

**Rocky Mountain Development Council  
Board of Directors' Meeting  
April 15, 2010  
Neighborhood Center Card Room**

**Members present:** Andy Hunthausen, Dave Kirsch, Twila Harrington, Daniel Pocha, Jerry Loendorf, Rachel Haberman, Debbie Havens, Andrea Edgar, Sue Prout, Helen Fandrich, and Matt Kuntz.

**Members absent:** Elaine Graveley, Marvin Williams, Bill Roberts, and Jon Chacopulos.

President Andy Hunthausen welcomed everyone and called the meeting to order at 3:42 pm and introduced Curt Chisholm, Special Projects Manager. Curt announced that Gene Leuwer will receive the Dignity Award this year. This award is given to those community members that do an extraordinary job of advancing mental health services in the community. Gene will be given the award at the Dignity Dinner to be held May 7, 2010, at the Great Northern Conference Center. Curt asked that any Board member wanting to attend to notify Rose. Andy also reminded members about Head Start's Extravaganza to be held on Thursday, April 22 at Valley Farms and mentioned that if anyone needed tickets, to contact Rose.

**Jerry Loendorf moved to approve the minutes from the March 18, 2010, meeting as distributed. Daniel Pocha seconded the motion which passed unanimously.**

**COLA and Health Insurance – Gale Anderson**

Gale handed out a spreadsheet that showed the projected increases per program based on health insurance increase of \$100/person and various COLA options, looking at the Consumer Price Index of 2.14%. Historically, the Board considered a COLA increase for all RMDC staff effective May 1 each year because it is the beginning of the grant year for Head Start. Discussion of the handout followed. Gene relayed that he wanted Board members to start thinking about the options. Andy did relay that the Insurance Committee with the County (Gale is also on that committee) is looking at other options to lower the cost of health insurance. Staff will make a recommendation to the Personnel Committee and the Personnel Committee will make their recommendation to the Board.

**All Staff Day – Gale Anderson**

Gale handed out a draft agenda for RMDC's All Staff Day on May 21, 2010, at Carroll College. Marcella talked at the last Board meeting and invited Board members to attend all or part of the activities. Staff would like to introduce Board members to staff and staff to the Board members. After introductions, there will be a Year in Review and introductions by Program Managers. A lunch will be served following the meeting. Gale passed around a sign up for those members that can attend. A reminder of the event will be sent.

**Housing Program Updates – Jeff Miller**

Jeff reported they are in the final stages of contracting with McAlvain Construction, which was the low bid, for the Big Boulder project and at the entrance to the Card Room is a three dimensional figure of the project. The permits are in hand. The Ground Breaking Ceremony will be held the week of May 10, 2010. Jeff is waiting to see the project plans, but it appears that they intend to finish the 32 unit building

very early in 2011 with demolition of the old buildings in the winter and construct the last three buildings in the early spring and summer.

**HOME Resolution for Big Boulder Project**

Jeff reported that the Resolution action item is a correction to the Resolution the Board approved at the last meeting. The HOME Program wants to see that the Board is informed and agrees with the use of the \$500,000 in HOME funds granted to the Big Boulder Project. Due to timing, it is now more sensible to dedicate the entire \$500,000 to construction costs, which gives more flexibility.

**Jerry Loendorf moved to approve the Resolution, with the spelling correction, authorizing RMDC to accept the HOME Grant funding for the Big Boulder Residences project and to allocate the said amount to the following program activities: 448/44803/44805/8001. Helen Fandrich seconded the motion which passed unanimously.**

**Eagle Manor II**

Jeff reported that the final painting and touch up items will be completed when the weather settles.

**High School House 2009/2010**

Jeff reported the house is progressing nicely and is on schedule for completion at the end of May. The Open House will be May 27, 2010, from 5:00 pm to 7:00 pm. Invitations for the event will be sent to all Board members. If anyone would like to see the project under construction, Jeff can arrange a tour.

**Townsend Homestead Manor**

Jeff relayed this 10 unit project in Townsend is in need of major renovation. The Environment Assessment was completed and they did not find any materials containing asbestos or anything else of particular consequence. They did recommend a passive radon solution of visqueen in the crawl space, with an estimated cost of \$15,000.

