

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
December 18, 2008
Neighborhood Center Card Room

Members present: Charles Notbohm, Marvin Williams, Debbie Havens, Twila Harrington, Daniel Pocha, Crystie Burnette, Christina Gwinn, Randy Folstrom, Helen Fandrich, Jon Chacopulos, and Jerry Loendorf.

Members absent: Andy Hunthausen, Bill Roberts, Theresa Ortega, and Rachel Haberman.

Helen Fandrich called the meeting to order at 3:39 pm. She introduced the new Board members as follows: Crystie Burnette, Head Start Policy Council's President; Randy Folstrom, new Board member representing the Drop-in Center.

Daniel Pocha moved to approve the November 20, 2008, Board Meeting minutes as read. Twila Harrington seconded the motion which passed unanimously.

Executive Committee Update – Bill Tromly
Annual Audit Acceptance

Bill reported that the Executive Committee met on Tuesday, December 16, 2008, with Anderson ZuhrMuehlen to review the Draft Audit Report. There were no findings at this time but there is still some additional review required. Bill is hoping to present the final Audit Report at next month's meeting.

Jerry Loendorf moved on the Executive Committee's recommendation to approve the draft Audit Report for year ending June 30, 2008. Daniel Pocha seconded the motion which passed unanimously.

Montana Youth Home Retirement Plan Resolution – Bill Tromly

Bill reported that the Executive Committee had approved the resolution by e-mail. After discussion with Jerry Loendorf, Bill and Jerry met with EBR to address how the retirement plan should be passed on to RMDC. RMDC was never advised that the plan existed and at the time of assumption, RMDC thought the plan would be dropped. Currently, the plan is frozen and no new employees can participate in the plan and no more money can be invested in the 403(b) plan. Part of the Resolution was to re-write it to be in compliance with IRS guidelines of the 403(b) plans. This will be implemented by January 1, 2009. RMDC cannot terminate the plan currently even if all participants can be identified. Once the Resolution is approved, it will be RMDC's plan and staff will do its best to close that plan. The current Amendment gives RMDC authorization to acquire the Plan. Montana Youth Home employees are all 100 percent vested.

Jerry Loendorf moved to approve the Resolution that authorizes RMDC to amend the Plan and to set such policies as are necessary for its operation. Debbie Havens seconded the motion which passed unanimously.

Fiscal Policy Manual Update – Bill Tromly

Bill reported that when the IRS changes mileage reimbursement rates, RMDC changes the Fiscal Policy Manual to reflect the change. Effective January 1, 2009, the mileage rate will be changed from \$.585 to \$.55.

Daniel Pocha moved to approve the change in RMDC's Fiscal Policy Manual to reflect the change to the IRS's approved mileage reimbursement from \$.585 to \$.55 effective January 1, 2009. Charles Notbohm seconded the motion which passed unanimously.

Head Start Director's Report – Patty Dahl

Patty handed out statistical information that is required by the Re-Authorization to be submitted to the Board members. Patty asked that members review this information.

Self-Assessment Tool for 2008-2009 Head Start Year

Staff recommends, with the approval by Head Start Policy Council at their December 11, 2008 meeting, using the federally designed Self-Assessment Toolkit for this year's Self-Assessment. The tool is written in lay language and is fairly easy to use. It is based on 18 "core questions" which a team of Policy Council, Board, staff, and community members will use to assess the Head Start Program later this winter. It takes a team of 15 to 18 individuals and Patty would like to have Board members assist in this process.

Daniel Pocha moved to approve using the federally designed Self-Assessment Toolkit as the Self-Assessment Tool for the 2008-2009 Head Start Year. Twila Harrington seconded the motion which passed unanimously.

Dispute Resolution Agreement

Patty reported that Jerry Loendorf agreed to look at the Dispute Resolution Agreement and the committee concluded that the present Agreement is well written and provides possible resolution clear through to "binding arbitration." The consensus of the group was to leave the document as is. The Policy Council approved retaining the Dispute Resolution Agreement on December 11, 2008, and their minutes will reflect that decision. It is the group's recommendation that the Board also approve retaining the current Dispute Resolution Agreement.

