

**Rocky Mountain Development Council
Board of Directors' Meeting
May 20, 2010
Neighborhood Center Card Room**

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

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

President Andy Hunthausen welcomed everyone and called the meeting to order at 3:42 pm.

Twila Harrington moved to approve the minutes from the April 15, 2010, meeting as distributed. Dave Kirsch seconded the motion which passed unanimously.

Personnel Committee Update – Gale Anderson

Gale handed out the minutes from the meeting on Monday, May 17, 2010, and reported they discussed the Executive Director's performance evaluation. Gregg Groepper asked Board members to offer their input by email to gregg@energysharemt.com. Gregg will work on a draft and discuss the draft with Gene's objectives for the last year and next year's objectives with Gene. The Personnel Committee will meet prior to the July Board meeting to review the evaluation and recommend that the evaluation be put on the agenda for the Board meeting in July.

Health Insurance Plan and Cost of Living Adjustment (COLA) – Gale Anderson

Gale reported that the County Commissioners approved the changes to the health insurance plan at their meeting. RMDC staff recommends that RMDC does not provide a COLA adjustment this year but does pay the increase in premium of \$100 for the FTE of .712 or greater staff. There was also an increase in the spouse and dependent coverage that will be incurred by the employee. It was the Personnel Committee's recommendation that RMDC pay the increase in health insurance premium, but no COLA adjustment this year. The Head Start Policy Council recommended to not pay the additional premium cost and to take to the Personnel Committee the thought of having employees being responsible for some of their premium costs - that this would help employees be more responsible for their health care. After discussion at the Personnel Committee meeting, PC Chairperson Andrea Edgar voted to support paying the increase in health insurance premium for employees. RMDC's Personnel Committee took note of the Policy Council's objection of paying the increase in premium but it is their recommendation for RMDC to pay the increase.

Bill Roberts moved to approve the Personnel Committee's recommendation to pay the increased premium for FTE of .712 or greater staff or above but to not give a Cost of Living (COLA) increase this year. Debbie Havens seconded the motion which passed unanimously.

Recommended Personnel Policy Manual Changes – Gale Anderson

Gale relayed that when Montana Youth Homes joined RMDC, a Differential Pay Policy was added to the manual due to their 24/7 program. The Program Manager for Montana Youth Homes has recommended dropping the evening differential pay which will simplify timesheet submission.

Bill Roberts moved to approve the Shift Differential pay as revised and recommended by the Personnel Committee. Daniel Pocha seconded the motion which passed unanimously.

Gale reported that the next recommended change to the Personnel Policy Manual reflects the Drug Free Workplace Policy, with the consideration of medical marijuana, legally prescribed drugs and over the counter drugs that could adversely affect job performance, etc. The Personnel Committee recommended changes at their meeting on May 17 and approved the policy with the changes made. The copy Gale handed out at the Board meeting had those changes made.

Bill Roberts moved to approve the changes to RMDC's Personnel Policy Manual as recommended by the Personnel Policy Committee. Daniel Pocha seconded the motion which passed unanimously.

All Staff Day – Gale Anderson

Gale reminded members that All Staff Day is scheduled at Carroll College. Members can get an agenda from Rose. From 11:45 pm to 12:00 pm, Gene will introduce Board members then there will be a Year in Review. After that, lunch will be served in the Campus Center. Parking is available anywhere that is not posted for Staff.

Retirement Committee Update – Jan Kalgaard

Jan reported that the Retirement Committee met this week and invited representatives from Employee Benefit Resources (EBR) to join them and discuss the current retirement plan and review the first quarter performance. The committee is reviewing options to have the valuation of the plan determined on a more frequent basis. The recommendation from the Retirement Committee is to not make any strategy changes for the fund at this time. If an amendment is needed to evaluate the plan more frequently, the committee will come to the Board for approval at a later time. The committee also welcomes Jerry Loendorf as a new member.

