

**Rocky Mountain Development Council  
Board of Director's Meeting  
November 8, 2007**

**Board Members Present:** James Hohn, Mike Colbert, Debbie Havens, Twila Harrington, Daniel Pocha, Ruth McDonough, Helen Fandrich, Pat Bollinger, and Bill Roberts.

**Board Members Absent:** Andy Hunthausen, Charles Notbohm, Gregg Groepper (Rachel Haberman), Jim Dwyer, Jerry Loendorf, and Glenna Obie.

Bill Roberts called the meeting to order at 3:36 pm.

**With no changes to the September 20, 2007, meeting minutes, Daniel Pocha moved for the approval of the September Board meeting minutes. Twila Harrington seconded the motion which passed unanimously.**

**Executive Committee Report: Bill Roberts**

Bill reported that Patty Dahl requested, by email to the Executive Committee, approval to write a grant to help pay for the Board President's, Executive Director's, Head Start Director's, and Policy Council member's fees to attend the Regional three day Governance Institute Training on November 13 through November 15. The Regional Office will reimburse \$2,000 to help with costs.

**The approval was given by email and will be attached to the meeting minutes.**

**Montana Youth Homes: Liz Moore**

Liz reported that Gene Leuwer has been talking with the Montana Youth Homes' (MYH) Board for some time about bringing MYH under RMDC's umbrella. RMDC staff has met with the Executive Directors of Intermountain Children's Home and Florence Crittenton Home and there is strong community support for MYH. Emily McVey, Director of Montana Youth Homes reported that on average five youth currently reside in the Margaret Stuart Shelter facility with the maximum being eight without expanding staffing.

The Jan Shaw Youth Home (longer term care) currently operates in conjunction with the Margaret Stuart shelter (short term care). While the facility has 11 beds available, only eight are being used. Currently, there is no waiting list. A CDBG application has been submitted to build a new Jan Shaw facility, and that is pending. Until a new facility is available, the two programs will operate out of the Margaret Stuart Shelter. The youth residing at the homes have two academic programs available to them, the ARC program for youth with long term suspension/expulsion from school and the NET program for short term suspension.

Tim Burton, Helena City Manager and President of Montana Youth Homes Board of Directors, reported that MYH has gone through organizational review and restructuring and has gone from running a deficit to running in the black for a few years in a row. RMDC is contracted to do the bookkeeping and everything is working very well. As MYH moves forward having an organization like RMDC with its expertise in grants, administration and housing would allow Emily to focus separately on program development.

Daniel Pocha asked if RMDC would assume liabilities by taking over the youth home. Gene reported that there are some past liabilities, along with future liabilities like with all other programs, but language would be written into the contract that left the old liabilities with the old program. Jerry Loendorf is working on that. Pat Bollinger asked if RMDC would need to increase staff upon taking over and if the youth home services included Broadwater and Jefferson Counties. Emily reported that the kids served are mainly in Helena but do include kids throughout Montana. Gene reported that the Fiscal Department has been doing their work for quite a while and RMDC is adding more staff to the department but not because of the proposal to take on Montana Youth Homes. Tim Burton stated that the City of Helena has donated property for the new home and they will work closely with RMDC.

Daniel Pocha also asked if the MYH Board is going to continue with RMDC as an Advisory Board or merge with RMDC's Board. Tim reported that there are some current and past members that have a good understanding of the funding and programs and they would be glad to continue in an advisory capacity. Mike Colbert asked if there is an average age for the kids living at the group homes. Emily reported that they serve kids from ages 10 to 21. The average age is 16.

**Debbie Havens moved to give RMDC approval to move forward with the merger agreement contingent on legal review with the written agreement to be brought back to the Board of Directors for their review prior to being signed by Gene Leuwer. Pat Bollinger seconded the motion which passed unanimously. Jim Dwyer's written vote on the project will be attached to the minutes.**

#### **Retirement Plan Audit: Chuck Virag**

In the Board packet, members received a copy of the auditor's three-page report and opinion letter on the audit of RMDC's retirement plan including the 401(k). There were no findings on the audit. The auditors only audit notes and statements were to make sure the balances match and to note any changes for the year. Following the change in custodians of the retirement plan to Bank of America and the change in the stock market, the plan received an 11 percent return. RMDC has also seen an increase in employee participation, from 40 in 2005 to 58 at the end of 2006.

