

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
September 30, 2021, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

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

Members absent: Bruce Day, Mike Delger

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Mindy Diehl, Diane Edgar, Sam Hall, Taya Hovan, Lori Ladas, Jean Leischner, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Kara Nelson, Ashley Peña-Larsen

The meeting was called to order at 3:43 p.m. and a quorum was present.

Approval of Minutes

Daniel Pocha made the motion to approve the August 26, 2021 Board of Directors' Meeting Minutes. Andy Hunthausen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that much of her time recently has been spent assisting finance staff, while the Finance Director position remains vacant. She thanked the Program Directors for their written program updates each month. Lori reminded the Board that Conflict of Interest and Confidentiality forms were included in Board packets this month, and that they should be returned to Diane Edgar when completed.

Finance Report Update – Lori Ladas

Cash balance today is \$685,565, and accounts payable is \$50,963. Lori noted that anticipated Area IV funding is late in arriving from the state, which is typical. An anticipated \$373,716 is expected in Area IV funds. Rocky has enough cash in the bank to cover Area IV costs until these funds are received. The finance staff is working on year-end and preparing for Rocky's audit, which will begin with an entrance conference next month. Field work for the audit will begin a little later than usual due to Rocky's current staff vacancies.

a. Discuss Potential Sale of Jackson Street Building

Lewis & Clark County Commissioner Andy Hunthausen left the meeting during this discussion, to avoid any potential conflict of interest. Lori referenced the information included in the Board packet, noting that Lewis & Clark County was proposing to make an offer that would deduct \$600,000 off of the appraised value of the building, to allow them funding to make repairs and update the building to their standards. Rocky would also be required to lease-back space in the building for 60 months, which means market rent rates would be charged; Rocky programs currently pay less than market rate for rent. The Finance Committee met earlier today and had a detailed discussion about the proposed offer, and while maintaining Rocky's good relationship with the county is extremely important, Rocky would also like to get a little more out of the building sale. The committee recommended meeting with the county to negotiate, asking \$900,000 for the building and that the remaining health insurance debt of \$71,846 be forgiven. The 60-month lease-back of offices by Rocky

would also be discussed. Jerry Loendorf recommended that Lori be given authority to engage a consultant during negotiations if needed. Trever Kirkland, Eric Schindler, and Daniel Pocha will join Lori in a meeting with Roger Baltz at Lewis & Clark County to negotiate further. If a formal offer is received, it will be brought forward to the Board for approval.

Personnel Committee Report – Gale Anderson

Daniel Pocha made the motion to approve the August 30, 2021 Personnel Committee minutes. Mark Young seconded and the motion passed unanimously.

Gale Anderson reminded the Board that the Personnel manual is required to be reviewed by legal counsel every five years. The Personnel Committee met and reviewed all significant edits to the document, and the draft presented in Board packets this month is recommended for approval by the committee. Head Start Policy Council also reviewed and approved the new manual earlier today. Gale referenced her memo included with the full manual and highlighted changes throughout, including those suggested by legal counsel, removing language regarding the Head Start Collective Bargaining Agreement, and changing RMDC to Rocky throughout the manual. She then presented and discussed all significant changes and asked for questions or feedback after each topic. One recommendation was made to change the term “Board Chair” to “Board President”. Gale thanked the committee for their willingness to review the document and ask relevant questions to create the finished product.

Jerry Loendorf made the motion to approve the Personnel Manual updates as presented. Eric Schindler seconded and the motion passed unanimously.

Annual Meeting Business – Trever Kirkland

a. Nomination and Appointment of Directors

Four current Rocky Board members have terms that expire in 2021: Paula Wright, Mary Pat Penley, Daniel Pocha, and Jerry Loendorf. All four have agreed to continue to serve on the Rocky Board of Directors.

Lois Steinbeck made the motion to approve the appointment of directors as presented. Daniel Pocha seconded and the motion passed unanimously.

b. Election of Officers for Board of Directors

The following slate of officers was nominated to serve the Rocky Board for the upcoming year: President, Trever Kirkland; Vice President, Andy Hunthausen; Secretary/Treasurer, Eric Schindler.

Lois Steinbeck made the motion to approve the proposed slate of officers for the upcoming year. Mark Young seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Update – Mark Young

Mark reported that with the start of the new school year, there has been good interest from Head Start parents in serving on the Policy Council. Elections will be held next month. Mark also mentioned that the Policy Council had reviewed and approved the Rocky Personnel Manual during their meeting.

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

Ashley referenced her written report and noted that although classrooms have had to close already this school year, it's not all due to the Covid pandemic. Influenza and other cold viruses have been impacting the program. Food packs and learning packs are provided for Head Start students who are affected by the closures. Head Start's reduction request was approved, so the program will now serve 208 children. Recruiting in Townsend has been a struggle recently. Head Start hopes to open the Ray Bjork classroom in November. All Rocky Head Start sites are now classified as STAR 5 facilities. Due to issues with transportation and the current Covid status in the community, Rocky Head Start will not attend the Pow-Wow this year, but instead will live stream the event to all their classrooms. Ashley will also forward the link to the staff at Rocky if anyone would like to watch. Ashley reported that the budget looks good. The program has vacancy savings from several positions that have recently been hired. There's also remaining Covid funds, and the program is making plans to spend that funding.

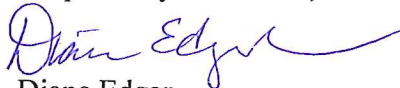
Mark Young made the motion to approve the Head Start Director's Program and Budget Report. Jerry Loendorf seconded and the motion passed unanimously.

Other Business

Due to technical difficulties during today's meeting, the AmeriCorps Seniors program presentation will be moved to another month.


The meeting moved into closed session at 4:48 p.m. to discuss a personnel matter.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:


Eric Schindler, Secretary/Treasurer

10/29/21
Date

