

**Board of Directors' Meeting
May 7, 2009
Neighborhood Center Card Room**

Members present: Dave Kirsch, Twila Harrington, Rachel Haberman, Daniel Pocha, Crystie Burnette, Helen Fandrich, Bill Roberts, Theresa Ortega, and Gia Bradley.

Members absent: Andy Hunthausen, Elaine Graveley, Marvin Williams, Debbie Havens, Jon Chacopulos, Jerry Loendorf, and Matt Kuntz.

Vice President Bill Roberts called the meeting to order at 3:41 pm.

Twila Harrington moved to approve the March 19, 2009, meeting minutes as distributed. Dave Kirsch seconded the motion which passed unanimously.

Personnel Committee – Gale Anderson

Health Insurance Premium

Gale reported that in the Board packet, members received a copy of the Personnel Committee meeting minutes from the April 15, 2009, meeting. At that meeting, the increase in the health insurance premium was discussed for the new plan year July 1, 2009. The increase is as follows:

Employee rate from \$430 to \$450

Spouse rate from \$300 to \$330

Child rate from \$50 to \$55

The Personnel Committee recommends that RMDC pay the full premium for employees with an annual FTE of .712 or above and to continue to pay 75 percent of the premium for employees with an annual FTE of .35 to .712. Gale also reported that there are no changes to the coverage.

Daniel Pocha moved to approve RMDC paying the full health insurance premium for employees with an annual FTE of .712 or above and for RMDC to pay 75 percent of the health insurance premium for employees with an annual FTE of .35 to .712. Gia Bradley seconded the motion which passed unanimously.

COLA Adjustment

Gale reported that Head Start received instruction from the US Department of Health and Human Services for a 3.06 percent COLA increase to be included in the base amount of the Head Start grant. There is also a Stimulus COLA in the amount of 1.84 percent in the base grant, which is temporary funding for a 12 month period only. RMDC sent a letter of intent to the union advising them of the intent for the 3.06 percent COLA adjustment and the 1.84 percent temporary COLA adjustment and about the health insurance increase reflecting RMDC's intent to pay the entire premium for employees with an annual FTE of .712 percent or greater for the new plan year beginning July 1, 2009. Gale reported that future hires would have the 3.06 percent COLA adjustment only. Staff presented the Personnel Committee information on how both increases would affect programs as well as the COLA history from 2000. This

information was discussed at the meeting. It is the Personnel Committee's recommendation for RMDC to provide a 3.06 percent COLA adjustment effective May 1, 2009, for all RMDC employees and a 1.84 percent temporary COLA adjustment for all Head Start employees effective for a twelve month period only, per instruction from Head Start.

Patty reported that this was approved at the last Policy Council meeting on April 22. This temporary COLA adjustment was included on the employees' acknowledgement form informing them that it would be taken away after the 12 month period. It is also on fiscal's calendar to remove after the 12 month period.

Crystie Burnett moved that RMDC provide a 3.06 percent COLA adjustment effective May 1, 2009, for all RMDC employees and a 1.84 percent temporary COLA adjustment for all Head Start employees for a twelve month period only effective May 1, 2009. Daniel Pocha seconded the motion which passed unanimously.

Head Start Update – Patty Dahl

Volunteer Policy – Janet Coughlin

Janet stated that in the packet was a handout with the Head Start Volunteer Policy and the Head Start Educational Observer Policy. The changes basically divide the volunteers into categories. If the volunteer is defined as a regular volunteer, they must complete the process and go through an interview and application process, including two references, Release of Information Form for Background Checks, health statement, training on program expectations, all policy/procedure forms and provide proof of an MMR, Td and TB risk assessment form. The other type of volunteer is for educational volunteers, which would cover students observing the classroom. The requirements are not as involved as the regular volunteer policy is. The policies were approved at the Policy Council's April 22, 2009, meeting. Janet reported that for a volunteer that has lived outside Montana within the past five years, the Background checks cost the program around \$35 per volunteer. Parents can observe any time but if they volunteer on a regular basis, they need to go through the process.