**Mike Colbert moved for the approval of the audit report. Daniel Pocha seconded the motion which passed unanimously.**

#### **Retirement Committee: Chuck Virag**

Chuck handed out a copy of the Retirement Committee's Meeting Minutes. At this time he feels there is no need to change the mix of investments. The committee is working on a more formal policy and procedures guide for reviewing loan and hardship distributions.

#### **Re-authorization of the Line of Credit: Chuck Virag**

Chuck reported that RMDC's line of credit expires December 3, 2007. The line of credit helps RMDC maintain adequate cash resources to fund current operating costs. He is requesting authorization to renew the line of credit through January, 2010.

**Daniel Pocha moved for the approval to reauthorize the line of credit at Mountain West Bank through January, 2010. Twila Harrington seconded the motion which passed unanimously.**

Chuck also reported that RMDC's annual financial audit is scheduled. The compliance work is completed. There will be an entrance conference next Friday, November 16, 2007, at noon. An invitation to attend the meeting is extended to all Board members.

**Board Committee Assignments: Bill Roberts**

Bill thanked the Board members for continuing for another year. Mike Colbert is resigning from the Board effective December 31, 2007. Helen Fandrich would like to be assigned to the Food/Senior Committee to cover Mike's position. Daniel Pocha also expressed his interest in the Housing Committee.

**Mental Health Update: Elaine Bruce**

Elaine reported that she has completed and submitted the final report to the state, which included a section with recommendations for size and planning for a new Care House facility. The recent submission of a grant proposal to the Department of Health and Human Services includes an active pursuit of accreditation for the Care House. The main components of the grant proposal is to approach mental health crisis services from a public health approach to address the needs of all Tri-County residents, including the indigent, and the publicly and privately funded. The plan would also allow for support and consultation for local mental health providers to actively pursue accreditation to help with the economic challenges, and will allow more opportunities for third party reimbursement. Accreditation would additionally provide an independent review of the organization and policy and procedures to provide the community with transparency of the quality of services. The grant announcement will be made in May. There is still no secure facility here in Helena, but RMDC continues to pursue this goal for the community.

**Compeer Program: Elaine Bruce**

Elaine reported that RMDC hired Les Clark as the Compeer Program Manager. He has been in the Helena area for a long time and is a Certified Rehabilitation Counselor. He worked with adults and children at the State Hospital. The program matches volunteers to spend time with the patient, after their initial training, to help the patient re-enter into the community. Models like this have shown to reduce patient's hospitalization time.

**Head Start: Patty Dahl**

**Draft Volunteer Policy:** Patty handed out a draft Volunteer Policy which defines regular volunteers. Because we are now fully licensed, regular volunteers need to go through the licensing procedure which consists of immunizations, health statement, and a three-fold background check. The policy also defines Intermittent Volunteers and what is required for them to volunteer at Head Start.

**Helen Fandrich moved to approve the Head Start Volunteer Policy contingent on Policy Council's approval. Twila Harrington seconded the motion which passed unanimously.**

### **Comprehensive Community Assessment Committee**

Members and non members gathered information for the Comprehensive Community Assessment. Based on the information gathered, it is the committee's recommendation that the following be considered as the overall Comprehensive Community Assessment Needs for the RMDC, Inc., Head Start Continuation Grant for Program Year 2008-2009: Health: The health needs of our communities include access to health care, mental health services, and substance abuse to include tobacco. Economic Stability: The economic stability needs of our communities include additional money to households for furthering educational levels, housing and energy assistance, access to health care, childcare, and parenting education.

