

Board of Directors' Meeting
June 18, 2009
Neighborhood Center Card Room

Members present: Andy Hunthausen, Dave Kirsch, Elaine Graveley, Debbie Havens, Twila Harrington, Gregg Groepper, Daniel Pocha, Helen Fandrich, Bill Roberts, Jon Chacopulos, Jerry Loendorf, Matt Kuntz, and Gia Bradley.

Members absent: Marvin Williams, Crystie Burnette, and Theresa Ortega.

Andy Hunthausen called the meeting to order at 3:37 pm.

Daniel Pocha moved to approve the May 7, 2009 meeting minutes as distributed. Dave Kirsch seconded the motion which passed unanimously.

Executive Director's Evaluation – Gregg Groepper

Gregg reported this process involves soliciting input from all Board members about Gene's performance from July 1, 2008, through June 30, 2009. He asked that members email their comments to him at jggroepper@scglobal.net by early July. When he receives all the comments, he will meet with Gene and go over the Board's comments and set goals for the New Year. After that, a Personnel Committee meeting will be scheduled to complete the evaluation. Rose will survey the Board to see which date, July 9 or July 13, works best for a noon meeting and schedule from there.

Early Head Start Program Grant – Liz Moore

Liz reported that the grant is due by July 9. She handed out information about the grant she is currently working on with assistance from the Florence Crittenton Home, Lewis & Clark County Health Department, and Child Care Partnerships. Liz stated that the first page of the handout goes over what the Early Head Start Program entails. The program really works on the bond between the parents and child and the health of the baby. Montana had around \$1.4 million allocated to Early Head Start. Liz also believes there may be additional money available. If RMDC receives the grant, an additional 38 new staff would probably be hired. The program is looking at Ray Bjork School and the Neighborhood Center as the sites for the new program.

After the first year of funding, Head Start and Early Head Start Programs could submit a consolidated budget. Both programs would have a common Policy Council. Gene reported that if RMDC did receive the grant, most of the second floor space would need to be changed significantly.

Gregg Groepper moved to approve RMDC's submitting an application for the Early Head Start Grant that is due July 9. Daniel Pocha seconded the motion which passed unanimously.

Community Homeless Forum – Liz Moore

Liz reported that the forum was held on June 4 and June 5 at St. Peter's Hospital Education Center. Approximately 80 people from around Helena attended. The morning session framed what the issues are and during the afternoon session participants discussed potential solutions. Unfortunately, RMDC did not receive the TBRA Grant they submitted. The State said it was ineligible use of the HOME money. Liz reported that the Helena Action Coalition on Homelessness is trying to encourage

the State to look at the resource to help with housing again. Approximately \$170,000 of \$250,000 was for temporary assistance while clients wait to come to the top of the Section 8 waiting list. The grant would have allowed RMDC to give rental assistance to people who were not on Section 8's list. Liz reported that RMDC will receive \$230,000 of HUD money for Rapid Housing that we can use for some of this. There may also be some extra CSGB money to use as well.

Jan Shaw Youth Home – Liz Moore

Liz reported that the Jan Shaw Youth Home is completed and she hopes the Board is proud of the new facility. The doors will be opened on July 1. Last week was the ribbon cutting ceremony. Staff has conducted a couple fundraisers to help furnish the new facility. She thanked Jeff and his staff for the amount of work done to complete the project. Gene relayed that if anyone would like to tour the facility, contact Liz, Emily or him.

Head Start

Patty handed out a packet of information. The first sheet is the statistical information that is required to report to the Board. She asked that everyone read it at their leisure.

Head Start Expansion Grant

Patty reported that the Head Start Expansion Grant for Boulder is due by June 23. She handed out draft copies of the Project Summary, SF424A and "Other" cost category and discussed the grant process and grant in detail. She told the Board of the dynamic support for the project by the Boulder community. The Policy Council approved the Expansion Grant at their meeting last night on June 17, 2009. This Expansion Grant is competitive within the State for \$155,000. Gene reported that the citizens of Boulder did an amazing amount of work in preparation of expanding the Head Start Program to Boulder. The community's support of the program will help with the competitiveness of the grant.

Gregg Groepper moved for the approval to apply for the Head Start Expansion Grant for Boulder. Daniel Pocha seconded the motion which passed unanimously.

New Program Instructions

Patty handed out a Program Instruction for One-Time Program Improvement funding. This grant is due July 10, 2009. Patty would like Board approval to write a One-Time Program Improvement Grant to 1) remove and replace all the flooring in Head Start spaces in the Neighborhood Center that have not been done in the last 17 years and at the Early Learning Center site. Our intent is to remove carpet from all classrooms for health and safety reasons – so many children have allergy and asthma problems and it will help their health issues by placing flooring that can be well cleaned daily. This will be a costly endeavor and bids are being gathered at this time, 2) install a dishwasher at the Ray Bjork Head Start site. This also will be costly as the building is neither equipped plumbing-wise nor electrically for a dishwasher and 3) to remediate the playground at Ray Bjork Head Start site – this will include ground cover, overall fencing, etc. Patty is waiting for cost information from the School District in regard to the Ray Bjork projects.

Gregg Groepper moved to approve the Head Start Program to write a One-Time Program Improvement Grant as described above in the amount to be determined when all bids are received. Debbie Havens seconded the motion which passed unanimously.

Head Start Vision Statement

Patty reported that Head Start's Leadership Team at their annual working retreat considered the program's current vision statement. After discussion, they recommended to the Policy Council minor changes to the statement which will not change the intent but makes it more "here and now." The Policy Council approved the modified Vision Statement at their meeting on June 17, 2009.

