

**Minutes of the
Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
January 23, 2020**

Members present include: Bruce Day, Mike Delger, Trever Kirkland, Jerry Loendorf, Jim McCormick, Bob Mullen, Maria Pace, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young

Members absent include: Ashley Calhoun, Dannai Clayborn

Guests: Rod Applegate, Jonathan Ballew, Shawna Donaldson, Diane Edgar, Joanna Halland, Deb Hansen, Jaymie Hazel, Taya Hovan, Chrisy Irey, Lori Ladas, Kathy Marks, Liz Mogstad, Christy Pedrazzi, Ashley Peña-Larsen (via telephone)

Call to Order/Roll Call: The Policy Council welcomed the Board of Directors at 3:05 p.m. and the joint meeting began with introductions of all Board and Head Start Policy Council members.

Joint Board of Directors/Head Start Policy Council Meeting

Policy Council present include: Maureen Bjerke, Gary Carey, Jenn Kelsh, Regan Johnson, Jerry Loendorf, Bob Raymond, Ericka Vallance, Trista Vonada, Mark Young

a. Policy Council Report – Mark Young

Mark invited everyone to Trivia Night at the Staggering Ox on February 20 to support the Head Start program. Cost is \$10 per person or \$80 per table.

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

Head Start reported full enrollment at the end of the month. Ashley reported that screenings are going well, with just a few mid-year additions to the program remaining to screen. All screenings are being completed within their required timeline. As a follow-up from a previous meeting, Ashley reported that 20 children in Head Start have glasses. The Head Start budget is looking good, with extra funds to spend out, and on track to spend all funds. Per the current budget, \$339,323.55 is available to spend each remaining month of the grant year. The remaining funds from the Montana Preschool Development Grant are being spent on recruitment activities and updating the Rocky logo.

Ericka Vallance made the motion for Policy Council to approve the Head Start Director's Program and Budget Report. Trista Vonada seconded and the motion passed unanimously.

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

c. 2019-2020 Program Grant Amendment – Ashley Peña-Larsen

Ashley explained that the changes to the Duration grant and Head Start Program Grant would be included in a single amendment. Two handouts were provided to describe the proposed budget changes, which total an amendment request of \$135,169. The request includes a change to the budget narrative to include two vehicles in lieu of a pathway and reduced cost of the playground at the Valley Center. Also included is the cost of two new smartboards to replace older models and an additional payment of \$36,359 toward the Valley Center loan.

Trista Vonada made the motion for Policy Council to approve the 2019-2020 Program Grant Amendment and supplemental monies received. Ericka Vallance seconded and the motion passed unanimously.

Lois Steinbeck made the motion to approve the 2019-2020 Program Grant Amendment and supplemental monies received. Bob Mullen seconded and the motion passed unanimously.

d. 2020-2021 Program Grant and Budget – Ashley Peña-Larsen

Ashley explained that the budget is for the Head Start grant year of May 1, 2020 through April 30, 2021. She noted that Personnel costs have increased to reflect a staff pay rate increase of \$1.05 to base pay rate for Head Start employees. This is sustainable to carry forward. The amount of the increase was based on available funding while attempting to increase the base rate of the Teacher and Teacher Assistant positions to make them more competitive. There were no major changes to the grant, other than adding 15 minutes to the extended day classrooms in an effort to coordinate schedules with the schools where Head Start is located.

Regan Johnson made the motion for the Policy Council to approve the 2020-2021 Head Start Program Grant and Budget. Trista Vonada seconded and the motion passed unanimously.

Lois Steinbeck made the motion to approve the 2020-2021 Head Start Program Grant and Budget. Mary Pat Penley seconded and the motion passed unanimously.

e. 2020-2021 Training and Technical Assistance Plan and Budget – Ashley Peña-Larsen

Ashley explained that this funding is specific to provide training and technical assistance for the Head Start program. The total budget is \$27,000. The goals have not changed from the most recently approved version of this plan. Mark Young noted the fourth goal, which states that staff and families will be “trauma smart”, and recognized the work of the behavioral team. Ashley added that the program hopes to enhance the outcomes of this goal through some trauma-informed care funding that may be available later this year.

