

**RMDC, Inc. Head Start
Policy Council Meeting
July 17, 2008**

Members Present: Sara Terou, Andrea Edgar, Bryce Taylor, Twila Harrington, Sandy Hugus, Sheryl Eriksen, Martha Finley, Dr. Kevin Rencher, Jena Grubb, Jay Bowen, Patrice Longfellow, Rachel Helgerson sitting in for Magalie Belanger

Members Excused: Magalie Belanger, Gina Marker, Tom Dwyer

Members Unexcused: Belinda Tomlinson, Crystie Burnette, and those exceeding two unexcused absences are Jodi Marsh, Diane Alvarez, and Dawn Ruiz

Guests: Patty Dahl, Linda Nolan

Jena Grubb did roll call. A quorum was established after roll call was taken.

Review of Ground Rules/Agenda Review: Twila Harrington reviewed the ground rules.

Approval of June 12, 2008 Minutes: Members moved to approve as is.

Check for foster grandparents: Linda Nolan was presented with a check from the Parent Fund for the Foster Grandparents Program for \$500. These volunteers gave more than 8,000 hours of their time to the Head Start program and the Policy Council members expressed how greatly their work is appreciated.

Treasurer's Report: In Tom's absence Patty handed out copies of the Financial Report. Balance from all accounts for June is \$39,764.61. Total spent from all accounts for June was: \$8,894.72. Deposits for all accounts for June were: \$58.15. Parent fund spending \$161.99 to classrooms, \$41.58 to Staff Appreciation (\$743.01 was the total spent on staff appreciation but still expecting \$100 in reimbursements.) Parent fund deposits, \$19.30 from June interest, and \$2.00 returned from classroom end of year events. Parent fund outstanding commitments: \$2,200 for supplies to support Creative Curriculum in the classroom this, \$385.78 for Good Talking Words books; \$1,410 for kindergarten gift certificates, \$500 for Foster Grandparent Program for a total of \$4,495.78 committed. Parent fund CD: \$2,319.22 as of 4/6/08, renewed for 7 months at a rate of 2.25% annual percentage rate. This CD will be due 10/06/08.

Correspondence: Three letters were sent to members with two unexcused absences and to their class reps to determine their willingness to fill these vacancies.

By-Law Committee Report: The By-law Committee met to review and update the by-laws as mandated by federal guidelines. Jena Grubb reviewed all the changes suggested by the by-law committee with input from the Director. Because there are numerous changes in the by-laws, and it is a lengthy document, the revised by-laws will be included in the Policy Council minute notebook for review. The final draft will be mailed to everyone and voted on at the next meeting. Patty thanked members of the By-law Committee for their work.

RMDC Personnel Policies and Procedures Review Report: Kevin Rencher presented a comprehensive review of Head Start's Personnel Policies and Procedures. He felt the policies were well written. He felt the language describing the dress code was somewhat open to interpretation but

everything else was in “black and white”. Discussion ensued regarding whether tattoos should be visible, and what was considered appropriate and acceptable in piercing. Patty Dahl will refer these questions to the human resource officer and report back.

RMDC Board Report: Twila Harrington reported on the May and June RMDC Meetings.

May 15th Meeting: Elaine Bruce presented a mental health update to the board. They received two grants that will fund a drop-in mental health social center for 15 months. RMDC will possibly lease the WESCO building on North Main for the center. This will be a consumer driven, consumer-run program. The Compeer Program received a grant. Bill Tromly gave a profit sharing update to include his acting as an agent for RMDC to approve retirement plans. The Board discussed membership vacancies, new Head Start requirements, and getting a Board recruitment committee organized. Patty gave the Head Start Director’s report and PC update from the May 8th meeting and reported on progress working with Townsend regarding the special needs preschool.

The Board approved Head Start working with AWARE for mental health services. Approved Head Start using the paper screening for TB. Approved no Friday classes to be operated in extended day this coming year so all classes will operate 4 days a week to allow for additional training. Head Start received the FAA (Financial Assistance Award) for the 2008-2009 grant that began May 1st. The Federal review will take place between Oct. 1 and Sept. 30, 09. The Self-Assessment is finished and the action plans are being written. The last day of school is May 22. Gene Leuwer updated the Board on the TMR (Target Market Rate) adjustments for Head Start; the Board approved to rescind these adjustments until further notice due to lack of funding. Jeff Miller gave a housing program update: Head Start House 2008 open house is slated for May 27th, and it is nearly complete. Head Start House 2009 will build the Montana Youth Homes facility – a 4 bedroom, 8 bed unit, approximately 2,700 square feet on a single level. Eagles Manor 2 received a Home Grant of \$500,000. It will go out for bid in July to begin construction in Aug. or Sept. Eagles Manor 3 is roughed in for plumbing and wiring. The siding is done and the project is on schedule and due to be complete in Oct. or Nov. Great Hope participants continue to apply steadily. Rural Development Projects – 24 units are slated in E. Helena and Eastgate and they are exploring the possibility of acquiring mobile home park, Sun Garden, which need city water and sewer so still exploring possibilities. The project located on 6th and Warren is a HUD project with 12 units, all subsidized, but not in good shape, however, always full. \$140K will be needed immediately in improvements. Liz Moore: Development update on applying for a SAMHSA grant to expand treatment services for homeless persons with substance and mental disorders. Board approved applying for this grant. Board approved assumption of Montana Youth Home operations effective July 1, as they will come under RMDC’s umbrella at that time. Also approved, Montana Youth Homes staff retaining their leave balances as a one-time exception to RMDC’s personnel policy.

