

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
August 27, 2020, 3:30 p.m.
via Zoom Conference Call

Members present: Bruce Day, Mike Delger, Trever Kirkland, Jerry Loendorf, Jim McCormick, Bob Mullen, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Ashley Calhoun, Dannai Clayborn

Others present: Gale Anderson, Joan Anderson, Kate Anderson, Rod Applegate, Jonathan Ballew, Hannah Danzer, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Jaymie Hazel, Taya Hovan, Chrisy Irey, Lori Ladas, Jean Leischner, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Ashley Peña-Larsen

The meeting was called to order at 3:30 p.m. and a quorum was present.

Approval of Minutes

Lois Steinbeck made the motion to approve the June 25, 2020 Board of Directors' meeting minutes and the April 30, 2020 Finance Committee meeting minutes. Paula Wright seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori asked Liz Mogstad to provide an overview of the potential housing project at the Our Redeemer's Lutheran Church property, which was mentioned in the written Director's Report included in packets. Liz spoke about the 15 acres on the north side of Helena owned by Our Redeemer's Lutheran Church, and discussions being held between the church, Rocky, the YWCA, Habitat for Humanity, and the City of Helena to collaborate on a project meant to address every phase of housing need in the community. The idea is for the property to be turned into a land trust, where the YWCA would house a transitional shelter, Rocky could build a rental property, and Habitat for Humanity could build single-family homes for ownership. Discussion is in the early phases, and the congregation of the church needs to support the project for the land to be used this way. Votes from congregation members are to be submitted to the church by 5:00 p.m. today.

Lori then asked Mark Young to provide an update on the City of Helena's Cruse Avenue Visioning Project. Mark spoke about the high-level planning for the project, which will add pedestrian pathways and bike paths along Cruse Avenue. In the first drafts proposed, the Neighborhood Center was not included. The city received public comment noting the importance of the Neighborhood Center, and future drafts include either the building remaining or being re-built on the site where the parking lot currently is. Mark noted that this is a long-term project, and may take 10-15 years to complete; it is in early stages at this point.

Lois Steinbeck commended Rocky for its response to DPHHS regarding the IHSB monitoring held earlier this year. Discussion continued about the appraised value of the Jackson Street Center and the offer received on the building in June

Finance Report Update

a. Finance Committee Summary Report – Chrisy Irej

Chrisy reported that the Finance Committee met earlier today. Cash balance is \$1,399,928, and accounts payable is \$23,010. The cash balance is higher than usual due to Area IV funding, both FY2020 carryover and CARES Act funding, and Governor's child care grants received for each Head Start site and Rocky Mountain Preschool Center. Chrisy mentioned that the Retirement Plan Audit is in progress. Anderson ZurMuehlen, auditor for the retirement plan, agreed to reduce their annual fee to \$10,000 per year, providing a savings of \$4,500 over three years. Field work for the Rocky audit is scheduled to begin the last week of October. Paycheck Protection Program loans are fully spent for both Rocky and RMDC Eagle Rock, Inc.

Use of Jan Shaw Property as Temporary Rocky Mountain Preschool Site – Lori Ladas

Lori provided a review of the recent timeline of events involving the Jan Shaw property. In December of 2019, Youth Homes stopped its therapeutic program at the site. They considered other programs that might be housed in the building, and the Salvation Army also inquired about purchasing the property earlier this year. Since the COVID-19 pandemic, both groups decided not to pursue the site at this time. The site was considered as a Head Start location, and an environmental review was conducted. Preparing the site for Head Start would take some time, so in the interim the location was considered for Rocky Mountain Preschool Center. The preschool has been struggling to serve all of the families served pre-COVID, as current restrictions limit class sizes and the program is operating at around 63% of capacity. Budget projections for Rocky Mountain Preschool Center were discussed, with year-end projections at current capacity, with the use of the Jan Shaw property, and using Jan Shaw along with implementing a \$15 per child monthly increase in fees reviewed. With no change, the preschool is projected to end the fiscal year with a \$101,733 loss. Adding a classroom at the Jan Shaw location, the loss is reduced to \$21,202. With the proposed increase in fees, the loss is further reduced to \$14,916. Lori checked with the city regarding the deed restriction on the property, and the city attorney was fine with the preschool's use of the site. With the fee increase, Rocky Mountain Preschool Center remains comparable to similar child care programs in the area, and Program Director Hannah Danzer reported that families are eager to return to full time care, even if it may involve an additional stop at a new location.

Lois Steinbeck moved that the Board endorse use of the Jan Shaw building as a temporary Rocky Mountain Preschool Center site, with a \$15 per child monthly fee increase. Mark Young seconded and the motion passed unanimously.

Committee Reports

a. Nominating Committee – Jerry Loendorf

Jerry referenced the minutes included in the Board packets and asked if there were any questions or comments.

Jerry Loendorf made the motion to approve the July 9, 2020 Nominating Committee meeting minutes. Lois Steinbeck seconded and the motion passed unanimously.

Jerry noted that Maria Pace resigned from the Rocky Board, and reported that the committee recommended the approval of Kate Anderson to fill the vacant Public Sector position. Kate's background and experience in the early childhood education field were discussed.

Jerry Loendorf made the motion to approve Kate Anderson to the Rocky Board of Directors. Mary Pat Penley seconded and the motion passed unanimously.

Two Board members, Trevor Kirkland and Bruce Day, had terms expiring in 2020. Both agreed to serve another three-year term.

Jerry Loendorf made the motion to approve the three-year term renewals of Trevor Kirkland and Bruce Day. Lois Steinbeck seconded and the motion passed unanimously.

b. Jackson Street Committee – Lori Ladas

Lori highlighted the offer received for the Jackson Street property, and the terms of the counter-offer as determined by the committee. No further response has been received to date.

