

**Minutes of the
Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
October 31, 2019**

Members present include: Dannai Clayborn, Bruce Day, Trever Kirkland, Jerry Loendorf, Bob Mullen, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright

Members absent include: Mike Delger, Susan Geise, Maria Pace, Ericka Vallance, Mark Young

Guests: Gale Anderson, Jonathan Ballew, Andrew Chanania, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Barb Gilskey, Taya Hovan, Chrisy Irej, Lori Ladas, Sandra Lowry, Jim Marks, Kathy Marks, Michele Mathot, Liz Mogstad, Heather Nicholson, Ashley Peña-Larsen, Emma Whitehead, Keri Yoder

Call to Order/Roll Call: The meeting was called to order at 3:30 p.m. Roll call was taken and a quorum was present.

Approval of Minutes

Bob Mullen made the motion to approve the September 26, 2019 Board of Directors Minutes. Dannai Clayborn seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that Rocky hosted several Halloween activities today, including Preschool Trick or Treat and a costume contest for the seniors. She asked if there were any questions based on her written report. Lois Steinbeck asked if the tax credits for the Fire Tower project were awarded; Lori replied that they were and more details regarding the project will be discussed later in the meeting. Lori asked Tommy Driscoll to present the three program videos he's created so far, representing Energy Services, Area IV, and Rocky Mountain Preschool Center. A final signed copy of the Rocky Strategic Plan was distributed to all Board members.

Finance Report Update – Chrisy Irej

The Finance Committee met on Thursday, October 24, for the audit entrance conference with Anderson ZurMuehlen. The programs reviewed in this year's audit are the Aging Cluster and LIEAP. The Aging Cluster includes Area IV program funding, as well as home delivered meals and congregate funding, commodities, and cash in lieu of Commodities funding that is passed through to meal contractors. This intersects with Rocky's meals program, as Rocky receives Area IV funding. The audit started on Monday and is going well. The goal is for the audit report to be presented at the November 21st Board meeting. Chrisy reported that cash balance as of October 24 was \$411,389, and the Accounts Payable balance was \$25,388. The first developer fee from the Red Alder project was received in the amount of \$48,655. The money is sitting in a developer fee fund until a use for the funds is determined.

Committee Reports

a. Retirement Committee – Lois Steinbeck

Lois referred to the committee minutes and noted that the Rocky portfolio is outperforming the custom benchmark with a similar stock and bond allocation. She spoke about the materials distributed during the staff presentations in September, and mentioned the discussion about saving for retirement at a young age and paying more than minimum payments on credit cards to reduce the amount of interest paid. Additional employees signed up for the Rocky 401(K) after this information was distributed.

Lois Steinbeck made the motion to approve the October 8, 2019 Retirement Committee Minutes. Jerry Loendorf seconded and the motion passed unanimously.

b. Bylaw Committee – Lori Ladas

Lori reported that the committee met on October 8 and reviewed the current bylaws to discuss any changes needed before they are reviewed by an attorney, as is required every 5 years. Minimal changes were suggested, and a conflict of interest section was added. The updated bylaws have been sent to an attorney for review.

Bruce Day made the motion to approve the October 8, 2019 Bylaw Committee Minutes. Bob Mullen seconded and the motion passed unanimously.

c. Executive Committee – Trever Kirkland

Trever mentioned that the Executive Committee met on October 15 and asked Liz to explain the purpose of the meeting. Liz spoke about needing to modify the resolutions that were approved by the Board at the August meeting prior to the Red Alder closing on October 22. Most of the content of the resolutions remained the same, but the dollar amounts needed to be adjusted based on the quotes accepted for the job.

Dannai Clayborn made the motion to approve the October 15, 2019 Executive Committee Minutes. Bob Mullen seconded and the motion passed unanimously.

d. Fundraising Committee – Lois Steinbeck

Lois spoke about establishing a signature fundraising event for Rocky, and she asked Kathy Marks and Tommy Driscoll to further explain the event being developed. Rocky is planning to host a “Chopped” event, based on the Food Network show. Sponsorship letters have been sent out and grant proposals are being explored. The event would feature the preparation of a multi-course meal, with an elimination of one competitor after each round. Local food truck chefs are being invited to participate, and items from senior commodities boxes may be included in their required ingredients. A panel of judges will select the winner. The event may also feature a silent auction, no-host bar, and hors d’oeuvres. One hundred attendees would be the desired attendance for this first year at the Neighborhood Center.

Approve Board Committee Lists – Trever Kirkland

Trever referenced the draft committee list included in the Board packet and asked for any feedback. Lori noted that Paula Wright agreed to serve on the Retirement Committee. This leaves vacancies on both the Personnel and Nominating Committees. Since there is currently a vacancy in the Low-Income Sector and a possible position to fill in the Public Sector, the suggestion was made to delay filling those committee positions until the Boards seats are filled.

Lois Steinbeck made the motion to approve the draft Board Committee list, with the addition of Paula Wright on the Retirement Committee, with the understanding that the current vacancies will be filled once the Board seats are filled. Mary Pat Penley seconded and the motion passed unanimously.

Head Start Update – Ashley Peña-Larsen

a. Policy Council Update

Ashley reported that the Policy Council met yesterday and determined that their meeting times will remain the same for the next year, 1:00 p.m. on the last Thursday of the month. New officers were elected. Mark Young will remain the Policy Council chair representative to the board. The second Policy Council seat on the Board of Directors has not been elected yet.

b. Director's Program and Budget Report

Ashley began by mentioning that Head Start is looking to form an emergency preparedness committee, following recent power outages and a potential bomb threat at a Helena school. This will be a short-term committee assignment, including volunteers from Policy Council and also the Board of Directors. Mary Pat Penley and Paula Wright expressed interest in joining on behalf of the Board. Head Start is still short-staffed, and Ashley commended the current staff on their extra efforts. Ashley reported that Head Start is fully enrolled and there is a small wait list. She said that based on current IEPs and the number of referrals in progress, or children on a list for additional help, over 50% of the Head Start population has above average additional needs. Ashley reported that the budget is looking good for this time of year. Jerry Loendorf agreed to fill the Board representative position on the Policy Council for the upcoming year.