Crystie Burnett moved to approve Head Start's Education Observer Policy and Head Start's Volunteer Policy as reviewed. Rachel Haberman seconded the motion which passed unanimously.

Head Start Director's Report

Patty handed out the statistical information for members' review. She also relayed that the Federal review team will be here on Sunday and will begin the review process on Monday. The Policy Council is having their Head Start Staff Appreciation tonight in the Daily Dinner Club. The last school day for Head Start is May 21. The spring picnic is scheduled for May 20 at the Fairgrounds under the shelter. The event is always fun and well attended. They will have spring games with the children and races. The picnic will begin at 5:30 pm. Patty invited Board members to attend.

Patty handed out a packet of Program Instructions that included FY 2009 Funding Guidance; Provision of Diapers; 2009 Income Guidelines; Criminal Record Checks; Enrollment of Children with Disabilities; and Certifying Eligibility for Enrollment in Head Start Programs. The Program Instructions were discussed in detail.

Patty also discussed Form SF424A for the COLA, ARRA (American Recovery and Reinvestment Act) COLA and Quality funds in detail and explained where all the figures came from. She explained that the regular COLA (3.06%) is permanent and added to our base grant. The ARRA COLA (1.84%) is for a twelve month period only and staff will sign off on this acknowledging they understand that their hourly rate of pay will drop by 1.84% after the twelve month period. The Quality funds will need to be spent by September 30, 2010. Patty noted that many of the items put into each of the funding requests reflect goals that the program set in their continuation grant.

Daniel Pocha moved to approve the Head Start Grant as reflected on Form SF424 and SF424A as presented and discussed. Crystie Burnett seconded the motion which passed unanimously.

Patty also discussed the yellow copy "Re-Designation of Head Start Grantees" page that was handed out and stated that this has not taken effect yet. This re-designation would give organizations a five year grant period and if the program was doing alright, they would not be required to re-compete their grant; however if there were significant issues grantee might be required to re-compete the grant. Patty will keep the Board posted on the ongoing development of re-designation of Head Start grantees.

Also included in the information handed out is the Head Start Program's Annual Report to the Public for Program Year September 14, 2007, through May 22, 2008. Annual reports are a required report that is submitted to the public each year.

RMDC will also apply for Early Head Start funding when the Program Instruction comes out and the Expansion Grant when that becomes available as well. RMDC already has space in Boulder for the expansion, which would provide a class of 16 for the community. Gene expects both of those grants to be very competitive. RMDC may or may not get funding.

Policy Council Update – Crystie Burnett

Crystie relayed that the Policy Council Executive Committee discussed and approved Head Start's COLA, ARRA COLA, and Quality grant. They have also discussed new hires for Head Start and intermittent employees and the AWARE Program staff. Head Start will conduct Background checks on all AWARE staff as required by Head Start Program Instruction.

Head Start Extravaganza – Patty Dahl

Patty reported that the event was held on April 23 at Valley Farms. The weather was pretty bad but everyone had a delightful time. Benny's prepared the food with help from Friends of Head Start. So far, they believe the event brought in \$21,750, but Patty has received additional money so that total will change.

Head Start Review

Patty relayed that the Entrance Interview will be held at 9:00 am on Monday, May 11, 2009, in Conference Room 13. The review team has seven members. They will be conducting their work on Monday, Tuesday and Wednesday. Our Head Start was chosen to have the CLASS (Classroom Assessment Scoring System) piloted during the review so this means that 2-4 classrooms will be assessed using this tool; however, the CLASS has no bearing on the federal review outcome. They will meet with a few Board members on Tuesday at noon and will meet with a few Policy Council members in the morning. They will also attend a Community Partners luncheon meeting at Mountain West Bank. Patty reported that all the information gathered by the Review Team will be uploaded to a team in Washington, D.C. who determine if there are any areas of non-compliance or deficiency. She also said that RMDC may not have the final report for up to 90 days from the time the team leaves.