Bill Roberts moved to approve "To be a leading child and family development center working with Head Start families and community partners in Lewis and Clark, Broadwater, and Jefferson counties, to promote healthy life choices and develop skills necessary for academic and social success" as Head Start's Vision Statement. Daniel Pocha seconded the motion which passed unanimously.

New Program Instructions

Patty handed out a Program Instruction for Certifying Eligibility for Head Start. This Instruction is a revision to an earlier instruction in regard to certifying eligibility. Patty went over the highlights of the revision. She told the Board that the Federal Review Team that was here in May reviewed 87 children's files and all were in compliance with income verification and staff signatures. The program currently does not use the suggested form but all information contained on the Federal form is in our application.

Self-Assessment for 2008 – 2009

Patty reported that they are still waiting on one person's information, which is on its way. Hopefully a report and drafted action plan will be ready for next month's meeting. With 17 of the 18 turned in, there are no areas of non-compliance at this time.

Head Start New Positions

Patty reported that interviews have been conducted for a Classroom Supervisor, Special Services Coordinator and a Parent Involvement/Volunteer Coordinator. Positions have been offered and Policy Council approved the hires contingent on background checks being completed (out of state takes about three weeks) and immunizations being current.

Head Start Policy Council Report

Patty reported that the Policy Council acted on the same information provided at the Board meeting today.

Housing Report – Jeff Miller

Line of Credit – 2009/2010 High School House

Jeff reported that a \$45,000 lot in Golden Estates IV subdivision has been identified for the seventh High School House. Mosaic Architecture will develop the plans for the three bedroom house with garage. They will have a preview ready next Tuesday. Jeff is requesting Board's approval to open a line of credit in the amount of \$200,000 to allow the Housing Program to start the new house.

Gregg Groepper moved to approve the motion to enter into a loan agreement with Mountain West Bank of Helena to finance the purchase of a lot and the construction costs associated with the High School House Project for the 2009 – 2010 school year with the maximum loan principle of \$200,000. Helen Fandrich seconded the motion which passed unanimously.

Townsend Homestead Manor

Jeff relayed that RMDC is moving forward with the plan to preserve the 16 unit elderly – Rural Development project in Townsend. This project is in good condition with good occupancy but it needs more accounting and management capacity than the current Board has interest in providing. RMDC's plan to assume the property is to work with the current Board members and Rural Development to replace the majority of their Directors with representatives of RMDC, Inc., and thus assume control. There would be no change in the corporate structure, ownership, debt or any other matter. What would change is that RMDC would manage the property under our PMS Program and thereby assume operational responsibilities as well. Elaine Graveley and Helen Fandrich have agreed to be on that Board. Jeff is working with Jerry Loendorf to review and possibly amend the by-laws to make it easier to operate. RMDC's due diligence has not turned anything remarkable up except they cannot locate their 501(c)(3) determination letter. They have not had an audit for quite some time. Gene reminded Board members that if RMDC structures the property so that RMDC controls it, the property would be included in RMDC's audit.

Helen Fandrich moved to approve moving forward with the project while the organizational structure is still in the development stage. Elaine Graveley seconded the motion which passed unanimously.

Big Boulder Apartments

RMDC has entered into a Buy/Sell Agreement to transfer ownership so a new 36 unit facility can be built. We will then tear down the existing worn out structure. The HUD application was turned in June 12, and RMDC expects to hear whether we are awarded tax credits for the project at the July 13 MBOH meeting. If we are awarded the tax credits, RMDC will also have to submit a request for Tax Credit Assistance Program funding. Additional funding includes a HOME Grant, probably second round in September and discussion with Rural Development and/or CDBG. The project would be one and two bedroom apartments.

Caird Property

Jeff handed out the reworked site plan that addresses the per unit cost and a corridor for commercial use. The reconfiguring brought the unit costs from \$425,000 to \$232,000. The project has also been reconfigured to be an elderly project that necessitates only 1/6th the parking and consists of 15 one bedroom units and 15 two bedroom units. The Phase II environmental work is proceeding on schedule. The next funding opportunity is an NSP application which will be filed hopefully within a month. For NSP purposes, the applicant must be a unit of government so RMDC hopes to visit with the City about partnering with us in applying for the funding. If they do agree to partner with us, we will also host a public hearing in front of the City Commission, which would likely be July 6 or July 20. The application would address two categories of eligible use of NSP funds: a) demolishing blighted structures and b) redevelop demolished or vacant properties to provide neighborhood stabilization. Jeff reported that he is attending another Neighborhood meeting tonight at 6:00 pm. Jeff also relayed that the Buy/Sell Agreement expires in January.

Gr8 HOPe

Jeff reported that this program is the mortgage buy down program that has helped approximately 60 families. HUD has now changed the requirements in that we have to be an instrumentality of local government. This was not a requirement before. RMDC needs to go through a formal application process. As part of that application process, specific information is required from the Board members, including Social Security numbers. Jeff assured that the information will be kept confidential and the work/questions would go through Rose. Both HUD and the HOME Program have

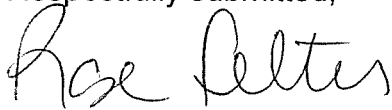
agreed to continue to allow RMDC to participate in the program, as we have in the past, while we gather the information required. If RMDC is not able to supply the information, our participation in the program will need to be modified.

Eagle Manor II

Jeff relayed that the project is proceeding very well. The second floor should be completed by the end of July and the tower was roofed in today. So far, the project is around 45 percent complete. There is no wait list generated yet. Jeff sees residents moving from the efficiency apartments at Penkay and moving to the new one bedroom apartments. Of the 44 apartments, 39 are one bedroom units and 5 will remain as efficiencies.

Daniel Pocha moved to adjourn the meeting at 5:35 pm. Bill Roberts seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant