

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
June 19, 2008
Conference Room 13

Members present: Bill Roberts, Twila Harrington, Debbie Havens, Jerry Loendorf, Helen Fandrich, Gregg Groepper, Chuck Notbohm, Andy Hunthausen, Pat Bollinger, Jon Chacopulos, and Daniel Pocha.

Members absent: James Hohn and Jena Grubb.

Bill Roberts called the meeting to order at 3:32 pm.

Helen Fandrich moved to approve the May 15, 2008, Board Meeting minutes as read. Twila Harrington seconded the motion which passed unanimously.

Development Update – Liz Moore

Liz reported that she just finished filming the new Rocky Talk show, airing on July 1, covering the Housing Program, including the High School House, Eagles III and the new Jan Shaw Group Home. She reminded everyone that the show is on Sunday nights at 9:00 pm. KTVH also had coverage on the Summer Feeding Program yesterday.

Liz relayed that she and Gene met and discussed development. Through their discussion they agreed that RMDC would need a full time staff position to do the necessary donor cultivation that would be effective in terms of creating an endowment at a later time. Gene reminded everyone that we cannot pay for those expenses with federal money, and it's not likely we would find the money for a full time person soon. Liz will continue some development efforts such as the annual ask letter, obtaining credit card services for those wanting to donate by credit card or debit card, and developing a constituents newsletter. Liz stated that Rocky may want to do another newspaper tab in the Independent Record. Helen Fandrich suggested having the tab coincide with the Eagles III Grand Opening. For the time being, development efforts will be done as possible in conjunction with Public Relations efforts.

Policy Manual Addition – Gene Leuwer

Gene Leuwer relayed that Rocky Mountain Development Council is required to have the two policies, Transit Safety Policy and the Transit Emergency and Evacuation Procedures, sent via email, included as part of the Personnel Policy Manual for the Senior Transportation Program.

Gregg Groepper moved to allow staff to make administrative updates and minor changes to the current Personnel Policy Manual, with any major

changes to be brought to the Board for their approval, and to add the Rocky Mountain Development Council Transit Safety Policy and the Rocky Mountain Development Council Transit Emergency and Evacuation Procedures into Rocky Mountain Development Council's Personnel Policy Manual. Daniel Pocha seconded the motion which passed unanimously.

Board Membership Vacancy – Bill Roberts

Bill Roberts sadly reported that Rocky received a letter of resignation to the Board of Directors from Pat Bollinger. He relayed that Pat has been on the Board since 1979. With the loss of Mike Colbert, Glenna Obie, Jim Dwyer, and now the loss of Pat, there are five vacancies. The Board Recruitment Committee had a preliminary meeting and has selected a list of potential individuals to recruit to the Board, thinking about Head Start's reauthorization and new Board member requirements that are still being investigated at this time. Bill is hopeful that by the Annual Meeting in September, the committee will have a slate of candidates. Pat Bollinger recommended having a Board Retreat with an orientation session of each program and strategic planning session. Board expansion was also discussed. Bill reminded everyone that expansion has to occur by filling the appropriate sector: public sector, private sector and low income sector.

Head Start Update – Patty Dahl

Directors Report

May Attendance: Overall average daily attendance for May was 89 percent with only two classrooms reporting less than 85 percent average daily attendance. Head Start served 244 children in May and ended up with 243 children on the last day.

May Meals Served: In May, Head Start fed 1,711 children breakfasts, 2,579 children lunches and 1,200 children snacks; those are meals Head Start can claim for reimbursement. For adult meals, Head Start fed 371 breakfasts, 610 lunches and 215 snacks. The adult meals are not reimbursable.

CACFP: With amendments to the National School Lunch Act and Head Start Reauthorization (Public Law 110-134), any child enrolled in Head Start will be automatically eligible for free meals without further application or eligibility determination. This is good news for Head Start in two ways. Head Start should get more reimbursement for children's meals served plus staff does not have to do any CACFP Income Eligibility forms for those children in Head Start's program who are over the income guidelines. Additionally, CACFP will calculate what they owe Head Start back from December 12, 2007, through May 2008 and send a check for reimbursement.

Recruitment: As of June 18, 2008, Head Start has received 190 income eligible applications completed with 38 over income applications, 23 incomplete applications and 14 appointments on the books.

United Way: This is Head Start's first year receiving United Way funding. The amount is \$4,331 and will be given in monthly payments of \$360.92 to begin July 1, 2008. The initial funding request was for \$8,300. The funds will be used to support supply costs for Creative Curriculum in the classrooms.

Staff Development: Patty reported that this week there are eight staff members attending the Montana Behavior Initiative Summer Institute (MBI) in Bozeman. MBI is one of the items Head Start wants to work hard to sustain within the program; it is helpful in behavior management techniques in the classroom/bus/hallways/etc. Head Start continues to be a MBI pilot site for early childhood for the third year. There are also five Head Start bus staff attending Montana Association for Pupil Transit training in Billings this week. The transportation training gives staff a chance to learn new information and to network with other transportation staff.

Budget: Head Start is just beginning in the new budget year and the budget is not in the financial system; however, as staff moves to close out the 2007 – 2008 grants, it looks as if the program may be overspent in the neighborhood of \$40,000. Patty relayed that the budget is a huge concern for her and asked for a committee of Board members, Policy Council members and staff to meet and look at ways to better cover Head Start's costs.

Policy Council Update – Patty Dahl

Patty reported that the big piece that went through the Policy Council in June is the Family Community Partnership Work Plan and Procedures. The group also discussed Kindergarten certificates.

