

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
December 17, 2020, 3:30 p.m.
via Zoom Conference Call

Members present: Dannai Clayborn, Bruce Day, Trever Kirkland, Jim McCormick, Bob Mullen, Mary Pat Penley, Daniel Pocha, Eric Schindler, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Kate Anderson, Mike Delger, Jerry Loendorf

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Jonathan Ballew, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Amber Dushin, Diane Edgar, Amanda Gilcher, Jaymie Hazel, Annette Hill, Taya Hovan, Chrisy Irely, Lori Ladas, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Christy Pedrazzi, Ashley Peña-Larsen, Becky Weninger

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

Approval of Minutes

Lois Steinbeck made the motion to approve the November 19, 2020 Board of Directors Meeting Minutes. Bob Mullen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori asked Kathy Marks to provide an update on year-end fundraising. Kathy reported that nearly \$6,000 had been received through to the year-end mailing, mostly unrestricted. Another \$3,000 was donated by the Leu Family Charitable Trust, and American Chemet donated \$3,000 for the Meals on Wheels program. Lori then spoke about the robotic pets purchased by Area IV Agency on Aging, which are being loaned out to seniors in an effort to combat social isolation during the pandemic. Links to news articles about the purchase were sent to Board members so they could learn more.

Finance Report Update – Chrisy Irely

Chrisy reported that the Finance Committee met earlier today, and the discussion included the Rocky audit and what makes up the cash balance total reported each month. Cash balance is \$1,246,125 and accounts payable is \$37,580. Chrisy noted that an invoice to Golden Eagle Construction is not reflected in the accounts payable balance, as it will be paid with a construction line of credit draw.

FY20 Rocky Audit and Financial Report – Amber Dushin and Annette Hill, Anderson ZurMuehlen

Chrisy introduced Amber Dushin, Annette Hill, and Amanda Gilcher from Anderson ZurMuehlen. Amber provided an overview of the Rocky audit and financial report, noting that Rocky had an unmodified (clean) opinion on both the financial report and the single audit this year. Amber explained that the financial statements are consolidated, and include 13 separate entities connected to Rocky. Amber thanked Rocky's fiscal staff for their assistance during the audit process, especially since the audit was completed remotely this year. Annette Hill also mentioned that the audit report was discussed in greater detail with the Finance Committee and management staff, and the committee accepted the audit report during their meeting earlier today. Chrisy mentioned that one or two minor changes will need to be made on page 55 of the audit, in the Schedule of Indirect Cost Reconciliation, due to some adjustments regarding the Red Alder entities that were noted during final

review of the draft statements. She thanked Anderson ZurMuehlen, along with the budget analysts and other Rocky staff who assisted during the audit process.

Lois Steinbeck made the motion to accept the FY20 Rocky audit and financial report. Bruce Day seconded and the motion passed unanimously.

Strategic Discussion Topic: Board Mentoring – Trever Kirkland and Lori Ladas

Trever and Lori spoke about the initial plans to assign one-on-one mentors for new Board members, and through further discussion they decided to instead create a resource list consisting of long-term Board members who would be willing to discuss more specific questions with new Board members. Lori acknowledged that the variety of programs operated at Rocky leads to a steep learning curve for new members, and this list would provide contact information to allow other Board members to reach out and ask any questions. Members suggested for the resource list are Daniel Pocha, Trever Kirkland, Jerry Loendorf, Mark Young, Lois Steinbeck, and Bob Mullen. They all agreed to be listed as resources.

Head Start Update

a. Policy Council Update – Mark Young

Mark reported that the Policy Council met earlier today, and participated in the same ERSEA training the Board will complete later in this meeting. The Policy Council held elections and Mark was re-elected as Policy Council chair, which means he will also retain his position on the Rocky Board of Directors for another year.

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

Ashley reported that since she wrote her Director's Report, all but three Head Start classrooms have closed due to COVID exposure. Head Start will not have children in class again until January 4 due to the winter break. Ashley thanked the Head Start staff for doing everything they can to keep operations running during absences due to the pandemic. Ashley is working on the 2021-2022 Head Start grant, and asked for Board members to serve on an advisory committee with meetings in January to discuss the long-term impacts of the pandemic on the program going forward. Bob Mullen, Eric Schindler, and Lois Steinbeck agreed to serve on this committee. Regarding the budget, Ashley mentioned that a carryover request will likely be presented to the Board at a future meeting this spring. Due to COVID funding, vacancy savings, and having less children in classrooms, there will be funds to carry over. Ashley reported that Foster Grandparents will again partner with Rocky Head Start in January, reading virtually to the children. Ninety-four Head Start children received Christmas assistance this year, and Rocky was able to partner with the Salvation Army to make that happen.

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

c. 2020-2021 School Readiness Plan

Ashley noted that this is the same plan that was approved last year, with updates provided on the last page. She mentioned that the goals are specific to child outcomes in each area of development, and that the outcomes will be submitted with each goal.

Bob Mullen made the motion to approve the 2020-2021 School Readiness Plan. Mark Young seconded and the motion passed unanimously.

d. ERSEA Training – Christy Pedrazzi

Christy provided information regarding Rocky Head Start’s process to determine, verify and document eligibility for the program. The process begins with an in-person interview, which can be conducted by telephone if necessary. This is the initial opportunity to build the relationship with the family, connect them with any needed resources, as well as verifying the child’s age and family’s income. The privacy and confidentiality of the family is respected throughout this discussion. Children are age-eligible for Head Start if they will be at least three years of age by September 10 of the incoming school year, and not older than school age. Income eligibility can be determined through verification of income sources, participation in TANF/SSI, homelessness, or foster care. Up to 10% of enrollment can be those who do not meet eligibility requirements. Christy spoke about the various documentation used to verify age and income. Once deemed eligible, a child remains eligible for two years. All documentation, verification, and the statement of determination is kept for as long as the child is enrolled in Head Start, plus one additional year. Written policies are in place for action to be taken if ERSEA standards are violated.

Acceptance of Limited Partnership Interest for Eagle Rock Residences, LP (Penkay) – Liz Mogstad

Liz reported that Penkay is reaching the end of its 15-year compliance period, and that the investors are ready to exit. With Board approval, Eagle Rock Residences will assign the limited partnership interest of Penkay to Rocky. The documents for the transition were reviewed by St. Peter’s Law firm to verify that Rocky would be protected from any actions that would take place prior to the ownership date. This transition takes out the investor oversight on the property and also will save around \$10,000 in asset management fees, which will help with cash flow for the property. Liz also noted that refinancing the loan on the property is also being considered, as it would lower the debt service with a lower interest rate.

Lois Steinbeck made the motion to accept the Limited Partnership Interest for Eagle Rock Residences, LP (Penkay). Eric Schindler seconded and the motion passed unanimously.

Approve Purchase of Vehicle and Trailer for Commodities Supplemental Food Program – Rod Applegate

Rod explained that Rocky received a notice from the state about CARES Act funding to be awarded to the Commodities Supplemental Food Program for COVID-related expenses. A draft budget was submitted and approved, and funding must be spent by December 31. Rocky would like to purchase a used truck and trailer to assist with commodities delivery. Some clients have been unable to get to commodities sites during the pandemic, and this vehicle purchase will allow for possible distributions to households or return visits to communities. Rocky is requesting approval to spend up to \$40,000 on the used vehicle, and the purchase amount will be reimbursed to Rocky.

Mark Young made the motion to approve the purchase of a used vehicle for the Commodities program, at a cost of up to \$40,000. Bruce Day seconded and the motion passed unanimously.

Red Alder Update – Liz Mogstad

The Red Alder 9% project has 27 units leased at this time, and the remaining 10 units have applicants identified for move in. The Red Alder 4% side is still scheduled to starting leasing in January. Liz

reported that the property was able to place 9 housing choice vouchers on the 9% side, and hope for an additional 12 vouchers on the 4% side. In the spring, the playground will be set up, along with the creation of a path and landscaping work. If possible, a grand opening will also be scheduled for the spring.

Discussion of Open Meeting Memo – Lori Ladas

This memo will be re-worded and formatted as a Rocky Board policy. Lori will prepare this policy for presentation at the January Board meeting and inclusion on Board binders moving forward.

The meeting was adjourned at 4:59 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by Rocky Board of Directors via Zoom meeting 1/21/2021.
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