

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
August 25, 2022, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Kate Anderson, Dannai Clayborn, Mike Delger, Andy Hunthausen, Trever Kirkland, Bob Mullen, Mary Pat Penley, Amanda Robinson, Eric Schindler, Paula Stephenson, Lois Steinbeck

Members absent: Bruce Day, Jerry Loendorf, Daniel Pocha, Mark Young

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Laura Bruggeman, Helen Corkin, Mary Sue Davis, Mindy Diehl, Diane Edgar, Steven Ferriter, Sam Hall, Joanna Halland, Ruth Hoffman, Taya Hovan, Mayrene Kottas, Lori Ladas, Samara Lynde, Jim Marks, Kathy Marks, Kelley Moody, Angela Nelmark, Sheila Nutt, Ashley Peña-Larsen

Call to Order/Roll Call: The meeting was called to order at 3:30 p.m. and a quorum was present. Trever Kirkland asked for public comment. Mayrene Kottas, a resident of Eagles Manor, addressed the Board regarding the food provided at Eagles, which she believes could include healthier options. Specifically, she requested that a salad bar be added to provide healthier alternatives. She also noted concerns regarding the cleanliness of the rugs at the entrance to the building. Mary Sue Davis, another Eagles resident, read a letter of support for Mayrene's suggestions, along with requesting repaired or replaced equipment in the Eagles exercise room. The Board thanked Mayrene and Mary Sue for their comments.

Approval of Minutes

Lois Steinbeck made the motion to approve the June 30, 2022 Board of Directors' meeting minutes and the April 28, 2022 Finance Committee meeting minutes. Andy Hunthausen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori spoke about the Neighborhood Center lease with the City of Helena, which was included in Board packets. Per the new lease, the City is responsible for the maintenance and oversight of the boiler system, which allowed Rocky to terminate its FICO contract to save \$5,700 annually. The total cost of the lease agreement increased \$7,500 compared to last year. The lease notes that the City is responsible for preparing and implementing a five-year capital improvement planning schedule. Lori noted that no improvement plans are finalized in writing, and she will follow up with the City regarding that section of the lease.

Andy Hunthausen made the motion to approve the FY23 Neighborhood Center lease. Amanda Robinson seconded and the motion passed unanimously.

Lori introduced Steven Ferriter, Rocky's new Community Outreach Coordinator. Lori mentioned that a fire alarm panel at the Neighborhood Center was damaged following a rain storm earlier this month. The replacement cost of the panel was \$7,100, along with the cost of overtime and temporary employees hired to perform fire watch while the building was unoccupied. Lori also provided an update on the Rocky Mountain Preschool Center's sprinkler system installation. Though the quote for the work was signed in March, the work itself has not begun or been scheduled.

Lori reported that several interviews have been held for the vacant Budget Analyst position, but the search continues for the right candidate. The Finance Director position has also been posted in an effort to fill the position prior to Joan Anderson's retirement. Rocky hopes to recruit a CPA for the position. Lori asked the

Board for their thoughts on changing the date of the October Board meeting, as she will be out of the office on the currently scheduled date. A Doodle Poll will be sent out to determine the best alternate date. Trever Kirkland asked for input regarding the possibility of holding Board meetings bi-monthly, in an effort to reduce workload on staff. The impact of a reduction in the number of meetings will be further reviewed.

Lori reported that Mary Pat Penley has resigned from the Board due to conflicts with her work schedule. Mary Pat was the Board's designated member with a background in early childhood education and development. Kate Anderson will fill that role going forward. The term of one Board member, Lois Steinbeck, expires in 2022. Lois has decided not to accept another term on the Rocky Board. The Nominating Committee will meet in the next few weeks to work on filling these two positions.