Proposed Classroom Site – Patty Dahl

Patty stated that Head Start has been invited by Helena School District #1 to occupy one classroom at the Ray Bjork Elementary School. Currently, there is a childcare provider at the site (on the north wing). The PEAK Program is taking over the basement level of the building. There will be around 65 children with special needs at the site, which is about 30 more than the past several years. Patty would like to move two classes from the Neighborhood Center, one morning class and one afternoon class. Because the classroom is moving from one site to another, there are not costs and the school district is donating the space and there will be no transportation provided to the Ray Bjork site. Patty also reported that a letter to staff for voluntary transfers has been sent; however, the final decision of who transfers will be the director's.

Helen Fandrich moved for the approval to move one morning Head Start class and one afternoon Head Start class to the Ray Bjork site. Debbie Havens seconded the motion which passed unanimously.

Mental Health Update – Elaine Bruce

Inpatient Crisis Services – Elaine reported there has been progress in the ongoing efforts to develop inpatient crisis services in Helena. A core group emerged from the community to form a unified committee that have agreed upon common ideas and what is needed to connect the crisis inpatient services to other services in the community.

Compeer Program – Elaine reported that Micky Brown is the new Program Manager for the Compeer Program. She has volunteers matched and 11 or 12 solid mentor matches. Micky has been Program Manager for the RSVP Program and she truly understands working with volunteers.

Drop-in Center – Elaine reminded the Board that this is the grant Rocky received for the consumer run, consumer driven model. A group of 12 has been working together for the past year making all the decisions for a Drop-in Center program model. They have identified a building and have signed a lease at 631 N Main, across the street from the HATS building. They are hoping to open in August but want to be sure all the policies and procedures are in place before opening. Elaine stated there are several models around the US. There is one in Los Angeles that has been in service for 20 years. A group will be going down for a couple days to look at their policies and procedures and observe their program. They have yet to define the hours of operation for the Helena center. The group meets each Tuesday evening and are adding another meeting on Saturday for core policies and procedures. Mayor Smith has committed to being at the Open House when the time comes. When the current building leases are up, the building may be a good area for commodity distribution. The Drop-in Center is funded through June 20, 2009.

The Board questioned Gene about commodities. Gene explained that every other month, Rocky receives a semi load of food for distribution. The food then has to be separated into individual boxes. Helena Food Share handles Helena's distribution. Walt also takes commodities to Lincoln, Townsend, Whitehall, and Augusta. Gene will invite Walt Hanley to discuss commodities at the next Board meeting.

Housing Update – Jeff Miller

Eagle Manor III – Jeff reported that the project is moving along nicely. He is hoping for completion around the end of October. Jeff provided the Board of Housing staff a private tour of the facility, which was a great chance to showcase the project.

High School House 2008 – Big Sky Brokers is the agent for the house which is now on the market. Jeff gave a tour of the house before the Board meeting today.

Eagle Manor II – The architects are ready to get the project out for bid in early August. The construction is staged so it will not create contention for Eagles Manor III project.

Montana Youth Homes – Jeff reported that Sharon Haugen and Emily McVey are close to finalizing the plans. It will be brought to the city for their approval the last week of July. This will be a single level structure on a crawl space. The foundation work will begin in August.

Gr8 HOPE – The program continues helping 1st Time Homebuyers. There is a waiting list of clients. Access to money is not an issue; it is access to affordable housing that is the issue. The program inspects all homes to ensure they meet quality standards before guaranteeing money to the homeowners.

Rural Development Program – Jeff explained that most of the projects have deed restrictions, The Rural Development Program has a say in what the properties can be used for. What Jeff is finding with some of these projects is that the owners want to sell before they find out about the prepayment penalties. Rocky has two projects they are considering.

The first is called East Gate which is a 24 unit apartment complex in a condition that does require work. It will take \$1 million to \$1.3 million to put the property back into good condition for the next 30 years. Jeff has worked with an architect and engineer about what it would take to get the building back up to standard. Unfortunately, the owner wants more in equity than what Rocky wants to pay and more than what Rural Development wants to loan.

The next project is the Homestead Manor in Townsend, which is a 10 unit complex with 7 units subsidized for low income. It is in a great location behind the Post Office. The owners are more aware of the restrictions on selling the property and are willing to work through them. The next step is a Capital Needs Assessment. Following that we will get an appraisal with the capital needs assessment taken into consideration. Rural Development is willing to provide money to Rocky for these projects. The capital needs assessment and appraisal will take months to complete.

Sun Garden Trailer Park – Jeff reported that this project sought Rocky out. The property is on the corner of Custer and Green Meadow. The owner wants to keep the property as affordable housing for the current residents. In the current market, mobile home parks are a prime investment and this one in particular is desirable for redevelopment because it is convenient to schools, shopping, etc.


Jeff is researching the cost to hook the trailer park up to city water and sewer. There is already an engineering assessment but the appraisal needs to be completed. Rocky is looking at a couple options for this property. The first is that Rocky would purchase the property and hire an onsite manager. The second option is to work with the residents as owners of the park. Technical assistance is important for this option. Jeff also relayed that there may not be interest in this option from the current residents. Jeff will provide an update at the next meeting.

Other Business – Gregg Groepper

Gregg reminded the Board members that it is time to do the Executive Director's annual performance appraisal. Gregg requested that Board members email comments to gregg@energysharemt.com by July 2 to incorporate into a draft to take to the Personnel Committee meeting,

Gregg Groepper moved to adjourn the meeting at 5:04 pm. Twila seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant