

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
August 26, 2021, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Kate Anderson, Bruce Day, Mike Delger, Trever Kirkland, Jerry Loendorf, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Dannai Clayborn, Andy Hunthausen, Bob Mullen, Mary Pat Penley, Eric Schindler

Others present: Amy Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Diane Edgar, Faith Franklin, Sam Hall, Joanna Halland, Taya Hovan, Lori Ladas, Samara Lynde, Jim Marks, Kathy Marks, Liz Mogstad, Kara Nelson, Ashley Peña-Larsen, Tim Roll

The meeting was called to order at 3:34 p.m. and a quorum was present.

Approval of Minutes

Bruce Day made the motion to approve the July 22, 2021 Board of Directors' Meeting Minutes and the May 27, 2021 Finance Committee Meeting Minutes. Paula Wright seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that the Finance Director position is still open, and that one of the Budget Analysts recently resigned; her last day will be September 2. Lori and the fiscal staff have been managing the workload while the vacancies remain unfilled. Lori asked for any questions regarding her written report and none were asked.

Finance Report Update – Lori Ladas

Cash balance is \$943,131, and the accounts payable balance is \$216,986. Lori noted that the accounts payable balance is noticeably higher than last month. This total includes developer fee owed to GL Development for the Red Alder project, along with around \$56,000 payable to Area IV contractors. Lori noted that the final developer fee installment for the Red Alder project will be received near the end of the year. The rest of the developer fee for the project is deferred. Lori reported that the fiscal staff has been working on fund closings in preparation for the Rocky audit, which is scheduled the week of November 15. Lori, Gale Anderson, and Jean Leischner have been working on the retirement plan audit, including field work being completed this week.

Nominating Committee Report – Jerry Loendorf

Jerry reported that the Nominating Committee met on August 18 and that the minutes presented in the Board packet fairly reflect the discussion held. Since the meeting, Board members with terms expiring this fall have been contacted, as have potential officers for the upcoming year.

Jerry Loendorf made the motion to approve the August 18, 2021 Nominating Committee Meeting Minutes. Daniel Pocha seconded and the motion passed unanimously.

Pay Plan Adjustments – Head Start – Lori Ladas

Lori reminded the Board that when the pay plan adjustments were approved at last month's meeting, the motion for approval noted that Head Start bargaining unit employees were exempt from these adjustments. The Head Start bargaining unit was in the process of being de-certified, and since there is no longer a bargaining unit for Head Start, their staff will follow the same policies and procedures as the rest of Rocky.

Jerry Loendorf made the motion to approve the proposed pay plan adjustments for Head Start staff. Lois Steinbeck seconded and the motion passed unanimously.

Area IV Vehicle Purchase Approval – Lori Ladas

Lori reminded the Board that e-mail approval for the purchase of two vehicles for the Area IV Agency on Aging was requested on June 18, 2021. All Board members responded in favor of the purchase, and those approval e-mails are being kept on file as required. Lori asked for a motion to ratify the Board's earlier e-mail approval.

Daniel Pocha made the motion to approve the purchase of two vehicles by Area IV Agency on Aging. Paula Wright seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Update – Mark Young

Mark reported that due to a power outage in Helena today, the Policy Council was unable to meet as planned.

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

Ashley highlighted some items from her written report, specifically that Head Start is back in Boulder this year. All of the over-income slots for Head Start are full for this year. Classes will begin on September 7, and home visits start next week. Head Start is currently under enrolled, and as a result, two Helena classrooms will not open for the start of the school year. Under enrollment is a nationwide issue for Head Start this year, and the program currently has until December 31 to meet enrollment requirements. Ashley spoke about how wage increases for some parents have led to reduced eligibility for children who previously would have qualified for Head Start. Head Start also has several Teacher Assistant positions open at this time. The Head Start budget looks good. Ashley noted that staffing shortages will result in excess funds to spend throughout the year, and that expenses will increase with the start of the school year. Head Start has approximately \$90,000 in COVID funding received from Head Start and Montana Child Care Licensing that will be available to use for COVID related expenses. .

Daniel Pocha made the motion to approve the Head Start Director's Program and Budget Report. Mike Delger seconded and the motion passed unanimously.

Senior Nutrition and Transportation Program Update – Rod Applegate

Rod provided an "At-A-Glance" document, which compared participation in Rocky's Meals on Wheels, Congregate Meals, Commodities, and Senior Transportation programs across FY2019, FY2020, and FY2021. He introduced the program staff in attendance at the meeting, including Faith Franklin, Tim Roll, Amy Anderson, and Shawna Donaldson. Rod reported that the Senior Transportation Program is operating again, and that ridership is picking up. Thanks to an award of \$7,500 from Area IV, Rocky is working to incorporate an East Helena bus route. The commodities program provides shelf-stable food to income eligible seniors age 60 or above. Rod provided an example of items included in a standard commodities box, including juice, shelf-stable milk, pasta,

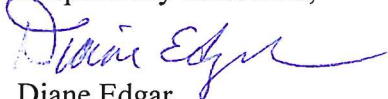
cheese, and cereal. A \$5,000 grant from the Steele Reese Foundation provided assistance for delivery to rural communities, and CARES Act funding provided the opportunity to purchase a new truck and trailer and reach-in refrigerator for the commodities program. The new My Senior Center software was demonstrated. This software captures center usage by the clients and tracks data for multiple senior nutrition and transportation programs. Shawna Donaldson recognized the staff at Rocky's rural sites, and reviewed how COVID led to closure of the congregate sites and an increase in the Meals on Wheels program. Congregate sites closed in March, 2020, and began re-opening in April, 2021. Meals on Wheels keeps a supply of frozen meals available in case of a COVID-related closure and for those wishing to receive meals for the weekend. In the summer of 2019, Rocky started the switch to a volunteer model of meal delivery, and Amy Anderson is the Senior Nutrition Volunteer Coordinator. She spoke about initial challenges of recruiting volunteers but also how the number of volunteers has increased recently. Three days each week are currently fully staffed by volunteer drivers. Amy reported that the volunteers share a good comradery with each other and are helping with recruitment by sharing their experiences with others. Bill Peña will be returning to Rocky as the Senior Center Coordinator next week. Most senior center activities have re-started since the COVID closure, though Tai Chi and Bridge are still not meeting. Some new activities are also starting, including a Memory Café support group for those with Alzheimer's or dementia and their caregivers, and a CREATES nutrition class through the MSU office.

Other Business

Samara Lynde spoke about Rocky's AmeriCorps Seniors 9/11 Flag of Honor Across America Memorial. Helena is one of 60 communities around the nation participating in this event. The memorial will take place on the walking mall behind the Neighborhood Center starting at 9:02 a.m. on Saturday, September 11. Trever Kirkland took a moment to thank those who attended today's meeting and to acknowledge those with consistent attendance at Rocky Board meetings, specifically noting Jerry Loendorf's perfect attendance this year. Daniel Pocha mentioned the Pow Wow that will begin on October 1, and suggested inviting some Head Start students to attend the demonstration day. Lori will mention that suggestion to Ashley.

The meeting was adjourned at 4:43 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:


Mary Pat Penley, Secretary/Treasurer

9/30/21
Date