Audit Proposals – Jan Kalgaard

Jan reported that RMDC sent out eight requests for proposals for RMDC's audit and the Pension Plan audit. As of this morning, RMDC has received four responses and expects to receive one more. The responses are due today. RMDC staff will review the proposals and narrow them down to two or three to interview the week of June 7. Jan would like Board member participation with the interview process. RMDC will be selecting the auditor to complete the audits for the next five years. Bill Roberts, Daniel Pocha and Andrea Edgar would like to be on the committee. The committee will conclude interviews and make a selection at the June Board meeting.

RMDC's 990 – Jan Kalgaard

Jan reported that RMDC's 990 for year ending June 30, 2009, is prepared and submitted. The 990 will be posted on RMDC's website. Jan asked that if a member has questions about the 990 to give her a call or schedule a meeting with her.

Home Delivered Meals Van – Jan Kalgaard

Jan reported that RMDC purchased the new van for \$27,379 on April 30 with CSBG funds awarded under the Federal American Recovery and Reinvestment Act. Notification to the Board of the use of ARRA funds for equipment is a requirement of the grant.

Miscellaneous

President Andy Hunthausen stated that he saw Patty on TV receiving the award from the Interagency Committee for Change for Women, which is a State committee and has been operating for 12 years. The Governor appoints the committee. Gene reported that Fran O'Hara, on of RMDC's staff, nominated Patty.

Andy also thanked Sue Prout and Debbie Havens for participating in this year's Spirit of Service project. Andy asked Rose to talk about the program. Rose reported that this was the 11th year of the project which helps those homeowners who own and reside in their home and are unable to do the outside work themselves. Rose also thanked Sue and Debbie for helping.

Head Start – Patty Dahl

Director's Report

Patty handed out statistical information required to report to the Board. She also invited Board members to the Head Start picnic tonight at the Fairgrounds. Of the 288 children served this year, with last year's total of 281, Patty reported that there are only four children who do not have insurance as they leave the Head Start Program. Patty will have the Program Information Report completed, the report on the lavender paper, and will bring it to the Board. Staff works hard to ensure the children are covered by insurance when leaving the program.

Program Improvement Funds Grant Amendment

Patty relayed that the amendment was approved and received so that flooring can be done at the Neighborhood Center and the Early Learning Center in June and July.

Continuation Grant

Patty also reported that the FAA (Financial Assistance Award) for the program's Continuation Grant was received.

Head Start Budget Committee

Patty discussed the issue of the health insurance premium increase on top of the program already being in a deficit; the total needed to balance the Head Start budget is approximately \$75,000. She felt it was time to re-convene the Head Start Budget Committee. Patty asked for Board's participation on this committee and the following members volunteered to be on the committee: Helen Fandrich, Daniel Pocha, Sue Prout, and Jerry Loendorf.

Patty also relayed that Head Start has the opportunity to apply to be in the Stars to Quality Pilot Program. This pilot program that is funded with ARRA funds gives good incentives to half of the programs selected. This program will go to the Legislature for approval for ongoing funding to continue after the Stimulus money is over. Patty is recommending that all eight Head Start sites apply for the program.

Helen Fandrich moved to approve all eight of RMDC's Head Start sites applying to be part of the Stars Pilot Program. Dave Kirsch seconded the motion which passed unanimously.

Kindergarten Transitions

The program is sending 154 children off to kindergarten this year. Head Start teachers in Helena met with elementary school principals, kindergarten teachers and other school personnel on May 17 and May 18 to transition children from Head Start to kindergarten. The Townsend teacher and supervisor met with Townsend school personnel on May 11 and the Whitehall teacher will meet with Whitehall school personnel next week, and Eastgate teachers and supervisor did transitions on May 19.

Kindergarten personnel who attend are very pleased with Head Start's Transition process. The program is very proud of this process; it shows how much Head Start's information is valued by the incoming schools.

