

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
December 19, 2024, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Bruce Day, Susan Geise, Debbie Havens, Andy Hunthausen, Paula Jacques, Trever Kirkland, Lana Larson, Teri Lilletvedt, Jerry Loendorf, Erin Lyndes, Daniel Pocha

Members absent: Bob Mullen, Lindsey Richtmyer

Others present: Rod Applegate, Hayden Behm, MacKenzie Chatriand, Mindy Diehl, Diane Edgar, Joanna Halland, Taya Hovan, Lori Ladas, Jean Leischner, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Angela Nelmark, Ashley Peña-Larsen, Tom Robel, Jonathan Schmitz

Call to Order/Roll Call: The meeting was called to order at 3:33 p.m. and a quorum was present. No public comment was received.

Approval of Minutes

Daniel Pocha noted one correction to the November Board minutes, his "no" vote regarding the Our Redeemer's Lutheran Church project.

Daniel Pocha made the motion to approve the November 21, 2024, Board of Directors' meeting minutes, with the correction noted. Susan Geise seconded, and the motion passed unanimously.

Finance Report

Jonathan Schmitz from WIPFLI provided an overview of Rocky's new financial statements. Jonathan noted that Rocky's cash balance has remained consistent so far this fiscal year, remarking that the nature of Rocky's operations has not changed significantly during that time. He noted that Rocky fiscal staff have started to implement a month-end close process for accounts receivable, which should help with tracking and identifying trends. The Notes Receivable numbers included on the statements are soft debt related to grants received by Rocky that were loaned to Rocky's properties. These are paid back as housing budgets allow. Based on the current financials, Rocky has enough cash on hand to cover two months' worth of expenditures, if no additional income was received. Jonathan then reviewed the spreadsheet showing budgets versus actual financials by program, through the end of October, 2024. He noted that programs with reimbursable grants have an expectation of breaking even, and overall, that is reflected in the actual financial data. He highlighted two areas to watch going forward. One is Rocky Mountain Preschool Center. At the end of October, the Preschool shows a loss of \$28,029. This is due to increased costs of operation along with consistent enrollment issues. The Board recommended that an Ad-Hoc Committee be formed to further discuss the Preschool's financial situation. The other area to watch is County Mill. Jonathan noted that County Mill will be spent down this year, which will also draw down total cash funds available.

Lori reported that cash balance today is \$2,090,347, and the accounts payable balance is \$150,669.10. The accounts payable balance is higher than usual, due to the timing of the meeting this month.

Lori then provided an overview of the Retirement Plan Audit. She explained that the report to the Board highlights the responsibilities of the auditor, the scope of the audit, and the risks related to investments. The report reflected no findings and no difficulties with management. Lori then moved on to the audit financial statements, noting that the auditors provided a clean opinion of the audit. Lori noted that two new employees brought significant funds into the plan with their enrollment, and that two long-term employees had large distributions paid out. Additional documents were provided by the auditor as resources for the Board, to assist in providing oversight of Rocky's retirement plan. The Finance Committee met with the auditor earlier today and recommend approval of the audit to the Board.

Susan Geise made the motion to approve the Retirement Plan Audit as presented. Bruce Day seconded, and the motion passed unanimously.

Director's Report – Lori Ladas

Lori referenced the Risk Assessment Summary Report included in Board packets, along with the complete report. She used a tool from the National Community Action Partnership to complete the risk assessment and noted that use of this tool every two years meets Rocky's requirements. The results of the assessment included a few minor items that Lori will follow up on throughout the year.

Daniel Pocha made the motion to approve the Risk Assessment Report. Susan Geise seconded, and the motion passed unanimously.

Lori provided an update on the Our Redeemer's Lutheran Church project. Since Rocky's last Board meeting, the church requested another meeting and offered to drop the restrictive covenants and negotiate on the price of the land. They also requested additional information about the financial gaps related to the project. Lori asked the Board for their feedback on this new information and if Rocky should reconsider its involvement. Discussion followed, including the availability of the project's initial partners, issues surrounding the required road development, and the grant from the City awarded for this project. An alternative housing project opportunity in East Helena was also discussed. The Board determined that at this time, it's in Rocky's best interest to decline involvement in the Our Redeemer's Lutheran Church project for a minimum of the next 12 months, and instead pursue the housing development opportunity in East Helena.

Lori reported that a year-end appeal letter was sent and \$3,100 in donations have been received to date. Rocky's Program Directors held their Strategic Planning meeting earlier this week, and Lori thanked Board members Susan, Daniel, and Paula for their time during the session.

Approval of Revised Bylaws – Jerry Loendorf

Jerry explained that the proposed addition to the bylaws was prompted by discussion during the most recent Nominating Committee meeting. The additional text provides support for potential low-income sector representatives on the Board, leaving more discretion to the Board in its member selection.

Jerry Loendorf made the motion to approve the revised bylaws as presented. Susan Geise seconded, and the motion passed unanimously.

Nominating Committee Report – Jerry Loendorf

Jerry referenced the December 4, 2024, Nominating Committee meeting minutes included in Board packets, and confirmed they accurately reflected the actions of the committee.

Susan Geise made the motion to approve the December 4, 2024, Nominating Committee meeting minutes. Debbie Havens seconded, and the motion passed unanimously.

Jerry explained the sector transitions recommended by the Nominating Committee, along with new members recommended as additions to the Rocky Board. Jerry Loendorf and Daniel Pocha both confirmed their intentions to vacate their positions as Private Sector representatives. Bruce Day will transition to one vacant Private Sector slot, upon his retirement from Helena Food Share at the end of the year. Kate Anderson will then transition to the Low-Income Sector from her current Public Sector position, following her retirement from Prickly Pear Cooperative. The newly vacant Public Sector slot will be filled by Dan Rispens, Superintendent of East Helena Schools. The remaining Private Sector slot will be filled by Charlie Lane.

Jerry Loendorf made the motion to approve the recommended sector transitions and new Board members as presented. Daniel Pocha seconded, and the motion passed unanimously.

Jerry and Daniel were thanked for their years of service to the Rocky Board of Directors. Rocky will plan a recognition event for both long-term Board members in early 2025.

Head Start Policy Council Update – Lana Larson

Lana reported that the new security cameras have been installed at the Helena Housing Authority location, and the Neighborhood Center cameras will be installed next. The Policy Council will provide funding for a Pinewood Derby event for Head Start this school year.

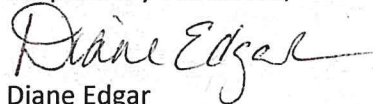
Head Start Director's Program Report and Budget – Ashley Peña-Larsen

Ashley reported that Head Start is in the midst of a Child and Adult Care Food Program (CACFP) fiscal audit and all requested documents must be turned in by the end of the month. Ashley requested that those who offered to serve on the committee to review the Head Start grant in January indicate their availability for upcoming meetings. Head Start has been enjoying the holiday season, with events like Winter Wonderland and having horses on-site today. Ashley confirmed that Head Start is fully enrolled at this time.

Andy Hunthausen made the motion to approve the Head Start Director's Program Report and Budget. Bruce Day seconded, and the motion passed unanimously.

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

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Rocky Secretary/Treasurer

1-16-25

Date