**Helen Fandrich moved to approve the Comprehensive Community Assessment Needs for the RMDC, Inc., Head Start Continuation Grant for Program Year 2008-2009. Twila Harrington seconded the motion which passed unanimously.**

### **Head Start Updates: Patty Dahl**

Rossiter School playground equipment is in thanks to the Naval Mobile Construction Battalion and to Dave Powell at School District #1. Dave is working on installation of the fence. Unfortunately, the kids haven't been able to play on the equipment yet. This project has been in the works for two years.

Head Start reported enrollment of 248 to the Federal Government for October 2007. The program has a waiting list. Attendance rates for October were in the high 85 percent to 90 percent in most classes. Education staff is working on Creative Curriculum training and doing inventory to determine what supplies and equipment are needed to support Creative Curriculum. The Policy Council has given \$4,500 to the program to purchase Creative Curriculum material and supplies.

The NRS (National Reporting System), Head Start's "No Child Left Behind" accountability system is not going to happen this fall because of "technical difficulties" in getting materials out to programs. Head Start received approval for their Child and Adult Care Food Program application which means we will continue to get payment for feeding the children. Head Start is hiring a Classroom Technician for the Main Street Head Start class. Staff is currently doing parent-teacher at home visits.

The Eggstravaganza event is scheduled for April 24, 2008. A "Friends of Head Start" group has been developed to help with Eggstravaganza because the event is getting so large. Patty asked for a Board member to sit on the "Friends of Head Start." Helen Fandrich volunteered to be on the "Friends of Head Start." A sub-group of "Friends of Head Start" is going to start Pennies for Progress campaign in February. Their goal is to raise \$100,000, \$50,000 to go to Head Start to use as seed money to build a site in the Helena Valley in collaboration with School District #1 and \$50,000 to an impoverished country to build a school. (This concept is from Greg Mortenson's "Three Cups of Tea" book.) The idea is to collect pennies, which will be matched by dollars from a sponsor (a \$1 for every penny collected). There are pledges already estimated at \$40,000.

### **Holiday Party 2007: Curt Chisholm**

Curt reported for Micky Brown that the RMDC Holiday Party is scheduled for December 1, at 6:30 pm at Fox Ridge. Board members agreed to do a basket.

**Policy Council: Ruth McDonough**

Ruth reported that the Policy Council received many new members, only one old member who is a Parent Representative and will become the Chair. They have three new Community Reps. Twila is continuing as a Community Rep. The Policy Council also approved the candle fundraising program again this year. The Council also approved sending Patty, Jennifer, Bill Roberts, and Gene Leuwer to Denver for training. They will be holding Policy Council member elections tonight after the Board meeting.

**Housing: Jeff Miller**

**High School House** – This project is ahead of schedule. They are currently constructing the attached garage. It is a great group of kids working on this year's house.

**Eagle Manor III** – Is proceeding nicely. The weather has cooperated perfectly. By the end of next week, if not sooner, all concrete structural walls will have been poured. The east wing first floor is framed in, both exterior and interior walls. They will move to the second floor walls soon. They continue to explore earmarked and other funding sources to round out the project funding; \$300 k to \$400 k is needed.

**Eagle Manor II** – This project is more of a challenge. They are working diligently on perfecting the financing and meeting the 10 percent test for MBOH carryover of tax credits. Not having HUD approval is making this task more difficult. As a result, they will soon escrow the purchase agreement, all the assignment documents, deeds, etc., to demonstrate that the sale is complete under an "all events" test, except for the HUD approval. The county and CDBG have been very helpful in finalizing the grant materials, and they now have access to the funds necessary to escrow the purchase agreement and other documents. The attorneys are working on the remaining documents. On September 4, they filed an application for funding with the Seattle Home Loan Bank for \$400,000. This is the first fall back position.

**Gr8 HOPE** – There is a lot of interest in the program and it is going well. The affordable homes are being found in the north valley and East Helena. There are a couple potential Rural Development projects. A 24 unit in East Helena and another project in Townsend. Jeff is making an appointment to look at Townsend. Through Gene's many contacts, one of the contacts in Great Falls gave Jeff a good lead on Federal money, looking at two to three points less than what we are paying for now.

There being no further business, the meeting was adjourned at 5:35 pm.

Respectfully Submitted,



Rose Felter  
Executive Assistant