RMDC All Staff Day

Patty told the Board that she is excited for their attendance at the All Staff Day tomorrow and looks forward to introducing the Head Start staff to the Board.

Head Start Policy Council Update – Andrea Edgar

Andrea relayed that Policy Council made \$2,000 on their pizza fundraiser. The classroom that sold the most pizzas will have a pizza party.

Housing Program – Jeff Miller

Townsend Homestead Manor

Jeff reminded Board members that this project is a 10 unit senior housing project that needs renovation. RMDC is in the final stages with Rural Development to transfer ownership of the property to RMDC. Jeff reported that architects had a walk through last Thursday. There are six interested in the project and will submit proposals tomorrow. Jeff stated that the two Resolutions included in the Board packet pertain to this project. One Resolution approves Gene's signing the paperwork on behalf of RMDC, Inc., to acquire the project; the second allows RMDC, Inc., to open bank accounts for the project under RMDC, Inc., as owner.

Jerry Loendorf moved to approve the following Resolution:

RESOLVED, that the Corporation's Executive Director, Gene Leuwer, is authorized to purchase Homestead Manor, located in Townsend, Montana, on behalf of the Corporation. The purchase price will be based upon the appraised value of the net assets acquired by the Corporation from the seller.

Bill Roberts seconded the motion which passed unanimously.

Helen Fandrich moved to approve the following Resolution:

RESOLVED, that the Officers of the Corporation are authorized to establish the following bank accounts for the Homestead Manor operation:

Operating Checking Account

Replacement Reserve Account

Security Deposit Account

RESOLVED, any one of the following individuals are authorized to sign for and to otherwise manage said accounts, including authorizing other individuals to receive access to account information:

Eugene A. Leuwer, Executive Director

Bobbie Sue Carothers, Property Manager

Jeff Miller, Director of Community Development

Jan Kalgaard, Director of Finance

Jerry Loendorf seconded the motion which passed unanimously.

Gene Leuwer reported that approximately \$280,000 would be used for hard renovations and assuming the project from Rural Development. The HOME Grant money will allow RMDC to do a nice job of fixing the project up.

CDBG Public Facility Grant

Jeff reminded Board members that this grant was submitted to acquire the Jackson Street Center. So far, the County has not seen the contract yet. Jeff asked for an advancement of the funds to facilitate the closing and they have agreed but the State has to release the funds first. Jeff cannot pin down a confirmed date for the funding.

Big Boulder Project

Jeff thanked President Andy Hunthausen and Dave Kirsch and others for attending the ground breaking ceremony on May 10. The contractors actually broke ground on May 11 and will be pouring footings next Monday. Jeff will look forward to providing the Board with monthly reports of our progress.

High School House

Jeff invited Board members to attend the Open House ceremony which is scheduled for May 27, 2010, at 5:00 pm. The house will soon be put on the market to sell. The proceeds from the house will be used for next year's house.

Miscellaneous

Patty thanked the Board members that attended Extravaganza and to the Board for the wonderful basket they donated. She also reported that it looks as though they made close to the same amount (\$22,000) as last year. They are still working on the final figures.

Gene reported that LIEAP is finished for the year and has processed 2,295 applications, approved 2,283 applications, which is a 2.4 percent increase in applications than last year. Energy Share applications were up as well with 112 applications received comparing to the 70 received last year (an increase of 60 percent over last year). Staff did a great job. The State pays an average of \$450 for each client approved per month.

Rachel Haberman also reported that the Energy Share office is still open and taking applications. Because Energy Share is privately funded unlike the federally funded LIEAP program, Energy Share can look at different circumstances when reviewing the application. This is a once in a life time help program. Usually, the clients that qualify for Energy Share do not qualify for LIEAP. The clients that qualify for LIEAP are also certified for the Weatherization Program then prioritized based on immediate need. Gene will add those programs to the agenda for next month to give the Board an update.

Bill Roberts moved to adjourn the meeting. Debbie Havens seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant