

**Rocky Mountain Development Council  
Board of Directors' Meeting  
October 15, 2009  
Neighborhood Center Card Room**

**Members present:** Dave Kirsch, Eaine Graveley, Marvin Williams, Rachel Haberman, Daniel Pocha, Helen Fandrich, Bill Roberts as Chair, Jon Chacopulos, Jerry Loendorf, and Matt Kuntz.

**Members absent:** Andy Hunthausen, Debbie Havens, Twila Harrington, and Gia Bradley.

Vice President, Bill Roberts, called the meeting to order at 3:36 pm.

**Daniel Pocha moved for the approval of the September 17, 2009, meeting minutes as distributed. Elaine Graveley seconded the motion which passed unanimously.**

**Personnel Committee Report – Gale Anderson**

Gale handed out RMDC's current Smoking Policy and the proposed new Smoking Policy discussed at the last Board meeting. After discussion, the Board recommended the following changes to the policy:

1. Change the language in the fourth paragraph from "Staff violations of this policy may result in job performance and . . ." to "Staff violations of this policy will result in disciplinary . . ."
2. Change the language in the fourth sentence of the third paragraph from "while on our properties, . . ." to "while on designated properties . . ."
3. Change the first sentence from "Effective October 1, 2009, the Neighborhood Center Campus and all RMDC . . ." to "Effective October 1, 2009, the Neighborhood Center Campus and designated RMDC . . ."

Gale also reported that the Cooperative Health Department is going to recognize RMDC and would like to use the new Smoking Policy (Tobacco Free Campus) as an example on how an organization can make a change in a positive manner.

**With the changes noted above, Daniel Pocha moved to approve the Smoking Policy as changed to add to RMDC's Personnel Policy Manual. Dave Kirsch seconded the motion which passed unanimously.**

**Retirement Committee Report – Jan Kalgaard**

Jan handed out the minutes from the last Retirement Committee meeting held on October 13, 2009. Jan stated that the committee rebalanced the investments as stated in the minutes. A brown bag lunch is scheduled for October 23 in Conference Room 13. Jock will discuss the importance of retirement planning and encourage more employee participation in the 401(k) portion of the plan. The committee also discussed holding another brown bag lunch in the spring before the COLA increase comes out. Gene also asked if a Board member was interested in joining the Retirement Committee. With Gia's financial background, it would be beneficial to see if she would join the committee. If not, Jerry Loendorf volunteered to join the committee. Jan will talk with Gia.

**Board Resolution – Jan Kalgaard**

Jan reported that this resolution will update RMDC's accounts to add her as the Director of Finance as an authorized signer on the accounts and remove Bill Tromly from the accounts.

**Daniel Pocha moved to approve the Corporate Resolution that RESOLVED, that Jan Kalgaard has replaced William R. Tromly as the Corporation's Director of Finance and, therefore, is approved to act as an authorized signer on all of the Corporation's bank accounts, loans and retirement plans. Accordingly, William R. Tromly is no longer an authorized signer on any of the Corporation's bank accounts, loans and retirement plans. Helen Fandrich seconded the motion which passed unanimously.**

### **Head Start – Patty Dahl**

Patty handed out the Information Report to the Board and pointed out at the bottom of the report, the "dates to remember section." She stated that if anyone is interested in attending the Governance Training to let her know right away. She also encouraged everyone to check out the Early Childhood Learning and Knowledge Center's website – it has a new look.

Patty also reported that the program received notification that the entire Improvement Grant was approved in the amount of \$67,000+. This grant will pay for replacing the flooring in the classrooms in the Neighborhood Center and at the Early Learning Center. A dish washer will also be installed at the Ray Bjork site.

### **Risk Management Meeting (RMM)**

Patty thanked Andy, Daniel, Helen, Dave, and Crystie for representing the Board and Policy Council at the October 7 RMM. Last year's RMM information was reviewed by the Regional Office, and we were able to list again our strengths and challenges. Kudos was given to the Board for operating a fine Head Start Program. The Regional Office was proud of our federal review status and even more excited when they were reminded that this was our second "perfect review" in a row. From information garnered on the RMM call, it did not appear that an action plan would be forthcoming.