Finance Report – Joan Anderson

Joan reported that the cash balance is \$2,333,340, which is significantly higher than the total reported in June. There is a large amount of federal Agency on Aging funding that has not been spent yet included in that total. Also included is \$935,338 in unrestricted funds, including the Red Alder developer fee and cash from the sale of the Jackson Street Center. Accounts payable balance is \$69,321.56, and is current. Joan thanked the fiscal staff for their assistance filling in while one Budget Analyst position is vacant. Fiscal staff is working on closing funds for FY22. Joan provided an update on the Rocky Mountain Preschool Center's final cash position reflected on the crystal ball in June. The cost of the sprinkler system installation was listed as cash outflow twice in error on the spreadsheet, and that correction will be reflected on the next crystal ball update presented to the Board after FY22 is closed.

Senior Nutrition and Transportation Program Presentation – Mindy Diehl

Mindy introduced Program Manager Laura Bruggeman, and presented a PowerPoint about the Senior Nutrition and Transportation Program. The program includes nutrition services including Congregate Dining, Meals on Wheels, and the Commodity Supplemental Food Program (CSFP). The congregate dining program receives funding from Rocky's Agency on Aging, County Mill, meal donations from clients, and private donations. The Meals on Wheels program also receives funding from these sources, along with United Way and through Medicaid Waiver. Congregate meals and Home Delivered Meals are served in Helena, Augusta, Lincoln, Whitehall, Boulder, and Townsend. The meals follow Montana's food guide plan and all menus are reviewed by a Registered Dietician. Mindy noted that Laura regularly visits the rural dining sites, eating with clients and staying connected to the outlying locations. Meals on Wheels are delivered five days per week, with frozen meals provided for the weekend as requested. Frozen meals are also provided for holiday closures. The Boulder site delivers meals only three days per week. Rocky has one employee Meals on Wheels Driver, and the rest of the meals are delivered by volunteers. Volunteer drivers commit to a minimum of one day per week between the hours of 10:30 a.m. and 1:00 p.m., Monday through Friday. Volunteers are recognized at two events each year, and the program is always welcoming new drivers and substitutes. Orientation and training are provided. The Commodity Supplemental Food Program provides additional food for qualifying seniors. Mindy noted that increases in Social Security payments have reduced the number of individuals who qualify for the program. Commodities are delivered every two months, with funding provided through USDA and CSBG. Rocky's Helena Senior Center provides a number of activities, coordinated by staff member Bill Peña. Activities held regularly include card games, line dancing, caramel rolls and coffee, wood carving, and bingo. Rocky's RSVP program also collaborates on a number of other Senior Center activities. Over the past year, Bill Peña and Volunteer Coordinator Amy Anderson visited Rocky's Helena housing sites with "Bingo on the Go" in an effort to recruit more involvement in Senior Center activities. Rocky's Transportation Program provides free shuttle service to individuals age 55 or older participating in Rocky programs at the Senior Center or at other designated locations. Mindy hopes to expand the Transportation Program to include transport to medical appointments in the future. Mindy provided an updated brochure and the current issue of the Voice of Experience newsletter to those in attendance. She expressed her appreciation to the Senior Nutrition and Transportation staff for all their dedicated work.

Retirement Committee – Lois Steinbeck

Lois reported that the committee reviewed both the profit-sharing plan and 401(K) plan at the July meeting. The market has been struggling, and Rocky's year-to-date return is down 17.28%. Typically, when stocks are down, bonds will go up. In the current financial climate, bonds are also not performing well. Lois spoke about the scoring system used to review options in the 401(K) plan. All current offerings met or exceeded the minimum passing score of 60, with the exception of American Funds Fundamental Investors, which scored a 59. This fund will be watched in the year ahead.

Lois Steinbeck made the motion to approve the July 5, 2022 Retirement Committee minutes. Amanda Robinson seconded and the motion passed unanimously.

Personnel Committee – Gale Anderson

Gale reported that the Personnel Committee met on August 15 to discuss some new policies and policy edits to the Rocky Personnel Policies and Procedures Manual. The Committee recommended approval of the new policies and edits to the Policy Council and Board of Directors.

Amanda Robinson made the motion to approve the August 15, 2022 Personnel Committee minutes. Mary Pat Penley seconded and the motion passed unanimously.

