

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
March 31, 2022, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Bruce Day, Mike Delger, Andy Hunthausen, Kelly Kirkham, Trever Kirkland, Jerry Loendorf, Bob Mullen, Mary Pat Penley, Lois Steinbeck, Paula Wright

Members absent: Kate Anderson, Dannai Clayborn, Daniel Pocha, Eric Schindler, Mark Young

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Hannah Danzer, Mindy Diehl, Amber Dushin, Diane Edgar, Jaymie Hazel, Annette Hill, Taya Hovan, Nancy Jones, Lori Ladas, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody, Angela Nelmark, Kara Nelson, Bob Serwacki

Call to Order/Roll Call: The meeting was called to order at 3:32 p.m. and a quorum was present. Trever Kirkland welcomed new Board member Kelly Kirkham to the Rocky Board of Directors.

Approval of Minutes

Bruce Day made the motion to approve the February 24, 2022 Board of Directors' meeting minutes and January 20, 2022 Finance Committee meeting minutes. Andy Hunthausen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that Rocky received \$527,016.37 in unrestricted funding through sale of the Jackson Street building. Rocky Mountain Preschool Center received a Child Care Stabilization Grant, totaling \$220,178 of ARPA funding. This grant will be used for program costs, including the fire suppression system previously discussed. Lori referenced the Strategic Plan update included in Board packets. Most items have been addressed, though a couple are still outstanding. Discussions will begin next month regarding the development of a financial reserve policy. The formation of a data team will be completed in the next six months. ROMA training will be upcoming for Board members.

Lori presented the bid estimate from Great Falls Fire Sprinklers for the fire suppression system work at Rocky Mountain Preschool Center. This is the only bid received for the project. The base bid for the project totaled \$66,283, with an additional \$5,800 allocated for a head swap in the basement. As previously mentioned, the Child Care Stabilization Grant funding will be used for this expense.

Andy Hunthausen made the motion to approve the contract with Great Falls Fire Sprinklers. Bruce Day seconded and the motion passed unanimously.

FY21 Rocky Audit and Financial Statements – Amber Dushin and Annette Hill, Anderson ZurMuehlen

Trever Kirkland introduced Amber Dushin and Annette Hill from Anderson ZurMuehlen. Amber thanked the Rocky staff, especially Joan, Lori, and the fiscal team, for all their assistance throughout the audit process. Amber reminded the Board that the Rocky audit consists of 14 separate entities, and that Rocky staff prepares the financial statements. The auditors found that the financial statements were presented fairly in all material respects. The programs selected for the single audit this year were Head Start and the COVID-19 Relief Fund. There were no findings, material weaknesses or significant deficiencies, and no issues during interactions with Rocky staff. Rocky remains a low-risk auditee. Joan Anderson thanked Anderson ZurMuehlen for their flexibility and assistance, and also expressed her appreciation to the fiscal staff for their great work all year long.

Jerry Loendorf made the motion to approve the FY21 Rocky Audit and Financial Statements as presented. Andy Hunthausen seconded and the motion passed unanimously.

Finance Report Update – Joan Anderson

Joan reported that the cash balance today is \$1,640,442. Per Finance Committee request, a long-range comparison of monthly cash balances will be presented going forward, with the understanding that COVID funding has caused fluctuations in the cash balance. This month's cash total includes approximately \$281,000 in developer fee and \$527,000 from the sale of the Jackson Street building, all of which is unrestricted. Next month, Joan plans to present a crystal ball projection through June 30, 2022. She will also include a history of the Rocky Mountain Preschool Center budget, and recommendations for using the unrestricted funding Rocky has received to fill the deficit.

Personnel Committee – Gale Anderson

Gale reported that the Personnel Committee met on March 17 to review the Executive Director evaluation forms for Board members and Program Directors. No edits were suggested. Gale encouraged everyone to turn in their evaluations prior to the deadline. The committee will meet again on April 14 to review the evaluation results, and then with Lori a week later to discuss the results along with her job description and goals. At the April Board meeting, Lori will meet with the Board in a closed session.

Bruce Day made the motion to approve the March 17, 2022 Personnel Committee minutes. Lois Steinbeck seconded and the motion passed unanimously.

Head Start Update

a. Director's Program and Budget Report

Lori asked if there were any questions after reviewing the Head Start Director's program and budget reports. Nancy Jones mentioned that Head Start is still waiting on waiver approval. Lori reported that Head Start staff have stepped up during Ashley's absence and kept the program running with little interruption.

Andy Hunthausen made the motion to approve the Head Start Director's program and budget report. Paula Wright seconded and the motion passed unanimously.