Lois Steinbeck made the motion to approve the July 9, 2020 Jackson Street Center Committee meeting minutes. Jerry Loendorf seconded and the motion passed unanimously.

c. Retirement Committee – Lois Steinbeck

Lois referenced the minutes included in the packet and asked if there were any questions. She noted that after a first quarter loss of 12%, the year-to-date return on the Rocky plan was only a loss of 0.04%.

Jerry Loendorf made the motion to approve the July 2, 2020 Retirement Committee meeting minutes. Lois Steinbeck seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Update – Mark Young

Mark Young reported that the Policy Council met earlier today, and he was encouraged by the attendance at the meeting, with a full quorum present. Mark spoke about recruitment for future Policy Council members, and using various recruitment materials to engage parents to participate.

b. Director's Program and Budget Report – Ashley Peña-Larsen

Ashley reviewed several Head Start budgets. The April 1, 2020 closeout budget is all spent, and no carryover was requested. The Montana Preschool Development Grant budget is also completely spent, and this was the last year for this grant. It helped provide supplies and resources, along with training for staff. Ashley then reviewed the Head Start grant budget for the year ending April 30, 2021. She spoke about additional COVID funds received, and that none of those funds were spent during the reporting period. Ashley concluded by reviewing the Head Start Budget Spending Plan for August 2020. Expenses included ZONO machines for Head Start sites, along with headsets for virtual learning, computers, a washer and dryer for on-site cleaning, remote learning supplies, and a temporary increase for staff for hours worked plus associated fringe increases. The revenue was comprised of State Child Care grants, Head Start COVID funding, and a Head Start surplus.

Mark Young made the motion to approve the Head Start Director's Program and Budget Report. Paula Wright seconded and the motion passed unanimously.

c. School Opening Plan – Ashley Peña-Larsen

Ashley referenced the School Opening Plan provided in advance of the meeting. She noted that Rocky Head Start is governed by a variety of guidance, including Rocky, the various school districts in the area, the State of Montana Child Care Licensing, the health department, and Head Start. She briefly mentioned the topics included in the plan, including enrollment, virtual learning, pick-up and drop-off of students, health screenings, and closures. She emphasized that the goal is to keep things as normal as possible, with required restrictions. Virtual learning will begin on October 5. The classrooms at Eastgate and Ray Bjork will also start in October, as they are housed in district buildings and requirements are different at those locations.

Mark Young made the motion to approve the School Opening Plan. Bruce Day seconded and the motion passed unanimously.

Red Alder Update – Liz Mogstad

Liz reported that the Red Alder project is on pace to finish on time, with the first units available in October and the rest opening up in January. Several units are currently in the final cleaning and touch-up phase. Paving and installation of sidewalks and irrigation are in progress at this time. We currently have 166 applications for the 85 units that are available.

Senior Nutrition/Transportation Program Presentation – Rod Applegate

Rod provided an overview of the various parts of Senior Nutrition and Transportation at Rocky. First he spoke about the Commodities program, which provides shelf-stable food including items such as canned goods, cereal, juices, milk and pasta to eligible participants every two months. To qualify, participants must be residents of Montana, 60 years of age or older, and have an income of 130% of the poverty level, or currently less than \$16,588 annually. Volunteers help pack commodities at Capital Transfer and Storage, and Rocky staff distributes the food at each location. Helena Food Share assists with commodities in Helena and East Helena. In July and August, 465 clients received commodities through Rocky.

The Rocky Transportation Program provides one-way rides to and from the Neighborhood Center for lunch and activities. The Rocky shuttle has not been operating since Rocky's COVID closure in mid-March. In FY2019, the shuttle provided 4,126 one-way rides, and the total was 2,827 in FY2020. Rocky's new shuttle was received this summer, and it is ready to be approved by the Department of Transportation and have Rocky's logo added. Since the program is currently not operating, other opportunities to utilize the shuttle are being considered.

Congregate and Home Delivered Meals are also part of this program. Congregate meals have been discontinued since mid-March, due to COVID. Home Delivered Meals continue, and each site has its own kitchen to prepare meals daily. Approximately 1,000 meals are delivered each week through the Rocky sites, and the Helena location currently has nearly 1,000 frozen meals prepared as well, if needed due to COVID in the future. Staff are working to increase this amount to two full weeks' worth of meals. Frozen meals are also requested for weekends by some clients, and those are delivered on Thursday and Friday each week. Helena had two Daily Dinner Club staff who were able to assist with delivering meals when Congregate Meals closed. Rod noted his appreciation for the

seamlessness of the program transitions that have been required due to the COVID-19 pandemic. Currently, four volunteers deliver meals in Helena, and several others are participating in orientation. When employee departures or vacancies occur, moving routes to volunteer drivers provides a cost savings for Rocky.

Rod concluded with a review of COVID-specific processes followed by the Home Delivered Meals program. Meals are delivered with no direct client contact. Those who deliver meals wear masks and use hand sanitizer. The meals are placed in a bag and hung on the door, then the driver knocks on the door and steps back six feet. If there is no response, they follow up by telephone. When a client cannot be reached, Rocky is notified, and procedures are followed by calling an emergency contact and, if needed, requesting a well-being check from the Police Department.

Trever Kirkland asked for any public comment and there was none.

Mark Young made the motion to adjourn the meeting. Jerry Loendorf seconded.

The meeting was adjourned at 4:56 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

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Approved by the Board of Directors via Zoom Conference Call 9/24/2020