Housing Update – Jeff Miller

Caird Project

Jeff reported that the project has received a lot of press lately. RMDC began discussing the project late last summer and early this fall. At first, RMDC wanted to keep it low profile while negotiations were made with the owners. In late January, RMDC went public with the plans and also applied for tax credits. RMDC received glowing endorsement on the Editorial Page "Affordable Housing at Caird – Great Idea," but RMDC has received opposition from the neighborhood association. RMDC will continue working with them to address some of those concerns. RMDC learned that we were not receiving the tax credits we applied for in April. The project was not funded primarily due to the cost per unit and secondarily the lack of support. Several issues contributed to an increase in cost per unit and will be revisited. RMDC will continue to pursue funding for the project.

Big Boulder Project

Because RMDC was not funded in the first round of tax credits, we will be applying for tax credits for the Big Boulder project in the 2nd round of tax credit competition – the application is due by May 1. RMDC is working to gain HUD's approval to pay off the mortgage. This project will be phased in a manner that will cause no displacement of current residents. The goal is to build one new 18 unit building then move the residents into the new building and tear down the old building. The second 18 units would then be built and we would repeat the process. The new units would be one and two bedroom units. The property is around two to three acres which allows room to rearrange the buildings to stage the construction and maximize solar potential. RMDC is one of three projects competing for the second round of tax credits.

Montana Youth Homes

Jeff reported that the students will celebrate the "High School House" Open House on May 28 from 4:30 pm to 6:30 pm. This is not laid out as a typical house and has six bedrooms, a large kitchen and a common area. The students did a really nice job. In June, Emily and Liz will organize a volunteer/donor appreciation Open House.

Townsend Senior Housing

Jeff reported that this project presents the opportunity for RMDC to assume operational control and responsibility for an existing 16 unit Rural Development project in Townsend. It consists of four four-plexes. The property would be managed through RMDC's Property Management program. All of the units are one bedroom and 15 of the 16 units have attached subsidy. Jeff relayed that this project would happen within the next two to three months. The vacancy rate is at approximately 2 percent in the last two years. The units are in good condition.

Gene reported that he was approached by a landowner of a ten unit building located behind the Post Office. It is very well built, with nine units attached to subsidy. The owner would like to sell it to RMDC. Gene reported there is a very specific process that the owner has to go through to get out of his contract with Rural Development.

Jeff also reported that the Housing Program has been helping to file a Public Facility - Community Development Block Grant to purchase the WESCO building. The County is helping with the grant as well. They are also working with the owner of the adjacent property to either lease or purchase the property next to the building to provide parking spaces to resolve parking challenges at the building.

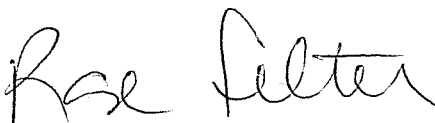
Continuum of Care – Liz Moore

Liz reported that there will be a forum on June 4 at St. Peter's Hospital's Education Center. At the forum, work will be conducted with different sectors to look at what homelessness looks like in Helena and formulate a plan to address it. The guest speaker is a woman from Minneapolis who has done a lot of work nationally to help resolve the homelessness issue. In conjunction with the homelessness, RMDC anticipates receiving stimulus funds of around \$110,000 for rapid re-housing and for security deposits and planning of homelessness activities. Lewis & Clark County also filed a \$250,000 Tenant Based Rental Assistance grant to help pay rent and help with deposits on a short term basis. RMDC would administer the TBRA grant.

Gene also reported that with RMDC's notice of the Continuation grant approval and the added increase in the budget amount, the Head Start Budget Committee will not have to meet again and file an amendment to the grant. When all expenses are in, Patty will give the Board the final budget report.

Daniel Pocha moved to adjourn the meeting at 5:10 pm. Helen Fandrich seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant