

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
May 25, 2023, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Bruce Day, Susan Geise, Jen Gursky, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Daniel Pocha, Paula Stephenson

Members absent: Kate Anderson, Dannai Clayborn, Lindsey Richtmyer, Amanda Robinson, Eric Schindler

Others present: Joan Anderson, Rod Applegate, Hannah Danzer, Diane Edgar, Joanna Halland, Taya Hovan, Diana Johnson, Lori Ladas, Jim Marks, Kathy Marks, Tom Robel

Call to Order/Roll Call: The meeting was called to order by Trever Kirkland at 3:29 p.m. and a quorum was present. No public comment was received.

Approval of Minutes

Bruce Day made the motion to approve the April 27, 2023, Board of Directors' meeting minutes and the March 30, 2023, Finance Committee meeting minutes. Andy Hunthausen seconded, and the motion passed unanimously.

Personnel Committee Report – Susan Geise

Susan Geise reported that the Personnel Committee met on May 17 to discuss updates to the Personnel Manual. Lori Ladas provided details about the two policies with proposed edits. An addition is being made to the on-call policy, clarifying that when an employee is in a leave status, they cannot receive on-call pay. This applies to staff in Energy Services and Affordable Housing. The second policy adds a benefit for Rocky Mountain Preschool Center staff. Preschool employees with children attending the Preschool will be eligible for a 100% tuition reduction, after applying for any applicable childcare scholarships. Rocky requests that the Preschool benefit be effective immediately. Both policy updates were recommended for approval by the Personnel Committee.

Daniel Pocha made the motion to approve the Personnel Manual updates as presented, with the Preschool tuition reduction effective immediately. Andy Hunthausen seconded, and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that she attended a commission meeting this week regarding the Our Redeemer's Lutheran Church project. Three non-profits, including Rocky, were invited to apply for ARPA funding from Lewis & Clark County. The county is currently going through its budgeting process and is not comfortable allocating the ARPA funds at this time. Discussions about this funding will resume in July.

Head Start Director's Program Report and Budget

Daniel Pocha made the motion to approve the Head Start Director's written program and budget report as provided. Andy Hunthausen seconded, and the motion passed unanimously.

Finance Report – Joan Anderson

Cash balance today is \$2,668,098, and accounts payable balance is \$37,581.47. Both amounts are current. Joan reported that Rocky has hired a Budget Analyst, and he will begin work at the end of June.

Fiscal Policies – Joan Anderson

Joan referenced the eight policies included in Board packets and noted that these represent about one third of Rocky's fiscal policies. The remainder of the fiscal policies will be presented to the Board at meetings later this year. Per CSBG regulations, fiscal policies should be reviewed by staff every two years, and any new or edited policies should be brought to the Board for approval. These initial policies have been in place since at least 2014 and establish staff responsibilities and protocols. The Finance Committee recommended approval of the policies at their meeting earlier today.

Andy Hunthausen made the motion to approve the eight fiscal policies as presented. Daniel Pocha seconded, and the motion passed unanimously.

FY22 Form 990 Review – Joan Anderson

Joan explained that the Form 990 is an informational tax return for non-profit entities and is typically provided as a draft to the Board before it is submitted. Due to the late completion of the 990 this year, it is being provided after submission. Joan noted that Rocky Mountain Preschool Center did incur a tax charge for FY2022, due to the amount of grant funding received. This funding is listed on the 990 as "unrelated business income", and the total tax charge was approximately \$23,000 combined between Federal and State taxes. Lori spoke with Annette Hill at Pinion to discuss the history of Preschool income being listed as unrelated business income, and Annette agreed that because the Preschool is meeting a need of the community we are serving, it might not need to be considered separately as it has been in the past. She is discussing this potential change with additional Pinion staff, and if Pinion agrees, Rocky will have the 990 amended and ask for a refund of the Preschool tax charges.

Approval of May 17, 2023, Personnel Committee Minutes

Andy Hunthausen made the motion to approve the May 17, 2023, Personnel Committee meeting minutes. Daniel Pocha seconded, and the motion passed unanimously.

Energy Services Program Presentation – Tom Robel and Diana Johnson

Diana Johnson provided an overview of the Low Income Home Energy Assistance Program (LIHEAP). This program is intended to help low-income households by providing financial assistance with energy costs. Applications for households using deliverable fuels are mailed on September 1, and the LIHEAP applications can be submitted anytime from October 1 through April 30. Households eligible to receive LIHEAP benefits can receive assistance with heating repairs and replacements during a heating emergency, and also receive a credit to their utility company to help with monthly costs. In a typical year, if the full benefit is not used by June 30, \$50 may be kept and the remaining credit must be returned to the State. When ARPA funds were distributed, many LIHEAP clients received larger sums toward their bills and excess funds were allowed to be kept. In the 2020-2021 season, Rocky approved 1,516 LIHEAP applications and distributed \$878,000. In 2021-2022, the total funds distributed increased to \$2.7 million, with 1,665 applications approved. In the past year, the program approved 1,739 applications and distributed \$2.2 million. With ARPA funding being discontinued, the future of LIHEAP utility credits is uncertain. A reduction in credit amounts may lead to additional clients receiving shut-off notices in the years ahead.

Diana spoke next about Energy Share, which is not an income-based program. The program assists households facing emergency energy situations due to unexpected financial hardship. Decisions regarding assistance are made by an Energy Share committee. In the 2021-2022 season, 249 households received assistance from Energy Share, with a total distribution of \$114,000. The current season is still in progress, with 209 households receiving benefits so far and over \$150,000 being distributed. Applications for Energy Share assistance are received consistently.

Tom Robel spoke about the Weatherization program, which is designed to reduce heating costs by improving the energy efficiency of the home. Eligibility for Weatherization is income-based and determined through a client's LIHEAP application. Clients eligible for Weatherization are placed on a priority list and must be assisted in list order. The process begins with an energy audit, which takes about 2 ½ hours. During that time, insulation is checked, along with items such as the furnace and hot water heater. The typical Weatherization benefit usually totals between \$8,000-\$9,000. The program assists those who own their home along with renters. Households can receive Weatherization assistance once every 10 years.

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
Date