Jenn Kelsh made the motion for Policy Council to approve the 2020-2021 Training and Technical Assistance Plan and Budget. Trista Vonada seconded and the motion passed unanimously.

Lois Steinbeck made the motion to approve the 2020-2021 Training and Technical Assistance Plan and Budget. Bruce Day seconded and the motion passed unanimously.

f. Program Goals Update – Ashley Peña-Larsen

Ashley noted a format change to the goals, in an effort to make the document more user-friendly. The goals themselves have not changed. She noted the addition of updates on pages 5 and 6, which are progress notes from July 1, 2019 through today. Ashley commended the Head Start staff for their efforts throughout the year.

Ericka Vallance made the motion for Policy Council to approve the Program Goals Update. Maureen Bjerke seconded and the motion passed unanimously.

Lois Steinbeck made the motion to approve the Program Goals Update. Mark Young seconded and the motion passed unanimously.

g. School Readiness Plan Update – Ashley Peña-Larsen

Ashley reported that the plan was already approved in September, and there are no changes. Progress notes have been added on page 8 of the document. These updates are a requirement of the narrative.

Regan Johnson made the motion for Policy Council to approve the School Readiness Plan Update. Maureen Bjerke seconded and the motion passed unanimously.

Paula Wright made the motion to approve the School Readiness Plan Update. Bruce Day seconded and the motion passed unanimously.

h. 2019 Annual Report – Ashley Peña-Larsen

Ashley presented the updated draft of the annual report, which will be made public on the website and Facebook, along with being provided to partners and in the grant application. She noted that the list of community partners is not comprehensive. A change will need to be made to reflect the Board of Directors list, to either reflect the year 2019 or to update the name for the Lewis and Clark County Commissioner listed. Lori and Ashley will determine how to edit the list. Also, cumulative enrollment numbers will be included.

Jenn Kelsh made the motion for Policy Council to approve the 2019 Annual Report with noted edits. Maureen Bjerke seconded and the motion passed unanimously.

Jim McCormick made the motion to approve the 2019 Annual Report with noted edits. Bob Mullen seconded and the motion passed unanimously.

i. ERSEA Training – Jaymie Hazel

Jaymie provided a one-page handout with information about Head Start's eligibility requirements. She noted that every Head Start family needs to go through an intake interview and the importance of treating each family with respect and to acknowledge the confidentiality of the information shared. Enrollment requirements for Head Start include income at or below 100% of the Federal Poverty Guidelines, unstable housing or homelessness, Foster Care, or receiving public assistance such as SSI or TANF. Once the program enrolls all children who meet those criteria, additional criteria may be used to fill enrollment. This includes children over income guidelines (up to 10%) and with income between 100-130% of the Federal Poverty Guidelines (up to 35%). All income information provided during intake needs to be verified. The age requirement for Head Start is that the child be age 3 by September 10 of the school year, though allowances can be made to allow a child with a later birthday to be enrolled if needed. As a licensed child care, Head Start requires that all children be immunized, or on an immunization plan through their health provider. Once a child is found eligible for Head Start, they are eligible for 2 years. All files are kept through a child's time at Head Start, and for three years after a child's completion of the program.

The Head Start Policy Council adjourned their meeting at 4:03 p.m.

Approval of Minutes

Mark Young noted an edit needed to a motion on page 3 of the Board minutes, correcting Paula Wright's name. Daniel Pocha requested a correction to the motion he made in regards to the potential sale of the Jackson Street property, noting that the motion should not reflect just the Jackson Street Center but "Rocky properties".

Bob Mullen made the motion to approve the December 19, 2019 Board Meeting Minutes with noted edits, along with the November 21, 2019 Finance Committee Minutes and December 12, 2019 Personnel Committee Minutes. Bruce Day seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori received notification from Liz Moore that the Montana Non-Profit Association will be hosting a Board governance training on February 5 from 9:30 a.m. until 3:30 p.m. She will forward information about the training to the Board members. The new tables and chairs resulting from the "Chair-ish the Seniors" campaign have been delivered and are in use in the Daily Dinner Club. The new oven has also been delivered. Much of the old furniture has been outsourced to other Rocky locations, though a couple tables and some chairs are still available if anyone is interested. Planning continues for Rocky presents Chopped. Tickets are available online and print tickets will soon be available as well.

