

**Rocky Mountain Development Council
Board of Directors' Meeting
September 20, 2007**

Board Members Present: Pat Bollinger, Rachel Haberman, James Hohn, Mike Colbert, Twila Harrington, Helen Fandrich, Debbie Havens, Ruth McDonough, Glenna Obie, Andy Hunthausen, Jon Chacopulos, Chuck Notbohm, and Jerry Loendorf

Board Members Absent: James Smith, Gregg Groepper, Daniel Pocha, Martha Ripley, Jim Dwyer, and Bill Roberts

Staff Present: Patty Dahl, Gale Anderson, Elaine Bruce, Jeff Miller, Liz Moore, Pamela Helms, Charles Aagnes, Chuck Virag, and Curt Chisholm

In Bill Robert's absence, Chuck Notbohm called the meeting to order at 3:40 pm.

Having no changes to the August 16, 2007, meeting minutes, Jerry Loendorf moved for the approval of the August Board meeting minutes. Debbie Havens seconded the motion which passed unanimously.

Executive Committee Report: Jerry Loendorf

Jerry Loendorf reported that the Executive Committee met for the purpose of correcting the resolution Chuck Virag presented to the Board at the August meeting. The incorrect bank was noted in the previous resolution. The new resolution is to change the name to reflect the correct bank which is Mountain West Bank. Both the line of credit and the checking account will be located at Mountain West Bank.

Andy Hunthausen moved for the approval of the corrected resolution reflecting the change from Valley Bank to the correct bank, Mountain West, for the checking account and line of credit. Jerry Loendorf seconded the motion which passed unanimously.

Mental Health Update: Elaine Bruce

Elaine handed out a revised Memorandum of Understanding (MOU) in regard to the Development of the Tri-County Community-Based Comprehensive and Coordinated Behavioral Health Services. There were some changes made to the draft which had been sent with the board packets. This MOU furthers the continuing effort with the development and coordination of the mental health crisis services. Approval of this MOU sets in place a basic partnership to do strategic planning to expand behavioral health services, including crisis services, facilities and inpatient beds in the community.

Mental Health Project: RMDC is still working on a separate report to the Department of Health and Human Services to try to detail the results of the project funded to provide funding to the

Care House and to the Crisis Response Team (CRT) and to start efforts to provide inpatient beds in the community. Compeer is one of the programs to come out of the efforts funded by the grant. Compeer is a volunteer-based program, which serves as a complement to therapy, to help adults and older adolescents overcome the devastating effects of mental illness, such as loneliness, isolation and low self-esteem by providing supportive friendships for people in mental-health care and helping them on their recovery journey. Congratulations to Elaine Bruce and our community mental health resource planning team for their work getting this internationally known program into Montana and, most especially, into the Helena area. The team is also looking at different models for a "Drop in Center," which gives individuals with mental illness a place to come to hang out and talk and which provides some supportive services. The centers also give them a safe place to spend evenings and weekends socializing. There is currently a facility in Billings and also a model located in Santa Cruz that has been in operation for 14 years. The next step is to talk to Santa Cruz's staff and get more information.

Helen Fandrich moved to approve the updated Memorandum of Understanding Regarding the Development of the Tri-County Community-Based Comprehensive and Coordinated Behavioral Health Services. Glenna Obie seconded the motion which passed unanimously.

Subcontract with Boyd Andrews:

Boyd Andrews Community Services (BACS) approached RMDC to subcontract two area substance abuse prevention contracts administered by the Addictions and Mental Disorders Division (AMDD) of the Department of Health and Human Services in the execution of these services for the remainder of the two contracts' terms. The Substance Abuse Primary Service Grant is in its third year, finishing out in June 2008. This grant services three counties and forms a partnership to provide education in the schools. There is one full time employee in Helena. The other full time employee works in Broadwater and Jefferson Counties. The program in the schools works to prevent alcohol and drug abuse. These two employees would become RMDC employees. The second piece of the grant utilizing the Tobacco Grant money from the Department of Health and Human Services would be used to start a media literacy program. The pilot program would begin in two Helena schools and be targeted to increasing the ability of children to ignore advertising which promotes alcohol and tobacco use.

