

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
March 25, 2021, 3:30 p.m.
via Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Bruce Day, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Mary Pat Penley, Daniel Pocha, Eric Schindler, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Mike Delger

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Sam Hall, Joanna Halland, Jaymie Hazel, Taya Hovan, Chrisy Irey, Lori Ladas, Samantha Lyon, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Ashley Peña-Larsen, Rebecca Wilson

The meeting was called to order at 3:31 p.m. and a quorum was present.

Head Start Update

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

Ashley reported that there would be no Policy Council update today as there was no quorum for their meeting today. She referenced her written report and budget and asked if there were any questions; none were provided. Ashley noted that the Whitehall site is now fully enrolled in-person. She also mentioned Head Start's plan to amend their budget, which will be discussed in detail later in the meeting.

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

Ashley introduced Rebecca Wilson, Regional Specialist from Head Start. Rebecca is completing Rocky's virtual site visit and attended the Board meeting to learn about the Board's involvement with the Head Start program. Site visits are conducted annually. Rebecca spoke about Head Start's 1.22% COLA, which is an increase to the current base salary amount. A second round of COVID funding is expected for Head Start, at a rate of \$290 per funded enrollment. A third round is anticipated, but no timeline is yet established. Rebecca also discussed the partnership between pharmacies and Head Start, and that the Biden administration has made COVID vaccinations for Head Start and all child care employees a priority. She asked Rocky to submit any creative stories of how COVID funds have been spent or innovative solutions to continuing in-person classes during the pandemic. A question was asked about the status of IEPs in the program, and Ashley addressed the challenges of completing those needed evaluations during COVID. The program plans to complete all of them by year-end, with an emphasis on having services in place for all children transitioning to kindergarten in the fall. The Head Start staff was commended on their great work assisting the children in their classrooms and for the phenomenal program they operate at Rocky. Ashley mentioned that in discussions today, the idea of purchasing another facility for Head Start was a recurring topic, and may be pursued in the future if an appropriate location is determined.

b. 2020-2021 Grant Amendment – Ashley Peña-Larsen

Ashley referenced the amendment budget that was provided in advance of the meeting. She explained that the funds to be moved were vacancy savings from a supervisor position. The total savings of personnel, fringe, and indirect cost is \$50,000. Head Start would like to use those funds toward the mortgage at the Valley Center located at 1275 Fern Road in Helena.

Jerry Loendorf made the motion to approve 2020-2021 grant amendment as presented. Bob Mullen seconded and the motion passed unanimously.

Ashley noted that the COLA application for the 1.22% COLA will need to be approved prior to the next Board meeting, so the Executive Committee will likely be asked to meet and approve the application in April.

Approval of Minutes

Lois Steinbeck made the motion to approve the February 25, 2021 Board of Directors' meeting minutes and the January 21, 2021 Finance Committee minutes. Bruce Day seconded and the motion passed unanimously.

Committee Reports

a. Personnel Committee – Mark Young

Mark reported that the Personnel Committee met and discussed the Executive Director's Performance Appraisal process. The employment agreement was reviewed and the evaluation process will proceed as done last year. Mark also reminded Board members to return their Board evaluation forms to Gale Anderson as soon as possible if not already returned.

Bruce Day made the motion to approve the March 8, 2021 Personnel Committee minutes. Eric Schindler seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori asked if the Board had any questions after reading her report provided in Board packets. She discussed the transition to contracting with Entre for IT services. Rocky staff has been adjusting to longer wait times for technology fixes, in comparison to having a staff member on-site. Rocky will evaluate how the process is working with Entre in the next few weeks and Lori will continue to keep the Board updated. With the Neighborhood Center starting its phased re-opening, the Board inquired about the possibility of returning to in-person meetings. The size of the Card Room would make social distancing a challenge, and Lori mentioned that meetings would likely need to be held in the Daily Dinner Club to allow for appropriate distancing. Vaccination status of those who would need to attend was also mentioned as a factor in making a decision to re-start in-person meetings. The feasibility of a hybrid option was discussed. The group decided to continue with meeting via Zoom in April and to re-assess the status of COVID in the community at that time. An inquiry was made about Rocky's re-opening plan, which was recently approved by Lewis & Clark County Health Department. The tables in the Senior Center will be spaced appropriately, and a maximum of four individuals will be allowed per table. Plexiglass dividers will be available if desired. Two meal times will be offered and reservations will be required in advance. Attendance at each table will be tracked in case contact tracing is required. Meals will be served by staff and volunteers rather than offering a