Jeff handed out a Resolution that was not included in the Board packet for HOME Grant funding for the Townsend Homestead Manor project. Jeff relayed that this money would be used for land and building acquisition.

**Jerry Loendorf moved to approve the Resolution to accept the HOME Grant funding for the Townsend Homestead Manor project in the amount of \$460,000 and to allocate said amount to the following program activities:**

452/45200/45200	Administration Cost	\$ 36,800
452/45200/45203		295,900
452/45200/45201		89,000
452/45200/45204		15,000
452/45200/45204		<u>23,300</u>
	<b>TOTAL</b>	<b>\$460,000</b>

Daniel Pocha seconded the motion which passed unanimously.

### **Caird Project**

Jeff reported that on April 2, HUD issued some refinements and changes to the eligibility criteria for the NSP Program. They have now redefined foreclosure to include properties that are more than 90 days delinquent on their property taxes. With that change, Jeff went back to the NSP Program to confirm that the Caird project meets one of their higher category priorities – foreclosed properties in addition to blight and abandoned properties. Up to \$19.6 million is available with only \$16.4 allocated.

The Board discussed sending a letter in conjunction with the City of Helena and Lewis & Clark County to the Director to look at the application for NSP funds. Gene recommended we let the County take the lead on this.

### **Center for Mental Health**

Jeff reported that he has been working with Center for Mental Health for the past two weeks to assist them with submitting a CDBG Public Facility Grant. The state has increased the allocation of those funds by 8 percent. Unfortunately, the money is not here yet. RMDC has also not received notification of the award of the CDBG Grant for the Jackson Street Center building. Until RMDC receives notification, we cannot spend down the funds in cooperation with the County to allow them to be eligible to submit another grant on behalf of the Center for Mental Health's Care House. The grant would be used to build an eight bed Care House to replace the inadequate facility they now have. Andy asked what recommendation RMDC could provide to help in the distribution process. Gene relayed that if the State could move their rule about using the funding before new funding is transferred to the state, with some reassurance and timeline of when the money would be spent. The Board agreed to move ahead with helping the Center for Mental Health write the grant.

### **Montana Youth Home Update – Liz Moore**

Liz reported that Montana Youth Homes continues to struggle with finances. As of March, there is an \$116,000 deficit. Currently there are six boys at the Margaret Stewart Home with another boy to come in on April 29. The administrative structure is strong. There are currently two girls at Jan Shaw with one admitted next week and one in the works. There is also one girl living in her own apartment. RMDC is acting as her service provider. The regional administrator of Department of Family Services reported 50 children aging out of foster care in our service area within the next two years and hopes to work with Montana Youth Homes to provide Independent Living Services to those youth. Referrals for residential care are down across the state. Other programs such as Florence Crittenton Home are also reporting referrals are down. Recently Montana Youth Homes applied for a grant for a new van, a \$10,000 grant for the Independent Living Program, a Food Network Grant, and a United Way Grant.

### **HPRP Program Update – Liz Moore**

Liz handed out a spreadsheet that gave a glance of the assistance provided through the HPRP program and the money spent through March 2010. The program helps individuals who are homeless or imminently homeless, most in need and also able to sustain housing after the program's help. This is a short term program. Close to half the money is spent in the Rapid Rehousing Program and half in Prevention. HPRP has helped so far 90 unduplicated men, women and children since last fall. These individuals would have been homeless without the program. The program has also helped in increasing community members' collaboration and fostering relationships with landlords. The program received \$220,000 for a two year period. It looks as though the money will be spent in 18 months. Liz reminded

Board members that the RMDC newsletter (Snapshots) has a story about HPRP featuring one of the women helped by the program.

### **Head Start Update – Patty Dahl**

Patty reported there was a colored advertisement in the Townsend Star about the Friends of Head Start Extravaganza fundraiser. She is hoping for a rousing party at Extravaganza and looks forward to seeing everyone there.

### **Program Improvement Funds Grant Amendment**

Head Start sought \$13,470 in its Program Improvement Grant to have a dishwasher installed at the Ray Bjork site; the amount was the exact bid Helena Public Schools received for this project. The final bill for the project was \$7,305.85 and was received in March. The program would like to use the remaining funds (\$6,164) to hire individuals to assist with moving furniture in the Neighborhood Center classrooms and offices, carpet for one additional Head Start office (Special Services and Nutritionist), and area carpets for rooms that will have flooring laid. In talking with the Regional Office, it was determined that we needed to submit a grant amendment in order for the \$6,164 to be used differently. Definite costs will be determined and the amendment submitted; Head Start asks for approval to submit this grant amendment once the necessary figures are received.