Community Needs Assessments – Kathy Marks and Jaymie Hazel

Kathy Marks reviewed the needs assessment process, which included surveys and community forums in each community with a Rocky senior center. Kathy mentioned several key findings based on assessment results. Affordable housing and homelessness remain a huge issue in our community. Rocky housing entities have over 600 individuals on their wait lists, and statistics show a 150% increase in homelessness. The lack of housing also ties into health issues, as those who are housed typically have better overall health. Transportation continues to be a struggle, though Capital Transit has recently started ride scheduling and free services for ADA clients and children under the age of six. However, this service does not operate on evenings or weekends. Seniors face challenges with transportation to medical appointments. Kathy noted that 2.3 million women have left the workforce, and availability of child care is part of the reason. A single mother earning minimum wage would currently pay around 47% of her income on child care. Most communities reported that their schools are great, but the lack of affordable housing makes it difficult to hire school staff when needed. Survey results indicated that people do not know or understand the programs that Rocky operates, so establishing a more visible presence in the community will be a continued goal. Additional goals include reducing barriers to Rocky's services, focusing on improving services in the community, and strengthening partnerships with local community organizations. Kathy thanked the committee for their work on the needs assessment, and Kara Nelson for her great design of the final report.

Jaymie Hazel discussed the results of the Head Start assessment, and many findings were similar to Rocky's overall results. Key findings included the areas of housing, living wages, child care, transportation, and health care access. Jaymie noted changes in the community since the completion of the assessments, including Capital Transit's bus system changes and expansion of Florence Crittenton Home. These changes reflect how the community is dynamic and changing at all times. Jaymie encouraged Rocky to remain part of the narrative, and continue to explore poverty causes and conditions at a community level.

Bruce Day made the motion to approve the Community Needs Assessment. Paula Wright seconded and the motion passed unanimously.

Affordable Housing Program Presentation – Liz Mogstad

Liz provided an overview of the funding sources for Rocky's housing entities and discussed the roles of a limited and general partner. She then briefly spoke about each of Rocky's properties. Eagle Rock Residences consists of three properties: Penkay, Eagle Manor II, and Eagle Manor III. Two of the three properties require participation in their meals program, though it's optional at Eagle Manor III. Eagle Rock is community based and social interactions are encouraged. Service Coordinators are available to connect tenants to any needed services. The North Helena rentals include Ptarmigan, Pheasant Glen, and River Rock. While Ptarmigan is a family property, around

70% of the current tenants are seniors. Pheasant Glen is two years newer than Ptarmigan. Twenty out of thirty-two units at that property are age restricted, though 91% of the population is currently senior citizens. River Rock is restricted to the senior population. Their two-bedroom units have the longest wait list of the North Helena properties. Big Boulder is HUD-subsidized, and most tenants are families with children. The property tends to have a few vacancies, but continues to break even. Townsend Housing is a Rural Development subsidy property, and there are many compliance issues to address with this program. These are senior apartments, and nearly always fully occupied. Rocky Mountain Front Properties in Augusta includes eight family units. There is rarely a wait list, but word of mouth tends to fill vacancies. With only eight units, any vacancy can lead to cash flow struggles. Red Alder Residences in Helena is Rocky's most recent housing project. Red Alder consists of 85 units, 21 of which are now eligible for project-based subsidies. These units are for all ages, and 35% of the population is currently children. Liz noted how Rocky strives to keep rents low for its tenants, and the length of the wait lists show how much need is out there. Liz expressed her appreciation for the Property Managers of all Rocky properties, who go beyond the role of a landlord in many ways.

Spirit of Service Discussion – Kathy Marks

Kathy noted that due to the COVID pandemic, Spirit of Service (SOS) was last completed in 2019. Rocky recently met with Anderson ZurMuehlen, the original partner for the SOS program. After a couple years away from the program, discussion revolved around whether maintaining the program at its pre-COVID level is feasible. Anderson ZurMuehlen was still interested in Spirit of Service, but a very scaled down version like the original program which worked on five or six homes. In 2019, over 50 homes were included in SOS. Rocky noted the staffing capacity required to organize this program, which has taken around five months to put together in the past. Lori mentioned that United Way has expressed an interest in helping with SOS or potentially taking over the program. After discussion, Rocky will offer the coordination of Spirit of Service to United Way, and will report back to the Board next month on the results of that discussion.

Andy Hunthausen made the motion to adjourn the meeting.

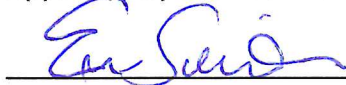
The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

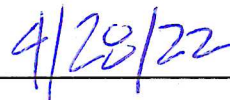


Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Eric Schindler, Secretary/Treasurer



Date