Helen Fandrich moved to approve RMDC subcontracting with Boyd Andrews to operate the two contracts outlined through June of 2008. Andy Hunthausen seconded the motion which passed unanimously.

HEAD START Director's Report: Patty Dahl

Patty reported that RMDC did not get the Early Reading 1st grant. She also reported that Head Start has applied for a \$65,000 Barbara Bush grant which is also an effort to improve reading ability, although much more limited than the Early Reading 1st grant. RMDC should know within a couple months if the Barbara Bush grant is approved. Head Start is beginning their 41st year. Classes began this year on Sept. 14th. HS has 248 children enrolled in the program and has a waiting list at most sites. Staff has been attending training on Creative Curriculum. The goal is to assure a program that provides all classrooms the same learning opportunities.

HS will probably spend the next two to three years refining the program's scope and sequence to assure the program provides that all classes education on the same skill sets.

The playground equipment for Rossiter School has been ordered. The playground will also be fenced.

Patty passed around the "Family Education Notebook," developed by the Family Education Committee. This book was paid for by Mountain West Bank, and is given to all Head Start parents. The book has a lot of information in it such as curriculum, "This and That" newsletter and a section with "Health and Nutrition." It is Head Start Program's hope that the parents will utilize this as a resource manual to refer to when needed.

Patty passed out a copy of the budget with year to date revenues and expenditures. The Regional Head Start Office is having required Governance Training November 13, 2007, through November 15, 2007. The regional office will provide some additional money to cover part of the training costs. Patty indicated that the program is asked to send the Board President, Policy Council Chair, Head Start Director and Executive Director to the training if available.

Patty reported that this is the time of year to appoint Head Start Advisory Teams. Patty asked the Board members for volunteers to sit on each advisory team. Twila Harrington agreed to be on the Program Design and Management Team. Helen Fandrich agreed to be on the Helena Family & Community Partnerships Team. Jerry Loendorf agreed to be on the Health and Safety Advisory Team. Debbie Havens agreed to be on the Early Childhood Advisory Team.

Rocky Mountain Development Council, Inc., Head Start Leave Without Pay Policy:

Patty reported that Head Start currently didn't have a "Leave Without Pay Policy." The draft policy sent in the Board packet will be included in RMDC's Personnel Policy manual if approved by the Board. Utilizing the policy gives definition when determining employee's leave without pay options. Currently, Head Start's staff is off for three months in the summer, one week in the spring and one week during Christmas. The goal is to discourage staff from taking long personal leaves during the school year.

Debbie Havens moved to approve Rocky Mountain Development Council, Inc., Head Start Leave Without Pay Policy. Twila Harrington seconded the motion which passed unanimously.

POLICY COUNCIL UPDATE: Ruth McDonough

Ruth McDonough reported the Policy Council was very busy at the last meeting. Patty Dahl presented Creative Curriculum to the Council. The Council approved \$4,800 to purchase curriculum materials. The Council also approved the candle fundraiser this fall. A \$2,200 CD was moved from an interest rate of 4 percent to a 5.2 percent interest rate. The Council approved adding Leslie Cochran-Olson and Chuck Virag as signers on the checking account. Each year the Policy Council leaves \$2,000 raised for next year's needs. Twila Harrington provided information to Congressman Rehberg regarding the need for the Head Start program in Boulder

and Lincoln. He said he would do what he could to keep it in the forefront as new funding became available.

HOUSING UPDATE: - Jeff Miller

Friendship Center

Jeff Miller reported that the Friendship Center is finished and they are now in the building. There are a few loose ends to finish and the final bills need to be paid. There was a lot of community support for the project. The Friendship Center also was nominated by HUD Montana for a national award.

High School House

High School House 2008 is underway. The foundation has been poured. There are currently 30 students working on the project. The project manager figures the house is three to four weeks ahead of last year's schedule.