buffet, and disposable dishes will be utilized. Rod Applegate is working with Jefferson and Broadwater counties to prepare for re-opening their centers for meals. Next Monday, the Neighborhood Center will offer limited activities. Wearing masks and maintaining appropriate social distance will be required for all who attend events at Rocky sites. A question was raised about the lack of applicants for several recent job postings, and whether compensation levels were part of the issue. Lori confirmed that a couple of recent job vacancies were re-posted at a higher pay rate and applications were submitted after the increase. Rocky's pay ranges compared to the market rate are being reviewed.

Finance Report Update – Chrisy Irely

a. Finance Committee Update

Chrisy reported that the Finance Committee met earlier today. Cash balance is \$1,117,491, and accounts payable is \$32,774. The cash balance is comparable to last month but slightly lower because today is payroll day and the timing of various grant draws. Chrisy shared the “What Makes Up Cash” document, showing a comparison of estimated totals for the months of March and February. Rocky is currently waiting on the third installment of developer fee from the Red Alder 4 project. Chrisy also explained the change in net program cash from last month to this month, with both the timing of payroll and grant draws noted as reasons for the difference between months. The long term cash deficits for the General Fund and Rocky Mountain Preschool Center swing this net program cash negative.

b. FY21 Budget Projection

Chrisy provided a review of the budget spreadsheet layout, and noted that the projections are based off actual numbers through January or February of 2021. She reminded the Board that FY21 was budgeted with the assumption that senior programs would re-open on July 1, 2020, which did not happen. The closure of programs such as Senior Transportation and Senior Space led to savings of County Mill funding. Carryover of County Mill to the next fiscal year is projected at \$419,957. This is due to program closures as well as Area IV meal pass-through funds. The Indirect Cost Pool is projected at a loss of \$52,141, due to overall reductions in program spending due to COVID. Funds from CSBG and fundraising will be transferred to cover this loss. Rocky Mountain Preschool Center shows a gain of \$35,385 due to their Paycheck Protection Program loan, which was received and will hopefully be forgiven. Total COVID funding received by Rocky was over \$2.5 million. Chrisy referenced page 5 of the narrative where all the sources of COVID income were noted by program. The county funding outlook was reviewed, and Chrisy reported that County Mill spending was less than the intake for the past two years due to COVID. County Mill carryover into FY24 is projected at \$175,880 at this time. Chrisy spoke about the developer fee received from the Red Alder project. One possible use for the developer fee is to apply it to the long-standing cash deficits currently attributed to General Fund and Preschool; if applied to these funds, the deficits would be reduced to a total of around \$30,000. The fourth installment of developer fee is expected by September 1, and the remaining developer fee is deferred and will be paid over the next 10 years.

c. Discussion and Approval of Paycheck Protection Program 2 (PPP2) Loan

Rocky received a Paycheck Protection Program (PPP) Loan during round one for Rocky Mountain Preschool Center, Jackson Street/Neighborhood Center, and the Weatherization program. Loan forgiveness applications have been submitted. A second round of PPP loans has been offered and Rocky looked at certain programs to determine if any of them qualify for this round. The programs reviewed were Rocky Mountain Preschool Center,

Weatherization, and the Indirect Cost Pool. To qualify, a program must show a 25% reduction of gross receipts for a comparative quarter between 2019 and 2020. Rocky Mountain Preschool Center showed a 35% loss in quarter 2, and the recommendation was made to apply for a PPP2 loan for the Preschool in the amount of \$59,042. Trever Kirkland noted that First Interstate Bank has stopped taking applications for the PPP2 loans in order to complete those already received by the deadline of March 31. An extension for these loans has been approved by the House and the Senate, and once signed by the President the applications will likely be accepted again.

Jerry Loendorf made the motion to approve the PPP2 loan application for Rocky Mountain Preschool Center, in the amount of \$59,042. Andy Hunthausen seconded and the motion passed unanimously.

Mark Young made the motion to adjourn the meeting. Andy Hunthausen seconded.

The meeting was adjourned at 4:40 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by Rocky Board of Directors via Zoom 4/29/21.

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