Debbie Havens moved to approve the Dispute Resolution Agreement as is. Daniel Pocha seconded the motion which passed unanimously.

CACFP Triennial Audit

Patty reported that on December 11, 2008 a two member team came to RMDC and reviewed many documents and supporting information both programmatically and fiscally. There were no repeat findings and the program passed the audit with "flying colors." Patty offered a special thank you to Lin Pasch, RMDC's Nutritionist, Leslie Cochran-Olson, Head Start Support Services Manager, Dawn Doyle, Lois Simpson, Jackie Newlun, and Bill Tromly from fiscal. This wouldn't have happened without their hard work and accuracy. Patty also thanked Gene for attending the exit interview.

Grantee Monitoring Information

Patty relayed that she has received information from the contractor who sets up the Federal Reviews and they are asking for about 30 documents to be electronically sent to them by

February 12. That would indicate that the review will probably take place during the second half of March.

Head Start Budget Committee

Patty reported that this committee was set up to look at Head Start's continual budget deficit. The committee, which includes Board Members Daniel Pocha, Jerry Loendorf and Helen Fandrich, met Tuesday, December 16. It was determined to divide into smaller sub-committees to take a hard look at all the pieces of the Head Start budget. The tool being used is the Office of Head Start's list of factors to be addressed when grantees request to reduce enrollment. There may be more than one option in terms of looking at how the program can "make ends meet" with the current Head Start funding.

Report on Self-Assessment of 2007-2008

Patty reported that of the 18 core questions reviewed at last year's Self-Assessment, it was determined by the team that eight topics needed improvement which required an action plan to be written. Patty reported that to date, most of the action plans have been completed and three of the questions, although completed, will probably be ongoing. They are hoping to have the one last one completed by January 15, 2009.

Friends of Head Start

Patty relayed that Maleen Olson was selected by the Friends of Head Start group as the Event Coordinator to work on Extravaganza. The date has changed from April 30 to April 23 and will still be held at Valley Farms. The group is still looking for additional volunteers so if anyone is interested, they are asked to contact Helen Fandrich.

Other Items

Patty reported that School District #1 has asked many agencies, including Head Start, to be a participating member in a \$6 million dollar grant that would target Safe Schools/Healthy Students. Both Patty and Lizzie Carlson-Thompson are serving on the committee.

Patty passed around a yellow handout which is the Community Assessment Update for the period fall 2008.

Patty also reported that someone donated 4 X 4 quilts to every child in the Head Start class in Whitehall.

Head Start's Tour of Lights is scheduled for Friday, December 19. Patty invited everyone to attend. The Optimist Club of Helena is financially supporting the entire event. Unfortunately, due to the cold, the carriage rides were cancelled.

Patty then handed out Head Start's budget. So far, expenses for November are less than October due to less work days in November. She will continue to watch the budget every month and very soon will be looking at it weekly. The transportation portion of the budget doesn't reflect the current expenses because we are always two months behind so it makes it difficult to watch that budget item.

Patty also handed out information on the expanded call to action to participate in Head Start's virtual March. The handout gives good information about ideas to use to share with members

of Congress asking them to include \$4.3 billion in new funding for Head Start in the Economic Stimulus Bill that is expected in January.

Policy Council Update – Crystie Burnette

Crystie reported that the parents just finished the AROMA light candle fundraiser, which went very well. Nearly 700 were sold with the net around \$6,575. The parents did a terrific job of getting the order in and distributed.

Mental Health Update – Elaine Bruce

St. Peter's hiring of key psychiatric services staff is underway with a February 2009 target date for Program Managers and Nurse Manager. The unit will open in May of 2009 to reflect the Medicare rate year. There is a lot planned between now and May with community education and outreach.

