

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
August 24, 2023, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Susan Geise, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Daniel Pocha, Eric Schindler

Members absent: Bruce Day, Jen Gursky, Lindsey Richtmyer

Others present: Rod Applegate, Hayden Behm, Diane Edgar, Steven Ferriter, Taya Hovan, Lori Ladas, Jean Leischner, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Angela Nelmark, Ashley Peña-Larsen, Tom Robel

Call to Order/Roll Call: The meeting was called to order by Trever Kirkland at 3:32 p.m. and a quorum was present. No public comment was received.

Approval of Minutes

Andy Hunthausen made the motion to approve the June 29, 2023, Board of Directors' meeting minutes and the May 25, 2023, Finance Committee meeting minutes. Eric Schindler seconded, and the motion passed unanimously.

Director's Report – Lori Ladas

Lori asked for any questions regarding her written report. She spoke about the sale of the St. John's Building, which has generated discussion in the community about the potential use of the space by non-profits, including Rocky. The Preliminary Architectural Review (PAR) project for the Neighborhood Center is underway. Lori suggested forming a Building Committee or making discussion about the PAR part of Strategic Planning. Eric Schindler and Daniel Pocha offered to serve on a Building Committee if that route is chosen. Daniel mentioned that Rocky's involvement in relocating those displaced by the Iron Front building fire was noted during Hometown Helena. Rocky received approval to use up to \$30,000 in special CSBG funds to house displaced tenants in hotel rooms. These funds must be used by September 30. In response to Rocky's recent monitoring review with the State, Lori has been in communication with the Bureau Chief and is optimistic that the State will agree to split the cost of an overpayment discovered during the review, due to some unclear communication involving the case. She will provide an update as more information is received.

Approve New Board Member for Low-Income Sector – Lori Ladas

Lori reported that due to a change in employment, Paula Stephenson can no longer serve as a low-income representative on the Board. Another PureView employee, Teri Lilletvedt, was recommended to fill the vacancy, and after meeting with Teri, Lori believes she would be a good fit for the Rocky Board.

Susan Geise made the motion to accept the nomination of Teri Lilletvedt as a low-income sector representative on the Rocky Board. Dannai Clayborn seconded, and the motion passed unanimously.

Finance Report – Lori Ladas

Lori provided a fiscal update in Joan Anderson's absence. Fiscal staff have been closing out funds and preparing for Rocky's audit. No timeline for the audit has been set with Pinion. Cash balance is \$2,264,711, and the accounts payable balance is \$22,412, which is current. Lori reported that the unrestricted funding from the sale of the Jackson Street Center and Red Alder developer fee has been moved into a money market account with First Interstate Bank, and in the past six weeks it has earned \$2,600. The \$985,556 in the money market account is included in Rocky's cash balance total.

Fiscal Policies – Lori Ladas

Lori referenced the policies included in Board packets. The Purchasing Policy was reviewed at a Board meeting earlier this year, and updates were made based on discussion at that meeting. Lori mentioned a change to the Travel Policy, noting that if a program has a Rocky-owned vehicle, it should be used for work-related travel instead of an employee's personal vehicle. The Board recommended adding "unless otherwise authorized by a Program Director" to the policy, to allow for flexibility when using a personal vehicle may be a reasonable decision.

Susan Geise made the motion to approve the fiscal policies, with the additional language added as discussed. Andy Hunthausen seconded, and the motion passed unanimously.

Approve Purchase of Meals on Wheels Vehicle – Lori Ladas

The primary vehicle used by the Meals on Wheels program is a 2009 van with over 200,000 miles, and repair costs have been increasing. The program researched vehicles and would like to purchase a Subaru Forester Wilderness at a price of \$37,667. The cost of this purchase will be covered by fundraising money. The Finance Committee recommended approval of the purchase during their meeting earlier today.

Susan Geise made the motion to approve the purchase of the new Meals on Wheels vehicle as presented. Bob Mullen seconded, and the motion passed unanimously.

Retirement Committee Report – Lori Ladas

Lori reported that the Retirement Committee met on July 12. Last quarter's return on Rocky's profit-sharing plan was 3.99%, and the return for the calendar year is 7.41%. The profit-sharing account is worth around \$2.2 million. Matt Maloy discussed some benchmarking information, and it was determined that Rocky's retirement plan costs are in line with industry standards. Each July, the 401(K) plan is also reviewed. An assessment of each offering in the plan is completed, and point values are assigned. This year, one offering did not pass the assessment evaluation, and as a result the committee approved the decision to move dollars in that offering to a different fund. Participants in the 401(K) were notified of the change and allowed the opportunity to readjust their contributions before an automatic move occurred.

Andy Hunthausen made the motion to approve the July 12, 2023, Retirement Committee meeting minutes. Daniel Pocha seconded, and the motion passed unanimously.

