

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
November 20, 2008

Members present: Andy Hunthausen, Debbie Havens, Daniel Pocha, Christina Gwinn, Jerry Loendorf, Rachel Haberman, Jena Grubb, and Helen Fandrich.

Members absent: Charles Notbohm, Marvin Williams, Twila Harrington, Bill Roberts, Theresa Ortega, and Jon Chacopulos.

Andy Hunthausen called the meeting to order at 3:35 pm. Waiting for a quorum, Andy welcomed everyone and announced that discussion items would be first on the agenda.

Head Start – Patty Dahl

Patty handed out the Head Start statistical information that is required to be included in the Board meeting minutes (which are attached) for members to go over at their leisure, and she thanked the Board members that attended the Governance Training on October 25. This Friday November 21, 2008, from 12:00 pm to 1:00 pm, Head Start will have a webcast in Room 13 for their Federal Review orientation. Patty reported that this timeline would lead her to believe RMDC's Head Start review will be between January and March.

MET-NET Governance Training

Six Head Start staff members, the second year VISTA, Ashley Duncan, and Policy Council Chairman, Jena Grubb, attended the MET-NET Governance Training. The trainer talked about reauthorization and the requirements now of Board structure including members with Early Childhood background. She elaborated on the importance of the Board having a "Conflict of Interest Disclosure Form" that members would need to sign and also encouraged updating Bylaws to reflect reauthorization changes including defining nepotism.

Patty reported that official notice on the Program Instruction (PI) on "Filling Vacancies" has been suspended at this time. This was the PI that indicated once programs had a vacancy, it must be filled immediately and that even in the last 60 days of a program year, all vacancies must remain filled. Head Start now has 30 days to fill an opening.

Advisory Team Meetings

Patty reported that the four Head Start Advisory Teams (Health/Safety, Program Design and Management, Family and Community Partnerships, and Early Childhood Development and Disabilities) have started meeting. They are looking at the progress of their grant goals and reviewing the most recent Self-Assessment and Action Plan. Patty thanked the Board members who serve on Advisory Teams.

CACFP Yearly Training

Patty reported that Lin Pasch, Program Nutritionist, and she attended yearly CACFP training on October 29, 2008. Newly revised CACFP policies were presented. The current leadership of the CACFP State program is very positive and much more user-friendly than in previous years.

The Nutcracker

Patty reported that Mountain West Bank purchased the dress rehearsal for the Nutcracker on December 12 and invited Head Start families and staff to the event put on by the Queen City Ballet and the Helena Symphony.

AWARE, Inc., Partnership

Patty reported that progress continues in the partnership with AWARE, Inc. They needed additional clinicians to do assessments so they hired two more. They now have three Treatment Service Technicians to work directly with children in the classrooms. Head Start also received \$1,000 from a community member to help with the costs of the social/emotional screenings. Patty reported that not all screenings are done yet, with 50 left to complete. There are about 80 children with some special needs at this time.

Dispute Resolution Agreement

Patty relayed there is guidance expected via reauthorization in regard to impasse or dispute resolution agreements. Until it is received, Patty recommends operating under RMDC's current Dispute Resolution Agreement. According to the agreement, it should be reviewed in even number years, the last time in 2006, so it is time to review the document again. Policy Council Chairman, Jena Grubb, will represent Policy Council; Gene and Patty will represent the management staff; Jerry Loendorf will represent RMDC's Board of Directors. The group will make a recommendation to the Policy Council and RMDC's Board of Directors in December.

Friends of Head Start

Patty reported that the Friends of Head Start group gave \$1,165 to the program to help purchase classroom supplies for Creative Curriculum. The money was earned through the group's "Back to School" Open House at the Neighborhood Center. As recently as this week, an Event Coordinator, Maleen Olson, was chosen to work on Extravaganza, the Friends of Head Start's big spring fundraiser that will be April 30 at Valley Farms. The group is looking for additional members so if you are interested let Helen Fandrich know.

Patty handed out the Head Start budget document that was collapsed down to one page. They will look at the budget again in December and then every week thereafter to see where the Program is. Patty would like to develop a committee to look over the Head Start budget in preparation to submit the grant at the end of January. She and Gene will meet and then meet with the committee approximately three times between now and the middle of January. Patty relayed that the Policy Council will discuss the budget at their second meeting in January. She is also asking to move the Board meeting to January 24 to allow the Policy Council to meet before the Board meeting. Daniel Pocha, Jerry Loendorf and Helen Fandrich would like to be on the Head Start Budget Committee. The Committee would also like to have noon meetings when they discuss the budget.

Patty also reported that she is drafting a letter to Senator Baucus and the other members of our Congressional delegation, requesting more money be given to Head Start in the Economic Stimulus package. The cost per child is \$940 short of what it should be if Head Start had kept up

with inflation - for this program that would mean over \$233,000. Head Start has lacked sufficient funding since 2002.