Horizon Behavioral Health will support the Montana Gerontology Society Conference in April and have a speaker on psychiatric symptoms and treatment for the elderly.

There is planning for a second community behavioral health meeting with all community agencies who deal with persons in crisis with the goal for an integrated delivery system sometime in mid-January. RMDC is the lead agent that was chosen by consensus at the first community meeting to continue with leadership in this endeavor.

Prevention Services

Elaine reminded the Board that RMDC has two subcontracts with Boyd Andrews Community Services is in full swing with: The Montana Tobacco Utilization Prevention Program's expansion to all Helena and East Helena elementary schools by developing a curriculum and lesson plans to be presented to school district administration for approval and implementation; and,

The Substance Abuse Prevention Services subcontract has been busy working to expand into the broader Lewis & Clark County with a focus on East Helena and Augusta and Lincoln. Will Michael has visited the Cooperative Health Clinic and school districts in both of those areas.

Compeer Program

Elaine reported this is a volunteer based program based on a national model that matches volunteers in the community with patients with mental illnesses to help them out of isolation. Micky Brown is the Program Manager and is doing an excellent job. So far, she has recruited and trained 12 volunteers of which 11 have been matched. There are 17 mental health consumers that were referred by medical providers and 11 of which have been assigned as Compeer Friends. The program is actively working with 10 clinicians in the community who are critical to the matching process. Volunteer ages range from 27 – 65 years of age, from all different backgrounds and professions. Compeer Helena is currently actively recruiting in two Helena area's college campuses.

Drop-in Center

Elaine stated new Board member Randy Folstrom is on the interim Board involved in activities at the Drop-in Center. Work has begun at the Drop-In Center to address the ADA and Safety requirements identified by the City of Helena's Building permit division. Five bids

were received from area contractors to do the needed work but the contract was awarded to Triple E Builders. Scott Fitzgerald is the licensed Asbestos Abatement Contractor. The construction contract is allowing 75 days to complete the construction that will be signed-off by Susan Bjerke and the City of Helena. The plan is to hire a part time Program Manager and two part time Program Coordinators and volunteers to operate the Drop-In Center, tentatively to open in late February or early March following the Certificate of Occupancy. Approximately \$21,000 for the permanent building improvements and code compliance related to the following:

- o Access ramp \$2,182
- o Insulation and fireproofing \$10,371
- o Labor for removal of ceiling tile \$470
- o Roof repair 9 skylights \$918
- o New ceiling tile \$2,990
- o Replace balcony railing with code compliant railing \$3,166

Housing Update – Jeff Miller Eagle Manor III

Jeff thanked Andy, Daniel, Jon, Bill, and Helen for attending the Open House and Ribbon Cutting Ceremony on December 4. Congressman Rehberg, who was instrumental with obtaining a portion of the funding, was there as well. The unit is fully rented. The renters were offered the opportunity to rent new energy star front loading washer and dryer for \$20 per month. Last Saturday, Vann's delivered these appliances to 15 units. If the useful life is 8 years per set and we don't experience unusual amounts of breakdowns beyond the one year warranty, replacements should be necessary every 8 years.

Eagle Manor II

Jeff reported the project is underway with the first step in emptying the first floor. The Beauty Shop has been moved and temporary passage ways have been built. Total removal of all surfaces will begin next week. There was an unpleasant surprise this morning when some of the water pipes in a vacant room on the east side burst. The rooms around the burst were also vacant so the only damage occurred in rooms that will be demolished anyway. The water was shut down to 119 rooms and the kitchen for about four hours this morning while repairs were made.

Montana Youth Homes

The project is going very well. Another neighborhood meeting was held December 4. Since then, a programming decision was made to use the facility for girls rather than boys so all parties will be notified of the change. The building will be delivered pretty much debt free. RMDC is reaching out to the community to help furnish the individual rooms.

