

**Rocky Mountain Development Council, Inc.**  
**Board of Directors' Meeting**  
**October 29, 2020, 3:30 p.m.**  
**via Zoom Conference Call**

**Members present:** Kate Anderson, Dannai Clayborn, Bruce Day, Mike Delger, Trever Kirkland, Jerry Loendorf, Jim McCormick, Bob Mullen, Mary Pat Penley, Lois Steinbeck, Paula Wright, Mark Young

**Members absent:** Daniel Pocha

**Others present:** Gale Anderson, Rod Applegate, Jonathan Ballew, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Taya Hovan, Chrisy Irely, Lori Ladas, Saundra Lowry, Samara Lynde, Jim Marks, Kathy Marks, Michele Mathot, Liz Mogstad, Maria Murphy, Heather Nicholson, Ashley Peña-Larsen, Keri Yoder

The meeting was called to order at 3:32 p.m. and a quorum was present.

**Approval of Minutes**

**Jerry Loendorf made the motion to approve the September 24, 2020 Board of Directors' meeting minutes. Bob Mullen seconded and the motion passed unanimously.**

**Jerry Loendorf made the motion to approve the September 22, 2020 Personnel Committee meeting minutes. Lois Steinbeck seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori provided an update on several items noted in the Rocky Strategic Plan. She first spoke about mentoring of new Board members, referencing an article included in Board packets explaining what mentoring might look like at Rocky. Feedback was requested, and members supported implementing some sort of mentoring program for new members. A recommendation was made to schedule meetings between new members and the Board chair and Executive Director, to allow time to get to know each other. Trever and Lori will brainstorm plans to implement this idea. Inviting new Board members to monthly Program Directors meetings was also suggested, as a way to become familiar with Rocky staff and programs.

Lori then spoke about carving out time during Board meetings for fundraising and strategic discussions. She noted the Board meetings are often spent going through necessary details each month, and time for more generative discussions should also be provided. She asked for topics that Board members would find helpful in discussion. Suggestions included creating a reserve, how Red Alder unrestricted funds will be spent, fundraising, and looking at ways to improve Rocky's programs and services.

The final topic from the Strategic Plan was Rocky's mission statement review. Organizational Standard 4.1 requires a review of the mission statement every five years, and Rocky plans to include this review during each Strategic Planning process going forward. Lori noted that the current mission statement was discussed during the 2019 Strategic Planning process, but not formally reviewed. She noted that the mission statement must address poverty, and the review must include consideration of

whether the organization and its programs are in alignment with the mission statement. The Board was asked if they wanted to address the current mission statement now or plan for discussion during the next Strategic Planning session. The mission statement will be reviewed during the next Strategic Planning session.

Lori spoke briefly about the fundraising plan, which was included in Board packets. The Board requested that the plan be reviewed more thoroughly at a future meeting. A request was also made to further discuss the memo regarding Board action during closed sessions at a future meeting.

#### **Finance Report Update – Chrisy Irely**

Chrisy reported that the Finance Committee met last week, on October 21, in order to hold the annual audit entrance conference before audit work began. Conversation included areas of potential risk and change throughout the previous year. The audit includes two parts, the financial statement audit and the single audit. The single audit this year will include review of the HOME Investment Partnership and the Housing Trust Fund for the Red Alder project. The audit began on Monday and is being done remotely this year. Chrisy reported the cash balance and accounts payable balance as of last Wednesday, when the Finance Committee met. Cash balance was \$1,829,041, and accounts payable was \$617,171. Both amounts were high, due to money both coming in and needing to be spent out on Golden Eagle invoices for the Red Alder project.

#### **Committee Reports**

##### **a. Retirement Committee**

##### **a. Committee Report – Lois Steinbeck**

Lois reported that Rocky's retirement portfolio is doing well and has made up the ground lost since January. Rocky's plan is outperforming the custom benchmark used for comparison. Rocky's new Third Party Administrator (TPA), Steve Blom, attended the meeting to introduce himself and provide some information regarding Rocky's TPA agreement.

##### **b. FY20 Retirement Plan Audit – Chrisy Irely**

Chrisy referenced the memo, draft audit report, and audit communication letter included in the Board packet. She added one follow-up since the Retirement Committee meeting, which was a topic of discussion with Anderson ZurMuehlen while finalizing the audit. On the second page of auditor's report, she referenced the report on supplemental schedule section. Rocky makes a disclosure each year and does not provide the cost basis of its non-participant directed investments. This disclosure has been made for the last few years. Rocky's investment custodian does not provide the cost basis as Rocky has a qualified tax advantage account.

**Mark Young made the motion to approve the October 13, 2020 Retirement Committee meeting minutes and the FY20 Retirement Plan Audit. Paula Wright seconded and the motion passed unanimously.**

#### **Approve Board Committee Lists – Lori Ladas**

Lori referenced the Board committee lists included in packets this month, and reminded the Board that they are reviewed annually. All committees are full at this time, and no changes were recommended. As new members are added to the Board, they will be informed about the various committees and asked about interest in serving.

**Jim McCormick made the motion to approve the Board committee list as presented. Bruce Day seconded and the motion passed unanimously.**

### **Head Start Update**

**a. Policy Council Update – Mark Young**

Mark reported that the Policy Council met earlier today, and that four new members had joined the group; one new member was in attendance. He reminded the Board that Head Start is hiring and to recommend anyone with Early Childhood Education experience to apply.

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

Ashley referenced both her program report and the funding renewal guidance included in Board packets this month. Head Start is in the midst of submitting paperwork for a CACFP review, which is happening remotely on November 4<sup>th</sup>. Remote services are operating for Head Start children and going smoothly thus far. Remote students are coming in for one-on-one screenings with their teacher. During this time they receive the same screenings as students in the classroom setting. Ashley encouraged everyone to follow the Head Start Facebook page to see what the kids and staff are doing. The State is considering a Preschool bill, and requested input from Rocky Head Start regarding their partnership with school districts, as they have a positive working relationship. Ashley is currently participating in an Early Childhood Director’s conference where a variety of child care programs are represented. Ashley reported that the Head Start budgets are looking good. Vacancy savings will be reviewed soon, and there may be amendments to the grant brought to the Board in upcoming months, based on the projections. Head Start plans to fully spend the COVID funding received. Training and technical assistance funds have been challenging to spend this year, since many trainings are now free, virtual and require no travel or lodging.

**Mark Young made the motion to approve the Head Start Director’s Program and Budget Report. Bruce Day seconded and the motion passed unanimously.**

### **Red Alder Update – Liz Mogstad**

Liz reported that 14 tenants have moved into the Red Alder residences, and another five move-ins are scheduled at this time. Tenants have been identified for the rest of the initial 37 apartments, which started to lease on October 19. Two move-ins per day are typically scheduled. Some washers and dryers have been back-ordered due to COVID-19. Liz noted that the remainder of the project is still on schedule and should be finished in January. A grand opening celebration will be planned in the community room in the spring. Liz also commended the work of new hire Cassie Buckley in assisting with new tenants at Red Alder.

### **Area IV Agency on Aging Program Presentation – Jim Marks, Maria Murphy, Michele Mathot**

Jim Marks provided an overview of the Area IV Agency on Aging program. The program stems from the Older Americans Act, which drives the services offered. Rocky’s Agency on Aging is one of ten agencies in the state of Montana, and one of only two included as part of HRDCs. The program’s intent is to promote allowing people to age in place in their homes, supporting both the elderly and their caregivers. Jim mentioned that Medicare Open Enrollment is happening now through December 7, and that is a time when current Medicare enrollees can make changes to their plans. The program also provides Ombudsman, who advocate for residents in long-term care facilities. Rocky’s agency serves not only the Tri-County area of Lewis & Clark, Broadwater, and Jefferson counties, but also Gallatin, Park, and Meagher counties.

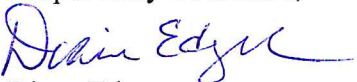
Maria Murphy then spoke about some services that have been initiated since the COVID-19 pandemic began. One of the first was grocery delivery for those not wanting or able to go to the store. This is a volunteer-based service, which would deliver groceries to a person's door. Online ordering and curbside pickup offered by local grocery stores has led to less usage of this program than initially expected, though the clients who do participate are very appreciative. Maria also spoke about the telephone connection program, where individuals served by Rocky in the past receive a call from a volunteer to complete a welfare check and identify any needs for the individual, which are then referred to the appropriate staff for follow-up. If interested, the clients can continue to receive calls for a check-in and opportunity to connect.

Michele Mathot explained several virtual programs recently created to help combat social isolation among the senior population. The first is Morning Chats, held via Zoom on Tuesday and Thursday mornings from 9:00 a.m. to 10:00 a.m. These sessions last an hour and conversation includes any topic of interest among those attending. On Tuesdays at 11:00 a.m., Gentle Yoga is presented, also via Zoom. This is a chair-based yoga program that focuses on flexibility and breathing techniques. Rocky employees are also welcome to participate. PopKnowledge is a third Zoom program offered, with one-hour presentations on topics relevant to Montana. These are held on Wednesdays at 1:00 p.m. Fish, Wildlife, and Parks will present, and the Historical Society has presented on such topics as Community Cookbooks and Dogs in Montana History. Presentations are lined up into the spring for this program. Anyone with suggestions for future presentations can contact Michele with ideas. All of these presentations can be accessed through the events calendar on the Rocky website, and flyers with information about the programs have been provided to Meals on Wheels clients and to senior centers for distribution in the community. Michele also mentioned the iPad loaner program, which allows seniors without internet connectivity to borrow a device so they can participate in these Zoom classes. Anyone having difficulty accessing the classes can contact Area IV staff for troubleshooting assistance.

**Jim McCormick made the motion to adjourn the meeting. Mary Pat Penley seconded.**

The meeting was adjourned at 4:55 p.m.

Respectfully Submitted,



Diane Edgar  
Executive Assistant

Approved by Board of Directors at 11/19/2020 meeting  
via Zoom.

DE 11/20/20