Lois Steinbeck made the motion to approve the Head Start Director's and Budget Report. Paula Wright seconded and the motion passed unanimously.

c. Expulsion and Suspension Policy and Procedure

Ashley presented the policy, which has been approved by the Board in the past. No changes have been made. The policy states that Head Start does not expel children, and limits suspension to only be used in the most serious situations.

Bruce Day made the motion to approve the Expulsion and Suspension Policy and Procedure. Dannai Clayborn seconded and the motion passed unanimously.

d. Social Media Policy and Procedure

Ashley reviewed this policy, which highlights how staff may communicate with families. Rocky Head Start does have an approved Facebook page, which is monitored by the Family Engagement Coordinator. Other social media venues need approval by the Head Start Leadership Team.

Mary Pat Penley made the motion to approve the Social Media Policy and Procedure. Paula Wright seconded and the motion passed unanimously.

e. Policy Council Bylaws

These bylaws were approved by Policy Council and there are no changes from previous years.

Lois Steinbeck made the motion to approve the Policy Council Bylaws. Bob Mullen seconded and the motion passed unanimously.

Fire Tower Apartments – Liz Mogstad

Liz invited Andrew Chanania to join in the explanation of the planned rehabilitation at Fire Tower Apartments, and Rocky's involvement with the project. Wishcamper Developers out of Missoula is leading the project. Rocky would be paid a \$30,000 fee to serve as the grantee of Housing Trust Funds. The \$1.25 million loan will be a cash flow loan at 1% interest.

Wishcamper would assume all the liability on the project. Rocky would need to apply for the grant and do some administrative tasks, along with annual compliance reports. This may also open the door for property management opportunities in the future. Once completed, all units will be tax credit units, and the site will allow for the use of some Section 8 vouchers from Lewistown to be used; unused vouchers are at risk of being eliminated there. The physical condition of the building was questioned; Andrew assured that money was set aside for handling issues such as asbestos that are known in the property. Jerry Loendorf recommended that whoever claims indemnity in the project, whether it's Wishcamper or the General Partnership, have a solid financial backing. Jerry agreed to review the document, and suggested another party review it as well.

Daniel Pocha made the motion to approve for Rocky to be the Housing Trust Fund Grantee. Mary Pat Penley seconded and the motion passed unanimously.

Daniel Pocha made the motion to approve the resolution authorizing submission of the HTF Application. Bruce Day seconded and the motion passed unanimously.

Red Alder Update – Liz Mogstad

The Red Alder project closed on October 22, and the first developer fee payment of \$48,655 has been received. The next payment will be at 50% construction completion, with additional payments received at construction completion and stabilization. Framing is scheduled to start on Monday. The link to the on-site camera is active, and anyone interested in watching the progress of construction can e-mail Liz for access to the link. Regular meetings are also held at the site; if interested, Board members are welcome to attend. Liz can be contacted for the meeting schedule.

Area IV Agency on Aging Program Update – Jim Marks

The Area IV presentation began with an introduction of all present Area IV staff and the distribution of a packet of brochures about Area IV programs. Jim Marks spoke about the Older Americans Act and how national public policy sets the standard for what Areas on Aging can accomplish. In Montana, there are 10 area agencies. Diversity amongst the aging population is a constant area of learning. An inquiry about video communication options for Medicare counseling led to the purchase of some new software, showing how the program is evolving and staying responsive to today's needs. A large portion of Area IV's work is in coaching people how to make choices, and restoring seniors' ability for self-determination in the midst of diminishing State and community services.

Michele Mathot spoke about evidence-based classes offered by Area IV, specifically the Stepping On class. It is a falls prevention class that teaches exercises to build strength and balance. Guest speakers include physical therapists, the police department, and St. Peter's pharmacy. Home hazards are also discussed in relation to avoiding falls. The next Stepping On class will be held in the spring, and a wait list is open for that class.

Keri Yoder spoke about her work as the Local Long-Term Care Ombudsman. She works as an advocate for residents in nursing homes and assisted living facilities, protecting their rights. Keri is responsible for 26 facilities across four counties, and is required to visit each facility once per month. She also works as a resource for the facilities, working with staff and providing presentations on resident's rights.

Saundra Lowry then spoke about her role in Area IV. She works for Information and Assistance and is a SHIP (State Health Insurance Program) counselor. There are two staff members in this role in Helena, and a contract is in place for another in the same position with the HRDC in Bozeman. From October to December, the main focus is Medicare Open Enrollment, helping seniors with enrolling and choosing plans. In the spring, Welcome to Medicare sessions are sponsored by Area IV, which are free to anyone turning 65 years of age. During the summer, work turns to visiting the senior centers, being present to answer questions. Staff in this role can deal with any number of topics in a given day, from insurance assistance to legal referrals, assistance with housing and immediate food needs.

Daniel Pocha made the motion to adjourn the meeting.

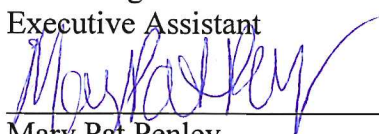
The meeting was adjourned at 5:13 p.m.

Respectfully submitted,



Diane Edgar

Executive Assistant



Mary Pat Penley

Secretary/Treasurer

11-21-19
Date