New Project

Jeff reported that since the last meeting, RMDC is putting forward an offer to purchase the land instead of purchasing the corporation. Jerry has worked through the offer and will present it tomorrow. The offer has all the contingencies RMDC desires.

Jeff has been working with the neighbors and the decision was made to develop the project as a family property with a lot of green space. RMDC proposes to build four – one bedroom units with 800 sq feet each; ten – two bedroom units with 1,000 sq feet each; and six – three bedroom units with 1,300 sq feet. A market study is being conducted to assess the demand

for the units. Because the project is a family project, RMDC is required to provide two parking spaces for each apartment. Because of this, the parking is planned under the apartments. Jeff is planning to meet with the neighborhood and representatives of the Midtowne/6th Ward Neighborhood Association in early January to get their input on redevelopment, which will probably be a series of discussions over time. Jerry discussed the project and the work he has been doing. He also discussed the opt-out opportunities of the agreement. Discussion of partnering up with other city/county/state and other local agencies to conduct a housing needs assessment is in the works as well. Jeff also relayed that there is a process the community can go through to provide HUD information to argue their voucher rate is low. If HUD could be convinced to increase the reimbursement rate, the apartments would be more competitive in the housing market.

January Board Meeting

Helen notified the members that the January meeting would be moved to January 22 to help Head Start get ready for submitting the grant. The grant has to be filed by January 31, 2009. The Board agreed to change the date of the next meeting.

Gene thanked Daniel for reminding the Board that this is Chuck Notbohm's last Board meeting. He is retiring from the Jefferson County Commission at the end of December 2008. The Board thanked him for his service to RMDC.

Daniel Pocha moved to adjourn the meeting at 5:40 pm. Twila Harrington seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Secretary

December 18, 2008

To: RMDC, Inc. Board of Directors
From: Patty Dahl, Head Start Director
Re: December 2008 Statistical Information Report to the Board

Enrollment/Attendance for November:

- reported 248 for end of month, actually served 253
- overall average daily attendance was 87% based on children served (253). If average daily attendance were based on 248 then it goes to 89%. 104 children had perfect attendance.
- 12 classrooms had an average daily attendance of 85% or better, the highest being one of the full day programs at 97%.
- The three classrooms that had less than 85% average daily attendance reported only 12 days of absence due to transportation out of 141 total absences.

Meals Served:

- The Program served 2,010 breakfasts, 3,065 lunches, and 1,452 snacks to Head Start enrolled children. (These meals are submitted to CACFP (Child and Adult Care Food Program) for partial reimbursement.)
- The Program also served 413 breakfasts, 598 lunches, and 257 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,268 non-reimbursed meals.

Credit Card Charges: No charges for the month of November.

Other Program Statistics as of 12-17-08

- 248 children enrolled.
- 65 children are either on an IEP (Individual Education Plans) or in the IEP process.
- Of 248 children, 203 have completed their dental exam and 200 have completed their well child physical. (These numbers are time-sensitive; last month 215 of 251 children had completed their well child exam. The number is less this month as some exams are now a year old and cannot be counted and need to be done again.) All children in the program except 2 are "up-to-date" on their immunizations. Those 2 children are on "conditional" attendance which means they are current but NOT up-to-date
- 1 child still needs a developmental screening and 6 need to be re-screened.
- 88 children on the waitlist between Helena, East Helena, Townsend – of those 88 children, 38 are income eligible and 50 are over the poverty index.
- 63 Head Start families were sponsored by churches, groups, or individuals this Christmas season. 30 children got to go on a Wal-mart "shopping spree" sponsored by Children's Safety Bureau. The Helena Kiwanis purchased a gift for every Head Start child AND every special education preschool child. Mountain West Bank gave all our Head Start children a \$12 gift card for a pair of shoes or boots plus playdough.
- Approximately 180 Head Start parents, children and staff attended the Nutcracker dress rehearsal last Friday evening. This event was sponsored by Mountain West Bank for Head Start and MWB employees.