

**Board of Director's Meeting  
January 21, 2010  
Neighborhood Center Card Room**

**Members present:** Andy Hunthausen, Dave Kirsch, Marvin Williams, Debbie Havens, Twila Harrington, Rachel Haberman, Daniel Pocha, Helen Fandrich, Bill Roberts, Jon Chacopulos, Jerry Loendorf, and Matt Kuntz.

**Members absent:** Elaine Graveley, Andrea Edgar and Gia Bradley.

President Andy Hunthausen called the meeting to order at 3:36 pm. Andy read a Thank You card from RMDC's Holiday Committee.

**Daniel Pocha moved for the approval of the November 19, 2009, meeting minutes as distributed. Twila Harrington seconded the motion which passed unanimously.**

**Fiscal – Jan Kalgaard**

Jan stated that RMDC had hoped to have the Audit Report ready for this meeting but unfortunately it is not yet finalized. Fiscal 2009 was RMDC's first year performing both management of the projects and development of the projects. The auditors needed a little more time to learn about the new relationships between development and management of the same project. Once the auditors are up to speed on the new relationships, they will review the final adjustments and issue their report. We hope to have the report ready by early next week. Jan invited Board members to a noon meeting on January 28, 2010, to meet with the auditors and review and approve the Audit Report.

**Head Start – Patty Dahl**

**Self-Assessment Plan and Tool:** Patty reported that each winter, Head Start comes to both the Board and Policy Council to discuss the plan for doing the Program's Self-Assessment. The draft was sent in the Board packet (the orange paper). The Policy Council approved the 2009 – 2010 Self-Assessment Plan and the Head Start Self-Assessment Toolkit at their December meeting and Patty now asks for the Board's approval. Patty thanked the Board members for their past participation and sought Board members to work on this year's Self-Assessment. She stated training would be provided for the entire team in mid-February. Marvin Williams, Helen Fandrich and Debbie Havens volunteered to be on this year's Self-Assessment Team.

**Daniel Pocha moved for the approval of the 2009 – 2010 Self-Assessment Plan and the Head Start Self-Assessment Toolkit. Jerry Loendorf seconded the motion which passed unanimously.**

**Head Start Continuation Grant for 2010 – 2011:** Patty referred the Board members to their packet and the Program's three focus area goals and objectives and the progress made on them this past year. She also directed them to the Training and Technical Assistance (T/TA) grant information that was in the packet. She handed out the draft proposal of the budget for the Head Start grant and went over the information in detail reminding the Board that the budget is built based on past experiences and

meeting the grant's goals and objectives. The entire grant is submitted on line with the exception of the signed SF424.

**Helen Fandrich moved for the approval of the Head Start Continuation Grant for 2010 – 2011. Daniel Pocha seconded the motion which passed unanimously.**

**Tobacco Prevention Policy:** Patty relayed that she is bringing forward a proposed change to the Tobacco Prevention Policy that was not on the agenda. The Tobacco Prevention Committee just brought the proposed change to Patty. A proposed change to the Policy is item #8 which originally spoke to having the "*Fresh Air for Little Noses*" curriculum used to educate families on the dangers of second hand smoke on children. The Committee working on this policy determined that it would be more feasible if tobacco prevention education could be incorporated into current classroom curricula as part of making healthy choices rather than adding on another formalized curriculum.

**Bill Roberts moved for the approval, contingent on Policy Council's approval, to incorporate tobacco prevention education into the current classroom curricula. Dave Kirsch seconded the motion which passed unanimously.**

#### **Head Start Director's Report**

**Final Report on 2008 – 2009 Self-Assessment and Action Plan:** Patty referred the Board to the Final Report of last year's Self-Assessment and Action Plans. She indicated that the Program design and Management Team monitors the Self-Assessment and Action Plans and that the team recognizes the Action Plans as successfully completed.

Patty reminded the Board to review the Head Start data on enrollment, attendance, meals, credit card, etc., that she handed out today. She drew attention to the Family Literacy training for Board members and Policy Council on March 18 and encouraged attendance. Dinner will be provided. She also reminded members to add the Head Start Extravaganza event on April 22 to their calendars.

#### **SAMHSA Grant for Our Place Drop-in Center – Elaine Bruce**

Elaine asked for the Board's review and approval of this grant opportunity to help continue operations at the Drop-in Center. Our Place continues to be a huge success with anywhere from 40 to 60 unduplicated guests per day. If RMDC receives the grant, it would allow operations to continue for another four years and allow expansion of the current program. The program expansion would train and staff peer leaders in substance abuse recovery to help to engage and support consumers who are in contemplation of, currently in treatment or have completed treatment for their substance abuse. Peers would also engage families and significant others with the goal of long-term recovery. Elaine stated there are only six grants in the nation that will be awarded. If awarded, a team comes from Philadelphia to conduct a ten day training. The grant will award up to \$350,000 for each year up to four years.

**Daniel Pocha moved for the approval to submit the SAMHSA Grant. Helen Fandrich seconded the motion which passed unanimously.**

**Montana Youth Homes' Budget – Liz Moore and Jan Kalgaard**

Liz handed out the Montana Youth Homes Financial Report and graph of the Average Daily Population of both homes. Currently, the program is running a significant deficit. The program has been entirely re-worked, including requesting and receiving a new contract that increases the day rate to \$112.01 per day effective January 1, 2010. From a twelve-month perspective, without including the current deficit, the new contract and structure allow for a balanced budget if census is at 7 or above at each house. Each house has an eight bed capacity. Detailed discussion occurred and questions were answered. Board members received an updated program description in addition to the financial report and Average Daily Population.

**Housing Program – Jeff Miller**

**Gr8 HOPE Program:** Jeff explained that the program allows 1<sup>st</sup> Time Homebuyers to buy down their mortgage. This Resolution is the tool for RMDC to meet the new requirements of the program. He handed out the Resolution to be considered by the Board and asked for the Board's approval. So far the program has helped 65 families get into a new home.

**Jerry Loendorf moved for the approval of the Resolution below:**

**RESOLVED, that the officers of the Corporation are authorized to appoint such a person (s) for the purpose of signing said documents.**

**RESOLVED, that the Officers of the Corporation are authorized to appoint such a person (s) for the purpose of signing said documents.**

**RESOLVED, following is the person(s) are authorized to sign loan applications and/or sales contracts on behalf of the Corporation:**

**Eugene A. Leuwer, Executive Director**

**Jan Kalgaard, Director of Finance**

**Jeff Miller, Director of Community Development**

**Bill Roberts seconded the motion which passed unanimously.**

**Caird Project – Jeff Miller**

Jeff reported that RMDC has filed an extension of the By – Sell Agreement with the owners of the Caird property until the fall of 2010. Staff is working with county staff to perfect the NSP Grant. The grant will be submitted by the end of the week. RMDC will not know if the grant is approved or denied until June or July. The \$19.6 million must be deployed by the end of September. So far, Jeff reported, only around 10 percent of the money has been distributed.

**Daniel Pocha moved to adjourn the meeting at 4:58 pm. Bill Roberts seconded the motion which passed unanimously.**

Respectfully submitted,



Rose Felter

Executive Assistant