

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
February 23, 2023, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Susan Geise, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Daniel Pocha, Paula Stephenson

Members absent: Bruce Day, Jen Gursky, Bob Mullen, Lindsey Richtmyer, Amanda Robinson, Eric Schindler

Others present: Joan Anderson, Rod Applegate, Mindy Diehl, Diane Edgar, Steven Ferriter, Taya Hovan, Lori Ladas, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Ashley Peña-Larsen, Tom Robel

Call to Order/Roll Call: The meeting was called to order at 3:30 p.m. and a quorum was present. Lori introduced Tom Robel, Rocky's new Weatherization Program Director.

Approval of Minutes

Daniel Pocha made the motion to approve the January 19, 2023, Board of Directors' meeting minutes. Jerry Loendorf seconded, and the motion passed unanimously.

Director's Report – Lori Ladas

Lori welcomed Joan Anderson back to the role of Finance Director at Rocky. The Finance Committee did not meet today, as fiscal staff have been busy finishing the Rocky audit which will be presented to the Board at the March meeting. Kathy Marks provided an update on *Rocky Presents Chopped 2*. The event has raised \$13,050 in cash sponsorships, along with \$4,275 in in-kind donations. Local grocery stores have contributed another \$740 for basket and pantry items. So far, 109 tickets have been sold, with a goal of selling between 125 to 130 tickets. The ticket price was raised to \$50 this year, and the increase has not impacted sales. Kathy noted that event volunteers Kitty Brown, Gale Anderson, and Penny Martin have been working on collecting silent auction items. Lori mentioned the CDBG planning grant awarded to the City of Helena, for a preliminary architectural review of the Neighborhood Center building. The City is procuring a consultant for the project, and the funding needs to be spent by July of 2024.

Finance Report – Joan Anderson

Joan reported that the cash balance is \$2,261,394. The cash total includes \$927,000 in unrestricted funding from developer fee and the sale of the Jackson Street building. The accounts payable balance is \$40,073.90, which is current. Fiscal staff have been working on finishing the Rocky audit, along with completing the 12 housing property audits that are in progress.

Executive Committee Report – Lori Ladas

Lori reported that the Executive Committee met in early February to appoint Joan Anderson as Rocky's Finance Director and to approve two resolutions, one to remove Frank Cornwell's name from Rocky's bank accounts and the other to add Joan Anderson as an approved signer to those accounts.

Jerry Loendorf approved the February 2, 2023, Executive Committee minutes. Daniel Pocha seconded, and the motion passed unanimously.

Head Start Policy Council Update – Ashley Peña-Larsen

Ashley reported that the Policy Council met earlier today, and a quorum was present for their meeting. In addition to items that will also be discussed by the Board, Policy Council discussed fundraising and communication with Head Start families, trying to encourage more engagement with the program.

Head Start Director's Program Report and Budget – Ashley Peña-Larsen

Ashley spoke about the decision to close one Head Start classroom at the Neighborhood Center, effective February 27. Staff burnout was becoming an issue and this change allows all classrooms to be fully staffed. Ten regularly attending families were impacted by this change. Five children were placed in other Head Start classrooms, and the other five families were only minimally impacted by the closure. Head Start received notice of a 5.6% COLA increase, and a COLA grant budget with formal numbers will be presented to the Board in March. A contractor has been finalized for repairs to the Helena Housing Authority classroom, and that work is expected to begin on April 3. That same week, Head Start's Focus Area 2 Federal Review is scheduled. This review may include a request for Board member input. The budget amendment previously approved by the Board to purchase two vehicles and install a sprinkler system was approved by the regional office. Due to delays, the sprinkler installation may require a carryover amendment later this spring. Vacancy savings continue to help the Head Start budget.

Susan Geise made the motion to approve the Head Start Director's Program and Budget Report. Kate Anderson seconded, and the motion passed unanimously.

COVID Mitigation Policy and Procedure – Ashley Peña-Larsen

Ashley noted the information memorandum received from the Office of Head Start, and the requirement for Head Start to have a policy regarding COVID mitigation. The decision was made to include this information in an already-existing policy that addresses how the program deals with illness. COVID is specifically mentioned in the title of the policy as required, and the policy was edited to include both children and staff involved in the program. Additional text was added to indicate that Rocky Head Start will remain in communication with local health departments in regard to any COVID-related changes, as well as adhering to additional childcare licensing and Head Start recommendations.

Daniel Pocha made the motion to approve the COVID Mitigation Policy and Procedure. Paula Stephenson seconded, and the motion passed unanimously.

2022-2023 Non-Federal Share Waiver – Ashley Peña-Larsen

Ashley reported that the Head Start grant requires a 20% program in-kind match. For Rocky's program, that totals close to \$700,000. Currently, the program would need an additional \$220,000 to reach that requirement, so the program would like approval to request a \$220,000 Non-Federal Share Waiver from the Office of Head Start. This request is smaller than the waiver request made last year. Ashley noted that the Rocky Head Start program has only needed to make this waiver request twice in the history of the program, and almost every program in the state needs to make a similar request this year. Lower enrollment and limited access to the program during the COVID pandemic were cited as reasons for the decline in in-kind match. Ashley should know by the end of March if the waiver request is approved.

Susan Geise made the motion to approve the \$220,000 request for a Non-Federal Share Waiver from the Office of Head Start. Andy Hunthausen seconded, and the motion passed unanimously.

Executive Director Performance Appraisal – Lori Ladas

Lori provided initial information about the Executive Director performance appraisal process. The Personnel Committee works with Human Resource Director Joanna Halland throughout the review process. The committee first meets to review the evaluation forms, and then forms are sent to Program Directors and Board members for completion. Joanna tabulates results as they are submitted, and then the committee meets again in a closed session to review the results. The committee meets with Lori to discuss the appraisal results, and then the results are presented to the full Board in a closed session at the end of the April Board meeting, along with any recommendations related to pay or benefits. Jerry Loendorf suggested that Lori review her job description prior to the appraisal process, and that the job description be provided to the Personnel Committee for review as well. Personnel Committee members include Amanda Robinson, Bruce Day, Dannai Clayborn, Jerry Loendorf, and Susan Geise.

Jerry Loendorf made the motion to adjourn the meeting. Daniel Pocha seconded.

The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:


Eric Schindler, Secretary/Treasurer

3/30/23
Date