Head Start Policy Council – Jena Grubb

Jena reported they are wrapping up their candle fundraiser. The candles will be delivered on December 12. Policy Council held their election of officers at their last meeting on November 13. The officers are as follows: Jena Grubb, Chairman; Crystie Burnette, Vice President; Amy Thiel, Secretary; Ashley Salisbury, Treasurer; Christina Gwinn, Head Start Board Delegate, and Kim Michiels, Montana Head Start Association delegate. The group is very excited and ready to do more things with families, work on grant and get different committees set up. Jena also relayed that a new Parent Involvement Coordinator has been hired as well as new substitutes in the classroom today.

Head Start Child Outcomes – Lynn Guay

Lynn relayed that tracking Child Outcomes was developed from an Informational Memorandum back in August 2000 that was initiated to do more tracking of how the Head Start children are doing in the classroom and how they are developing. The framework is very long but the categories being tracked are physical development, social/emotional development, cognitive development, and language development. The program uses Creative Curriculum and they designed a booklet that will follow each child's progress. Lynn reported there are 50 items to assess for each child. The teachers report on the document three times per year. From the teacher's reports, the information is formatted to a report given to the parents to keep them informed. Lynn reported that after the information is gathered by class, by site and by area. The information is put into the graph Lynn handed out to follow the children's progress in the fall, winter and spring. The graph is from last years' statistics. Overall, Lynn reported, our Head Start children are doing well.

With a quorum now present, Daniel Pocha moved that the October 23, 2008, Board Meeting Minutes be approved as read. Helen Fandrich seconded the motion which passed unanimously.

Executive Committee Update – Bill Tromly

Bill reported that the Executive Committee had the entrance interview with auditors from Anderson Zurmuehlen & Co. The auditors finished the field work yesterday and we are expecting a draft hopefully by the end of the month, with the final report by the December Board meeting. There were no findings reported. The Exit Conference should take place the first part of December. On October 20, the compliance audit of Head Start and KMA Programs began.

Resolution – Bill Tromly

Bill reported that about two weeks ago, the IRS finalized the regulations on 401(k) plans, which were adopted on July 1, 2007. Effective November 10, RMDC was not in compliance. This resolution will bring RMDC into compliance.

Daniel Pocha moved to approve the Resolution authorizing upon an employee's termination, the employee has the right to make an election regarding their termination compensation (vacation leave accrual and 25 percent of sick leave accrual) to direct to the Rocky Mountain Development Council Retirement Plan and Trust 401(k) plan up to the maximum annual limit provided that the payments are made within the later of 2½ months after they terminate employment or the end of the year that includes the date of their termination. Helen Fandrich seconded the motion which passed unanimously.

Mental Health Update – Elaine Bruce

Elaine proudly announced that St. Peter's Hospital made the official announcement Monday that they are going forward with the adult inpatient services for geriatric and general adult patients in crisis. They are planning to roll out the services to match the Medicare year of May 1. The plan is to renovate the old surgical unit.

Elaine also reported that the same day the press announcement was made by the hospital, a meeting was held at the County Commission office with all primary providers and advocacy representatives who are involved in the crisis services process. At the meeting, all participants committed to work together because everyone involved needs to clearly understand their role in the complete process. In attendance at the meeting were the Regional COO and Regional Clinical/Quality Assurance representatives from Horizon Behavioral Health who will be in charge of implementation and operational program development. The group will be working hard to develop good protocols

Drop-In Center

Elaine gave Gene and Jeff a thank you for helping get the building bid packages prepared for the plans Susan Bjerke designed and are approved by the City Building Division. They now will review the bid packages received from the six construction companies that submitted bids. The bids will come in by December 2, they will have a week to look them over and if all goes as planned, the work will begin the next week.

Andy remarked that the crisis inpatient treatment would not have happened without Elaine's and Gene's work to build relationships and build confidence levels in the community. Andy also relayed that Horizon is the best company for the job and that they will be hiring a Liaison to complete training and education to the community about how to recognize acute illness. Horizon will also bring Triage Personnel to the Emergency Room. This will allow the Crisis Response Team to be able to help more in the community.

Public Relations – Liz Moore

Liz reported that she is working on a newsletter to send to friends, partners and supporters of RMDC. This will happen in December. Currently, Liz is obtaining bids for newsletters to be sent three or four times per year. RMDC is also hosting a Legislators' Open House on December 4 at 5:00 pm for elected officials in Conference Room 13 to let them know RMDC's issues and concerns. Board members are invited. .

Housing Update – Jeff Miller

Eagle Manor III

Jeff welcomed Board members and staff to Eagle Manor III for the Board meeting. There are a few items that need to be corrected by the contractor but the list is very short. This has been a remarkable project of which 27 units are leased with three that didn't finish the lease process so we'll go to the waiting list to fill those units. No property advertising has been done. The Open House will be held on December 4 at 3:00 pm. The invitations will go out tomorrow. They are hoping Representative Rehberg can be there because he was helpful in getting an earmark of \$196,000 for the project. Staff is also hoping to have press at the event to create a buzz to get interest in the campus.

Eagle Manor II

Jeff relayed that this project was on the cusp of not going forward but it has been an amazing month and the project went from a really good deal to no deal to back again to a deal we can make work. Just recently we received the document we needed to meet with the construction company to launch the Eagle Manor II project. Jeff reported that to bring this project in during this turbulent market is amazing. RMDC staff will be meeting with the construction company on December 3 to launch the project. Phase I of the project could begin as early as December 8. Jeff reported that there are seven residents that will need to be relocated to accommodate Phase I. Notice of the Ground Breaking will be coming from the Department of Commerce.