**Daniel Pocha moved to approve writing a grant amendment to redirect spending of the original grant upon Policy Council’s approval. Andrea Edgar seconded the motion which passed unanimously.**

### **2009 – 2010 Self-Assessment and Improvement Plan**

Patty handed out the draft of the 2009 – 2010 Self-Assessment and Improvement Plan and went over the core questions that showed areas of “Needed Improvement” and the “Improvement Plan” designed for each of the questions, which will also be brought to Policy Council tonight. Patty also thanked Board members that worked on the Self-Assessment. When the Board and Policy Council approve the Improvement Plan, the Program Design and Management Team will start monitoring it.

**Helen Fandrich moved to approve the 2009 – 2010 Self-Assessment and Improvement Plan upon Policy Council’s approval. Andrea Edgar seconded the motion which passed unanimously.**

### **Head Start Funding Increase Grant**

Patty reminded the Board that at last month’s meeting; she handed out the Program Instruction informing us that the temporary 1.84% Stimulus COLA would become permanent. Information from the Regional Office was received that tells us to submit a grant for \$28,475 (which is prorated for 10 months beginning July 1, 2010) by April 30, 2010. The fiscal department is working on the spread sheet that will show the cost of wages plus the cost of additional fringe due to the wage increase. There will be \$3,051 in Indirect Costs and it is very likely that the remaining funds of \$25,424 will be used to pay the salary increase and the increase to fringe. After Fiscal determines the actual costs, and if there were any funding leftover, it will be placed in Neighborhood Center rent as Head Start has been overspent in that budget category. This grant will be discussed at Policy Council tonight.

**Helen Fandrich moved to approve submitting the Head Start Funding Increase Grant upon Policy Council’s approval. Andrea Edgar seconded the motion which passed unanimously.**

### **Head Start Budget**

Patty handed out the budget and discussed it. At this point, it looks as though a transfer at the end of the year from CSBG will be around \$30,000. Originally, that amount was around \$66,000.

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

#### **Week of the Young Child**

Patty reminded Board members that this week is the national "Week of the Young Child." Staff will be participating by reading to children at different sites.

### **Annual Report to the Public 2009**

Patty reminded members that this is a requirement from the Reauthorization of 2007 and was included in the packet of information placed on the table for the Board meeting. The information is also available on RMDC's website. She encouraged everyone to read through the report.

### **Kindergarten Transitions**

Head Start teachers will meet with elementary school principals, kindergarten teachers and other school personnel May 17 and May 18 to transition 154 children from Head Start to kindergarten. This process allows Head Start teachers to meet individually with each school staff and share information the parent has given and the Head Start staff has given. This process has been used for several years at Head Start and the schools report that the information is very beneficial.

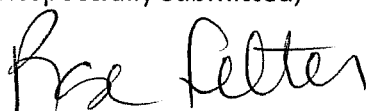
### **Early Childhood Coalition**

Over the years, Patty has kept the Board informed of the work of the Tri-County School Readiness Team and the 0 to 5 Early Childhood Committee that Head Start staff has worked on. Those two groups have combined and reached out to other early childhood advocates in the community to form the Early Childhood Coalition of the Greater Helena Area. The Coalition meets once per month and has diverse representation. Head Start has four members sitting on the Coalition, each on different work committees. Patty reported that this is an exciting time for early childhood; the Coalition has developed several goals and has many individuals ready to do the work.

Patty also reported that she received a letter yesterday stating that John Thomas will be staying at the Regional Office in Denver. She also reported that the online auction is the easiest way to access some of the Extravaganza auction items and can be found at [www.rmhc.net](http://www.rmhc.net). Liz is Mistress of Ceremonies for the event and Head Start is honored to have her. Patty is also excited to introduce the Head Start staff to Board members and Board members to Head Start staff at All Staff Day on May 21.

**Debbie Havens moved to adjourn the meeting at 5:23 pm. Helen Fandrich seconded the motion which passed unanimously.**

Respectfully submitted,



Rose Felter  
Executive Assistant