Head Start Director's Program Report and Budget – Ashley Peña-Larsen

Ashley reported that Head Start is busy preparing for the new school year. A Teacher has been hired for the Whitehall location, and two Teacher Assistant interviews were recently held for positions in Helena. Classrooms remain short-staffed. Ashley met with the Regional Office to discuss Rocky Head Start's under-enrollment plan. The program has 12 months to reach 97% enrollment, and then must stay fully

enrolled for at least six months. Current enrollment is around 60%, and staffing is the main issue. Currently, Head Start is recruiting a teacher for the Townsend site, four or five teachers for Helena and East Helena, and nine Teacher Assistant positions are vacant. Head Start may ask for an enrollment reduction to meet the required goals. These enrollment issues are not unique to Rocky Head Start, as approximately 70% of Head Starts in the region are in an under-enrollment plan. Head Start staff have just finished two days of training and are preparing for family visits. Children currently on wait lists will be able to receive Head Start programming, screenings, and family support, even without placement in a classroom. Head Start has been working on its non-compliance finding regarding a mental health consultant. A private provider is looking to provide services for Townsend and Whitehall, and PureView has agreed to consider a contract with Head Start to provide mental health services. Ashley noted an increased need for mental health support for Head Start children, families, and staff. The Helena Housing Authority site is complete and Friends of Head Start are planning an ice cream social in September to celebrate the refinished site. Several High School seniors have been volunteering with classroom preparations this summer. Extravaganza is scheduled for October 5, and will include live, silent, and online auctions. The Board was invited to provide a basket for the event. The Head Start budget is looking good.

Andy Hunthausen made the motion to approve the Head Start Director's Report and Budget. Eric Schindler seconded, and the motion passed unanimously.

AmeriCorps Seniors Program Presentation – Kelley Moody and Angela Nelmark

Rocky AmeriCorps Seniors includes three programs: Retired & Senior Volunteer Program (RSVP), the Foster Grandparent Program (FGP), and the Senior Companion Program (SCP).

Samara Lynde is the Program Director for RSVP. In her absence, Kelley Moody and Angela Nelmark spoke about her program. RSVP matches people aged 55 and older with volunteer opportunities. Currently the program has 82 volunteers enrolled. Volunteer stations include Rocky's Meals on Wheels program, Helena Food Share, and the Helena Senior Center where volunteers lead exercise classes, serve at the lunch front desk, participate with the Crafty Quilters, offer blood pressure checks, and provide tech support. The Rocky Go-Getters is a relatively new program offered that provides weekly social visits or transportation to medical appointments. RSVP also has a group of volunteers who help with special projects, such as planning Days of Service, organizing appreciation events, or making phone calls for local non-profits.

Angela Nelmark, Program Director, provided an overview of the Foster Grandparent Program. In Fiscal Year 2023, 38 seniors volunteered with FGP to provide mentorship and support to children in Early Head Start, Head Start, and K-12 classrooms. Volunteers served 34,474 hours. Four new sites were established or re-established, including Basin Elementary School, Exploration Works, East Helena Schools, and Kristi's Kiddie Korner in Whitehall. Volunteers work one-on-one and with full classrooms and impacted 1255 total students in FY2023. Nearly all students showed improvement thanks to the volunteer's engagement with the class. Angela shared feedback received from participating schools and teachers and reported on the positive impact of the program on the volunteers. A volunteer recognition and appreciation event for FGP volunteers was held at the Bear Dance Ranch in Helena for a Chuck Wagon Luncheon in June of 2023.

An overview of the Senior Companion Program was provided by Program Director Kelley Moody. In Fiscal Year 2023, 42 SCP volunteers served 29,159 hours to support their 169 clients. Volunteers provide transportation to appointments or activities, along with providing companionship. Clients are assisted

on a consistent schedule each week. Volunteers must be income-eligible and receive a stipend and mileage reimbursement for their volunteer service. The greatest number of clients served are in the Helena and Butte communities. The average age of SCP volunteers is 73, and most serve between 5-10 hours per week. The program hosted a volunteer recognition event at Boulder Hot Springs for volunteers from Butte, Helena, Bozeman, and Townsend.

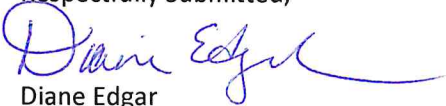
The three AmeriCorps Seniors programs hosted a combined Volunteer Appreciation Week event this year. Each program continues to recruit new volunteers, and last year attended recruitment events at the Food Share Block Party, Older Americans Month in Butte, the Billings Clinic Broadwater Health Fair, and the PureView Health Fair.

Other Business

Community Outreach Coordinator Steven Ferriter invited Board members to attend an upcoming "thank you" dinner for Rocky donors and sponsors, which will be held on September 7.

The meeting was adjourned at 5:12 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:


Eric Schindler, Secretary/Treasurer

9/28/23
Date