Montana Youth Homes

Jeff reported that the project is moving ahead nicely. The wiring is in and they are in the process of transferring the deed from Montana Youth Homes to RMDC. There is another neighborhood meeting scheduled for early December. They have monitored the expenses very carefully and it looks like the finished structure will be delivered with the identified funding.

Property Management Company

Jeff reported that RMDC's Property Management Company is up and running starting with the Eagle Manor III property. They are working through the rest of the set up and launch of the property management software. The goal is to manage the other properties beginning January 1, 2009.

New Project

Jeff reported that this project is different from the projects RMDC usually works on. The property is owned by a Corporation and the owners would like to sell the corporation and all of its holdings by selling us their stock. Jeff is currently working with Jerry Loendorf on a stock purchase agreement. They have been working diligently on all the issues but in order to move forward on this project, they need a Buy/Sell Agreement. The property has been appraised. The Corporation would have to provide an Environmental Assessment of the property. The Buy/Sell would also have provisions that RMDC could get out of the project if contingencies were not met.

Jerry relayed that purchasing an organization that owns the land has more risks because the obligations of the corporation don't cease when you purchase it. It is impossible to say there won't be any claims from the past.

The owners want \$1,000 earnest money with the Buy/Sell. RMDC can walk away within the first 60 days without reason, after that, a reason is required. Jeff will talk with someone dealing with demolition. Jerry also wants to talk with a consultant to make sure RMDC knows what the risks of the property are. Andy asked if a Brownsfield Environmental Assessment was completed. Jeff responded that the corporation would need to launch the request for Brownsfield money to do the assessment.

Jeff relayed that there is a unique funding opportunity around the corner for the project. Due to the housing market, the Department of Commerce received money targeted for neighborhood stabilization projects and to provide affordable housing. Jeff relayed that RMDC is partnering with the City of Helena to make application for funding, which is an RFP process. There is no cap on this grant; however, there is an idea that a certain amount of money will be allocated to certain housing issues. This is a time-sensitive grant so RMDC needs to put forward a response to the RFP. HUD will need to approve the Department of Commerce's plan for distribution of these funds as the next step.

Daniel Pocha moved to proceed with project. Helen Fandrich seconded the motion which passed unanimously.

RMDC Board Officer Election – Gene Leuwer

Gene reported for Bill Roberts that the Board Election Committee recommended the following officers for 2009:

RMDC President: Andy Hunthausen
RMDC Vice President: Bill Roberts
RMDC Secretary/Treasurer: Helen Fandrich

Jerry Loendorf moved to elect Andy Hunthausen as President; Bill Roberts as Vice President and Helen Fandrich as Secretary/Treasurer. Daniel Pocha seconded the motion which passed unanimously.

Daniel Pocha moved to adjourn the meeting at 5:13 pm. Helen Fandrich seconded the motion which passed unanimously.

Respectfully submitted,



Rose Felter
Executive Assistant

November 19, 2008

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

Enrollment/Attendance for October:

- reported 248, actually served 252
- overall average daily attendance was 87%.
- 11 of 15 classrooms had an average daily attendance of 87% or better.
- The four classrooms that had less than 85% average daily attendance reported only 13 days of absence due to transportation out of 233 total absences.

Meals Served:

- The Program served 2,365 breakfasts, 3,636 lunches, and 1,716 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 474 breakfasts, 733 lunches, and 285 snacks to staff or other adults (ie: parents) and non-enrolled Head Start children for a total of 1,528 non-reimbursed meals.

Credit Card Charges: October expenses - \$226.96. All charges were for food for the first parent meeting of the year when parent leadership is elected by their peers. The card has a limit of \$2,000.

Other Program Statistics as of 11-19-08

- o 42 children are on an IEP (Individual Education Plans) and 8 are in the referral process.
- o From the initial social/emotional screenings done this fall, 50 children have been referred for follow-up assessments (of these 50 children, 20 are also on an IEP)....to conclude, 80 of our children need special services.
- o 30 growth assessments yet to be completed. Of the 221 done, 185 children had healthy weights. 33 children were at the 96th percentile for height to weight and 3 children were under.
- o 28 children have an allergy to food, a food intolerance, or dietary special need.
- o Of 251 children, 187 have completed their dental exam and 215 have completed their well child physical.
- o 34 children referred (from screening) for a vision follow-up. To date 5 of the 34 have come back with a recommendation for glasses.
- o 30 children still need some health screening.
- o 251 children enrolled.
- o 83 children on the waitlist between Helena, East Helena, Townsend – of those 83 children, 34 are income eligible and 49 are over the poverty index.

Head Start Family Income Guidelines for 2008

2008 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in family	Poverty guideline
1.....	\$10,400
2.....	14,000
3.....	17,600
4.....	21,200
5.....	24,800
6.....	28,400
7.....	32,000

*over 8 persons -
add \$3400/person*