Finance Report Update – Chrisy Irey

Cash balance is \$652,634, and Accounts Payable balance is \$27,355. Both amounts are current. Chrisy reported that the Finance Committee met prior to the Board meeting. The committee discussed the Head Start amendment which was approved earlier in the Board meeting. Also discussed were the continuation grants for the Senior Corps stipend programs, the Foster Grandparent Program and Senior Companion Program. Recruitment continues to be a struggle for these programs, and a proactive response to those struggles is planned for the grant applications. More discussion will follow in the upcoming months.

Committee Reports

a. Retirement Committee – Lois Steinbeck

Lois noted that the 2019 year-to-date return as of December 31 was 20.65%. While the Rocky portfolio underperforms the S&P 500, which consists only of stocks, it outperforms a custom benchmark with similar stock and bond allocations. Lois spoke about the committee's discussion of the current Third Party Administrator (TPA). While Rocky provided information to the TPA in mid-July, participant statements have not yet been received. Overall, the TPA has been largely unresponsive to Rocky's communication attempts. The committee discussed looking for a new TPA, and as the annual cost for the work falls under Rocky's threshold, no RFP would be required.

Bob Mullen made the motion to approve the January 7, 2020 Retirement Committee Minutes. Mark Young seconded and the motion passed unanimously.

b. Jackson Street Center Committee – Trever Kirkland

Commissioner Jim McCormick excused himself from the room during the discussion of the Jackson Street Center. Trever explained that there are two interested buyers for the Jackson Street Center, Lewis and Clark County and Eric Gilmore. The committee met on January 13 and discussed the fiduciary responsibilities of the Board in regards to the sale, and working in the best interest of the organization. The results of the property appraisal are needed before moving forward. The appraisal is due to be completed in mid-February. A long-term contractor for the Drop-In Center should also be determined by that time.

Daniel Pocha made the motion to approve the January 13, 2020 Jackson Street Center Committee Minutes. Bruce Day seconded and the motion passed unanimously.

Red Alder Update – Liz Mogstad

Liz reported that on January 13, the Helena City Commission passed an ordinance to allow the Building Department to waive permit fees for projects like Red Alder, which could result in anywhere from \$45,000 to \$190,000 being waived for the project. The Department of Commerce also approved an additional \$295,000 in HTF grant funds for Red Alder. The project is on schedule and on budget. There have been lots of phone calls from interested individuals. Liz plans to start accepting applications mid-summer. The project is close to its next equity payment, which means another developer fee payment should follow soon. Liz reported that Golden Eagle Construction is doing a great job, and all but one building on the 9% side of the property is up at this time. The 9% side of the project is due to be completed in October of 2020, with the 4% side completed in January of 2021. Landscaping work may follow in the spring if needed due to weather conditions. The property will have a full-time property manager and a full-time maintenance employee.

Other Business

Maria Pace commended the Head Start staff she has worked with recently. They have been exceptionally gracious and welcoming to the families being served.

Jerry Loendorf suggested that the Board acknowledge the service of long-term members Susan Geise and Debbie Havens. Lori will work on an appropriate way to recognize their service to the Rocky Board.

Lori asked Rod Applegate to speak about the Christmas meal served at the Senior Center. He explained how some private donations allowed the staff to serve a roast beef dinner for the seniors. The Dinner Club was decorated with tablecloths and placemats at each seat, and a carving station was set up for the kitchen manager to slice the roast beef during the meal. Dessert was a caramel cinnamon roll bread pudding. A small gift was set by each place and entertainment was provided during the meal. Approximately 100 people were served.

Jim McCormick made the motion to adjourn the meeting.

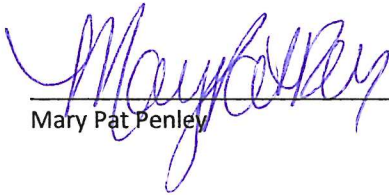
The meeting was adjourned at 4:52 p.m.

Respectfully submitted,



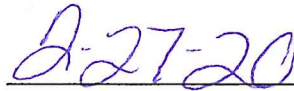
Diane M. Edgar

Executive Assistant



Mary Pat Penley

Secretary/Treasurer



Date