Finance Committee recommended approval of the audit report, based on their discussion earlier today.

**Susan Geise made the motion to approve the FY23 Rocky Audit and Financial Report. Eric Schindler seconded, and the motion passed unanimously.**

**General Fiscal Update – Lori Ladas**

Cash balance is \$2,604,840, and the accounts payable balance is \$67,671.18, which is current. Lori mentioned that the money market account that holds Rocky's unrestricted funding from the sale of the Jackson Street Center and Red Alder developer fees has earned over \$23,000 since it was opened.

Property audits and tax returns are in progress. Lori thanked the fiscal staff again for all their work on the Rocky audit and taking on additional tasks while the Finance Director position has been vacant.

#### **Executive Committee Update**

Lori reported that the committee met to discuss the outsourcing agreement for fiscal services and asked for any questions regarding the minutes included in Board packets.

**Jerry Loendorf made the motion to approve the February 8, 2024, Executive Committee minutes. Andy Hunthausen seconded, and the motion passed unanimously.**

#### **Approval of Wipfli Outsourcing Engagement Letter for Fiscal Services – Lori Ladas**

Lori presented the engagement letter provided for fiscal services by Wipfli. The letter was received just yesterday and did not reflect discussions Lori held with Wipfli staff regarding Rocky's fiscal needs; many items listed in their scope of work are things Rocky fiscal staff already does. The board discussed the agreement as presented and some expressed concern about whether Wipfli is prepared to provide services to an organization as complex as Rocky, and if they truly understand what services Rocky needs. Discussion continued and the board agreed that the cost of onboarding would be a worthwhile financial investment and would allow Wipfli the opportunity to understand the needs of the organization. Once the onboarding process is complete, Rocky could choose to continue with Wipfli services, or choose to terminate services with 30 days' notice.

**Susan Geise made the motion to offer WIPFLI the cost of onboarding, with continuation of fiscal service outsourcing subject to the results of the onboarding process. Eric Schindler seconded, and the motion passed unanimously.**

#### **Head Start Policy Council Update – Niki Redford**

Niki reported that the Policy Council met and had a quorum. They discussed and approved the items that will be presented to the Board today.

#### **Head Start Director's Program Report– Lori Ladas**

Lori provided a Head Start update in Ashley Peña-Larsen's absence. She asked for any questions on the written report provided in packets. Lori noted that with vacancy savings, the budget is looking good, and an amendment will be presented to explain their plans to spend the excess funds.

**Andy Hunthausen made the motion to approve the Head Start Director's Report and Budget. Daniel Pocha seconded, and the motion passed unanimously.**

#### **Head Start Budget Amendment/Non-Federal Share Waiver 2023-2024 – Lori Ladas**

Lori presented a letter to the Board from Ashley, outlining the Head Start program's request for approval of a Non-Federal Share Waiver and Budget Amendment. The Non-Federal share waiver is requested for the 2023-2024 program grant. Rocky Head Start's total estimated non-federal share amounted to \$437,697, a shortfall as total in-kind obligations are \$706,241. Head Start seeks approval of a waiver request to the Office of Head Start for \$290,000 of the non-federal share requirement. Along with the request, Ashley provided a draft of their implementation plan for a new in-kind policy, which will be reviewed at a future meeting. Ashley also provided a request for a budget amendment to reallocate funds from Head Start's 2023-2024 grant from personnel and fringe benefits to renovations. Projected renovation plans include asphalt repairs at the Valley Center at a cost of \$48,100, and a

project to add office space to the Townsend Head Start location at an estimated cost of between \$30,000-\$40,000.

**Susan Geise made the motion to approve the Head Start budget amendment and non-federal share waiver as presented. Andy Hunthausen seconded, and the motion passed unanimously.**

#### **Executive Director's Performance Appraisal – Joanna Halland**

Joanna spoke about Lori's performance appraisal, which is due by the end of April. She asked the Personnel Committee members, including Jerry Loendorf, Dannai Clayborn, Jen Gursky, Niki Redford, and Susan Geise, to watch for a Doodle poll next week to determine an initial meeting date, when the committee will review and approve the appraisal tool. The tool will be sent to all Board members and Program Directors to gather input. The committee will then meet again to discuss the appraisal results, and then will meet with Lori to review goals for the upcoming year. The appraisal will be presented to the full Board at the April meeting. Joanna encouraged participation from all Board members and reminded them that a "not observed" option can be marked for any appraisal question without any negative reflection on Lori's appraisal score.

#### **Affordable Housing Program Presentation – Liz Mogstad**

Liz provided an overview of the Rocky Affordable Housing program. Rocky housing includes 382 apartments: 312 in Helena, 36 in Boulder, 26 in Townsend, and 8 in Augusta. Liz explained the various sources of funding typically used for Rocky housing projects. The majority of Rocky's projects were funded through the Low-Income Housing Tax Credit Program, though some have used funds through HUD Section 8, the HOME Program, the Housing Trust Fund Program, and USDA Rural Development. Liz then gave a brief description of each of the Rocky housing properties, and Rocky's role with each entity, beginning with the Helena locations. Eagle Rock Residences, often referred to as Penkay, includes 41 studio apartments and 25 one-bedroom apartments. Residents are required to participate in a mandatory meals program, at a cost of \$175 per month for one meal per day. Eagle Manor II Residences is mostly one-bedroom apartments, with just 5 studios, and the meals program is also mandatory. One unique thing about this location is that four of the one-bedroom apartments are market-rate. The investor for this property is due to exit at the end of 2024. Eagle Manor III Residences is comprised of 30 one-bedroom apartments, and the meals program is offered but optional. Helena's north side locations include Ptarmigan Residences, Pheasant Glen Residences, and River Rock Residences. Ptarmigan and Pheasant Glen offer one-bedroom apartments, all of which are subject to tax credit compliance, and are open to all ages. River Rock includes both one- and two-bedroom apartments and is restricted to ages 62 and above. Rocky's most recent housing project is Red Alder, which includes 85 apartments and is open to all ages. Liz then discussed Rocky's housing properties outside of Helena. Big Boulder includes 36 apartments, 35 of which have rental assistance, with tenants paying 30% of their gross income toward rent. Rocky has two housing projects in Townsend, Homestead Manor and Townsend Housing. Rocky is the direct owner of Homestead Manor, which is restricted to those aged 62 and older or individuals with disabilities. Townsend Housing is a USDA Rural Development project with 16 one-bedroom apartments. Rocky Mountain Front Properties is located in Augusta and offers eight one-bedroom apartments available to all ages. It is also a USDA Rural Development project. Rocky provides on-site management for each property and the properties pay Rocky for the management and in-house accounting services.

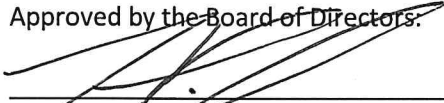
The meeting was adjourned at 4:54 p.m.

Respectfully Submitted,



Diane Edgar  
Executive Assistant

Approved by the Board of Directors:

  
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Eric Schindler, Secretary/Treasurer

3/28/24  
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Date