Eagles Manor III

Jeff Miller reported that ground breaking for Eagles Manor III took place on August 27. RMDC received good press and TV coverage. Individuals have already called asking to be put on the waiting list. He reported that they are meeting weekly with the architects and contractors on site.

Eagles Manor II

Jeff reported that he was disappointed that RMDC didn't receive the HOME Grant for which we had applied. He reported that \$300,000 went to Glendive and the remaining \$248,000 available was awarded to HomeWord in Missoula. Eagles Manor II scored well; there was just not enough money to go around. Jeff believes that the project may not have been approved because the HUD approval of the sale and acquisition was still pending. We continue to work with the Montana Congressional delegation on efforts to encourage HUD approval of the project and to gain some additional funding for the project. Community Development Block Grant Funds will be used to purchase the property when HUD approval is received. An application has been submitted by Mountain West Bank to Seattle Federal Home Loan Bank Affordable Housing Program for \$450,000, we will learn in December if funding is awarded for the project. Jeff believes Eagles Manor II will get funded next round with HOME money through the Dept. of Commerce.

The 1st Time Homebuyers Program process is running as hoped.

Jeff and several other RMDC staff and County Commissioners went to Augusta to witness Deborah Chorlton's, Program Director for Montana's United States Department of Agriculture (USDA) Rural Housing Service, recognizing Linda Wolfe for her outstanding commitment and service to the Rocky Mountain Front Properties in Augusta over the last three years. Linda is

well regarded in the community. Linda's family was also there to join the ceremony. The property is being well used in the community.

Media Relations Policy: Liz Moore

Liz reviewed the Media Relations policy that was sent in the Board packets. RMDC's policy was developed from a standard template used in the media relations arena. The policy states media inquiries may be handled by the Board President at times. The policy also articulates the interaction of Board members with the media in relation to their role on various committees that may or may not be part of their RMDC Board work.

She also wanted to remind everyone that Rocky Talk is always on HCTV at 9:00 pm on Sunday.

Development

Liz reported that when she moved out of Head Start, the plan was to work 10 hours on Public Relations and 10 hours on the Endowment Fund work. Liz's initial work is focused on three areas: 1) Building an infrastructure at RMDC that supports donor relations and fundraising such as computer software and clerical support. 2) Securing a capacity building grant to fund RMDC's development efforts. RMDC is unable to fund development and fundraising work from federal dollars. Other means must be secured. 3) Rather than beginning with an endowment kickoff, Liz recommends we start with an annual campaign to request donations. If possible, this will be done this December, though there is a great deal of legwork to be done in order to carry this off. Liz will be meeting with Program Managers to get their thoughts on our ability to do this in 2007. Fundraising efforts will be done in December in order to avoid the United Way campaign blackout dates. Some RMDC programs have done fundraisers and donor requests in the past. RMDC has all the appeal but now must figure out the tools and processes needed to build a development program. In regard to the Endowment, the pieces are in place for when RMDC's development efforts are far enough along to include an endowment, which is likely to be a way down the road.

Liz requests that the Board be active in building the development end of the program. The hard part is to figure out how to use what we have without detracting from or taking current donors away from programs they currently support. Glenna Obie volunteered to be on the committee. Gene will get something in writing to the Board to review for the program.

Nominating Committee: Jerry Loendorf

Jerry Loendorf reported for the committee that no names were submitted to fill Board Officer positions for RMDC. Therefore, it was the Nominating Committee's recommendation to nominate the following members for the ensuing year:

Helen Fandrich as Secretary/Treasurer
Andy Huntausen as Vice President
Bill Roberts as President

Chuck Notbohm moved that Helen Fandrich be elected to serve as Secretary/Treasurer. Twila Harrington seconded the motion which passed unanimously.

Chuck Notbohm moved that Andy Huntausen be elected to serve as Vice President. Jerry Loendorf seconded the motion which passed unanimously.

Chuck Notbohm moved that Bill Roberts be elected to serve as President. Glenna Obie seconded the motion which passed unanimously.

There being no further business, the meeting was adjourned at 5:10 pm.

Respectfully Submitted,

Rose Felter
Executive Assistant