### **Letter of Intent for Head Start's 2010 – 2011 Continuation Grant**

Patty reported that just this week, RMDC received information about applying for our continued funding. In the regular program operation, the projected funding is \$1,914,677 (this is RMDC's last year's grant of \$1,857,827 plus the COLA grant of \$56,850); in the Training and Technical Assistance funding, the projected funding is \$24,200 which is the same amount it has been for the past several years – probably 15. She will begin preparing the Continuation Grant for next May.

### **Tobacco Prevention Policy**

Patty stated that Head Start is not yet ready to bring the Tobacco Prevention Policy back to the Board and Policy Council. The Helena Indian Alliance has provided information on the sacred use of tobacco. The Tobacco Prevention Committee will meet on October 29, 2009 to work on the policy and hope to have it available by the November Policy Council and Board meetings.

### **Leadership Helena**

Patty relayed that Leadership Helena has asked to gather information on Head Start and to do a short service project for the program on November 12, 2009. Patty and her staff will give the Leadership Helena members an introduction to Head Start in the community, what makes it work, how it works, etc. The group will then help assemble a School to Home project and read to children in the classrooms. She also invited Board members to attend.

### **Additional Training**

Patty reported that classroom staff received an additional two days of Creative Curriculum training during pre-service this fall. This additional time was paid for with ARRA Quality money. She also reported that she and Lin Pasch attended the required CACFP training.

### **Advisory Teams**

Patty referred to the orange sheet that was sent in the Board packet and talked about the value of advisory teams which are a portion on shared decision-making. She asked for Board members to serve on each of the four teams. Twila Harrington, via email, indicated she would serve on the Program Design and Management Advisory Team. Daniel Pocha and Jerry Leondorf requested to continue on the Health Advisory/Safety Team. Helen Fandrich stated that she would give her seat up on the Family and Community Partnerships Team if another member was interested. If not, she would like to continue. Patty also invited Board members to join every now and then.

### **Budget**

Patty handed out and discussed the Head Start budget. She reminded Board members that the budget has a different look than it will in March or April. The down fall is that the City of Helena bills two months behind so she watches this section closely.

### **Board Member Liaison to Policy Council**

Patty relayed that Twila Harrington has served as RMDC's Board Representative to the Policy Council for the last three years. Head Start's regulations set those terms at three years only. The Policy Council meets on the second Thursday of each month with dinner served at 5:15 pm and the meeting from 5:45 pm to around 8:00 pm. This is a very positive experience. The change will be made in November. Matt Kuntz volunteered to take that position on the Policy Council as RMDC's Board representative.

### **Head Start Policy Council**

Patty reported that the October meeting is a teaching meeting for Policy Council members because new members were just elected. Policy Council approved new hires, and one was not approved. They also discussed the fall fundraiser and elected to sell the AromaLight candles again. They also voted to give \$2,000 of the Parent Fund money to help support Creative Curriculum.

### **Last Year's Program Outcomes – Lynn Guay**

Patty introduced Lynn Guay to talk about the childrens' outcome results from last year. Lynn handed out a graph of each category and reported that this tool gives information about each child on where they are in development in four specific areas when they start Head Start and where they are in development at the end of the year. The tool they use to achieve this is through Creative Curriculum that has 51 questions to observe and answer for each child. The teachers gather this information three times per year. Lynn explained the categories for Forerunner, Level 1, Level 2 and Level 3 and the qualifications of how to achieve those categories.

### **Expansion Grant/Early Head Start Grant**

Patty sadly reported that the last question from the Risk Assessment meeting was if the Regional Office knew about the expansion grant money. The Regional Office staff relayed that if the organization was awarded the grant, they would have been contacted by telephone and questions would have been asked. Patty relayed that RMDC has not received official notification that our request was not approved or any telephone calls. Gene stated that both grants were very competitive and RMDC staff and community did the best job possible on both grants. Unfortunately, we may never know why we were not funded.

## **Housing Report – Jeff Miller**

### **Eagle Manor II**

Jeff reported that the project will be completed by December 15. So far, all but eight units are already rented. Jeff passed around photos of the project. He stated that because the completion date, the celebration would be held after the holidays. The units are very comfortable and spacious.

### **High School House**

Jeff stated that the project is making very good progress. He reported that a detached garage was built on the property and after it was completed, they found that the detached garage was against the subdivision regulations. The subdivision has since approved the detached garage.

### **Townsend Project**

Jeff reported that they are still working with Rural Development. The HOME Grant has been submitted for round two funding. The project is currently on hold until mid-December.

### **Big Boulder Project**

Jeff reported that the project has received unanimous community support. The community's input for the design has also been considered. Jeff is hoping to have a Power Point presentation to show at the next Board meeting.

The Board approved a \$600,000 line of credit loan at the last meeting, but between now and then, the bank is not in a financial position to commit to financing at the back end of the project or commit to a fixed rate; they want a variable rate. Knowing this, Jeff spoke with Valley Bank who expressed a strong interest in the project and would loan \$250,000 at the back end of the project. Jeff also requested an increase to \$1,000,000 for the line of credit. After discussion, the Board suggested that if additional money was necessary, to come back at a later date for authorization.

**Elaine Graveley moved for the approval to change the previously approved Resolution approved at the September 17, 2009, meeting to enter into an agreement with First Interstate Bank for a revolving loan to finance expenses associated with the Big Boulder Project. The maximum loan principal authorized is \$600,000. The loan is authorized through July 2011.**

**TO**

**BE RESOLVED, that the Officers of the Corporation are authorized to enter into an agreement with Valley Bank for a revolving loan to finance expenses associated with the Big Boulder Project. The maximum loan principal authorized is \$600,000. The loan is authorized through July 2011. Dave Kirsch seconded the motion which passed unanimously.**

### **Caird Project**

Jeff thanked the Board members for their input and feed back at the meeting held on September 25. The crew has been busy talking to several different groups and individuals. They will present the project to the 6<sup>th</sup> Ward Neighborhood Association. On Monday, October 19, RMDC will offer bus transportation to the Daily Dinner Club for a meeting on the Caird Project at 2:00 pm. If the NSP Grant is approved on Monday, RMDC will go back to the City for rezoning in early November. They met with the owners to discuss an extension on the buy-sell agreement. It is Jeff's belief that they will accommodate the extension. If RMDC doesn't get the NSP funding, the project is not financially viable. There is a commercial business interested in the property along Montana Avenue. They sell, maintain and distribute exercise equipment. They would use the site for administration with the

warehouse for distribution. The second phase would add additional commercial sites with proposed residential units on top. Because the site is not high volume retail, the parking requirements are less. The proposed commercial owners appreciate the sense of aesthetics and his vision for the property is compatible with RMDC's vision.

**Homelessness Prevention & Rapid Rehousing – Liz Moore**

Liz reported that she has worked so far with 34 different individuals or families who are seeking homelessness prevention assistance or need assistance to move from homelessness into housing. HATCH (Helena Action Coalition on Homelessness) is working to get a Family Promise Program initiated in Helena. This is a program in which area churches provide overnight stays for a week at a time for families. The families stay at the church and have their evening and morning meals there, and then are transported to a Day Center with showers, laundry and storage, and support services to move them out of homelessness. There would be a full time Director. So far, there are three churches signed on as host churches. Dave recommended having the homeless register with Section 8. Liz relayed that there are currently around 649 people on the waiting list. He also relayed that Big Boulder has several vacancies.

Liz reported that the money to help individuals pay rent and provide deposits comes through a grant from DPHHS though the funding is from HUD. The funding is \$110,000 per year for a two year period. In order to participate in the grant, organizations have to use the Montana Homeless Management Information System, for tracking and reporting assistance provided to individuals who are homeless or eminently homeless.

**Dave Kirsch moved to approve the resolution authorizing Rocky Mountain Development Council, Inc., to use the Montana Homeless Management Information System (MTHMIS) for tracking and reporting assistance provided to individuals who are homeless or eminently homeless as specified in the Participation Agreement between the Montana Department of Public Health and Human Services Intergovernmental Human Services Bureau and Rocky Mountain Development Council, Inc. Daniel Pocha seconded the motion which passed unanimously.**

At Gene's request, Jeff informed the Board that RMDC would likely receive the Public Facilities Grant to help purchase the Drop-in Center because RMDC's grant ranked third.

Gene handed out the current Board Committee list and asked members if they would like to be on a committee to let us know. He also relayed that there are two vacancies on the Board that need to be filled. Staff will get information to the Board about the Senior County Mil allocation. Please let Gene or Rose know if members would like to join a committee or change committees.

**Daniel Pocha moved to adjourn the meeting at 5:33 pm. Helen Fandrich seconded the motion which passed unanimously.**

Respectfully submitted,



Rose Felter  
Executive Assistant