Gale provided an overview of the new policies and policy edits. New policy 4.7, Incentive Pay, will allow Rocky to provide incentive pay to staff. A policy must be in place for incentive pay to be allowable. An edit was made to Policy 6.2, Sick Leave, clarifying that exempt employees must take sick leave in full days, for consistency with the annual leave policy. The first two paragraphs of Policy 7.5, Business-Related Travel, were deleted as that information is explained in new Policy 7.6, Driving and Vehicle Use. This new policy was created on the recommendation of a loss control review with Rocky's insurance provider. Gale asked for approval on the Personnel Manual updates and for the policies to be effective today.

Andy Hunthausen made the motion to approve the Personnel Manual updates as presented, effective today. Mary Pat Penley seconded and the motion passed unanimously.

Head Start Update – Amanda Robinson and Ashley Peña-Larsen

Amanda Robinson reported that Policy Council met today, but a quorum was not present. Discussion focused on fundraising and Amanda will report on continued fundraising efforts as they are developed. Ashley referenced the letter and budget report included in Board packets, noting that Head Start lost one additional Teacher to the school district since the report was written. Three Head Start classrooms will be closed to start the year, due to vacant Teacher Assistant positions. Notice of Head Start's Focus Area 2 review was received. This will be the first such review in about four years. The Board and Policy Council are both a focus of this review process. No date has been set. Head Start had their first in-person all-staff training on Tuesday, and Ashley noted how wonderful it was to all be together in the same location.

Kate Anderson made the motion to approve the Head Start Director's Report and Budget. Andy Hunthausen seconded and the motion passed unanimously.

Ashley added one comment confirming that the COLA/QI funding notice was received today. The COLA was approved in April.

IT Policy – Kathy Marks

Kathy stated that the most notable change to Rocky's IT policy is that Entre Technology has been contracted to manage Rocky's IT services. Overall, Entre's involvement has made Rocky's systems more efficient and

current. The policy provides a number of reminders to staff, including the need to work with Entre for new computer and software purchases. Employees are reminded to keep their Rocky laptops and any other devices in secure locations. Entre has recommended the use of Microsoft One Drive instead of removable devices such as flash drives, which can lead to viruses passing between devices. Kathy also noted the new text addition regarding use of personal devices to access work Outlook accounts. Entre wants to make sure any phone accessing Rocky system data has the appropriate security set.

Eric Schindler made the motion to approve the IT Policy as presented. Mary Pat Penley seconded and the motion passed unanimously.

Communications and Marketing Plan – Kathy Marks and Steven Ferriter

Kathy explained that the Communications and Marketing Plan is prepared to provide necessary tools to build a consistent look and feel for all Rocky communication. She highlighted some of the outreach goals for the year. Giving clubs will be reorganized as a way to recognize donors. Volunteer marketing will be personalized to expand Rocky's volunteer team. Rocky will focus on audience engagement, using program stories to inspire continued support. The Crisis Management Plan will be finalized, including how the Board will be informed of any potential emergency situation impacting Rocky. A detailed annual report will be created with infographics and additional program stories. Events will be promoted as press-worthy public relations opportunities. The "Chopped" signature event will return in 2023, potentially in the spring. The plan also includes a marketing calendar, highlighting all communications and fundraising plans throughout the year.

Andy Hunthausen made the motion to approve the Communications and Marketing Plan as presented. Mary Pat Penley seconded and the motion passed unanimously.

Other Business

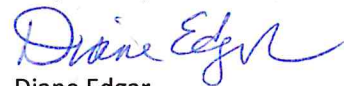
Andy Hunthausen asked for the protocol that will be followed to address the concerns brought forward during public comments at the beginning of the meeting. Lori responded that Rocky's housing programs have a formal complaint resolution process to follow. She said Rocky will respond directly to the individuals who addressed the Board, and that she will report back to the Board with any follow up.

Andy Hunthausen also commended Rocky's Senior Center Coordinator, Bill Peña, for his positive impact at Rocky's Senior Center.

Amanda Robinson made the motion to adjourn the meeting. Mary Pat Penley seconded and the motion passed unanimously.

The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:

Trevor Kirkland
Eric Schindler, Secretary/Treasurer

9/30/22
Date