June 19th RMDC Meeting: High School House 2008 tour from 2:45-3:20. Gene Leuwer stated the board approved adding both the Transit Safety Policy and the Transit Emergency & Evacuation Procedures to the Personnel Manual. Additional admin revisions would be handled by the staff, while major revisions would come to the Board. Bill Roberts discussed Board membership vacancies. New members to be selected by Sept. with orientation to follow. Patty Dahl, Head Start Director’s Report: UGH-over \$40K over budget. Update on attendance, meals served for May, enrollment for fall, PC Report, and proposed classroom sites at Ray Bjork with AM and PM classes. Elaine Bruce gave a Mental Health Update: In-patient crisis intervention going well. Compeer program progressing nicely. Drop-in center, lease on WESCO building signed to begin operations in August. Jeff Miller gave the Housing Update: High School House listed at \$245,000, Eagles Manor 2 is out to bid, to begin building in September. High School House 2009, and MT Youth Homes finalizing floor plans. Will sub out foundation in Aug, so students start in Sept. Eastgate: Equity wanted doesn’t match Rural Development RMDC amount. Townsend: Appraisal and inspection needed, moving forward, 10 units,

8 with subsidies. Sun Garden Mobile Home Park: Asking \$475K, has individual wells and a lift station for sewer. The park is in the city limits and may be re-zoned commercial, but needs city water and sewer. Current owner wants to keep as affordable housing. Great Hope going well. Liz Moore gave a Development Update: New RMDC talk is that housing projects will be highlighted. They want to create “donor database” for grants, donations, etc. Feds won’t fund staffing to do this and the money is just not available. Hopefully down the road there will be options.

Ratification of Executive Committee’s Decision on Main Street, Program Option and Sites for 2008-09 School Year. Patty presented recommendations she made to the Executive Committee (EC) of the Policy Council to close Main Street full day Head Start and move it to the Neighborhood Center. It will remain a full day, part year option. The EC unanimously approved. The recommendation was triggered by increased operating costs. A review of the deficit was discussed. The full PC ratified the EC’s decision. Program option was discussed per information in our packet. Kevin Rencher motioned to approve RMDC Head Start using a center-based option with three different models. The motion passed unanimously. Program classroom sites for 2008-2009 were also reviewed. Based on availability, the 8 locations are as follows; Neighborhood Center (4 classes), Lincoln School site (2 classes), Eastgate School site (2 classes), Rossiter School site (2 classes), Ray Bjork School site (2 classes), Townsend site (1 class), Whitehall site (1 class), Early Learning Center (1 class). Kevin Rencher moved to approve the change from Main Street to the Neighborhood Center and the eight classroom sites. The motion passed unanimously.

Parent/Community Complaint Policy Changes: The steps for parents or community complaints were edited to delete “Youth Development Coordinator.” Kevin Rencher moved to approve, the motion passed.

2008-09 Self Assessment and Action Plan: Tabled until next meeting when printed.

Director’s Report: Parent Orientation: The staff would like to continue with the process used for the past five or six years of the classroom teacher meeting with the family and child on-on-one in the Head Start classroom for an hour to look at the classroom and go over the Parent Handbook. Jay Bowen moved to keep Parent Orientation the same; the motion passed. Jamie Sheldahl who was a recent employee will return to Head Start. Bryce Taylor moved to re-hire, the motion passed. Patty announced there are 201 completed applications for the upcoming year. The PIR, Program Information Report, was handed out for review. Patty will bring updated budget information, noting that currently the deficit is approximately \$46,000. Staff changes: Kay Davis, Rossiter Assistant wants to go half time, Carol Nickey will move from floating assistant to afternoon assistant and Head Start is currently looking for a floating assistant to fill Carol’s spot. Patty asked for PC volunteers to participate in the interviewing committees Aug. 1st and 8th for Secretary/Receptionist and Floating Assistant/Permanent Sub/Regular sub respectively. Martha Finley will assist with the Secretary/Receptionist interviews and Jay Bowen will assist with the others.

Meeting Evaluation: Pluses: On time, Sara quitting smoking, Tacos, good information. Wishes: Babies need sitter. Secretary absent, but Martha filled in.

Next meeting: August 14, 2008. Bring salads and deserts, burgers and hot dogs provided.