

**Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
February 24, 2022, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call**

Members present: Kate Anderson, Dannai Clayborn, Bruce Day, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Mary Pat Penley, Daniel Pocha, Eric Schindler, Lois Steinbeck, Mark Young

Members absent: Gary Carey, Mike Delger, Bob Mullen, Paula Wright

Others present: Gale Anderson, Joan Anderson, Mindy Diehl, Diane Edgar, Sam Hall, Taya Hovan, Nancy Jones, Lori Ladas, Samara Lynde, Jim Marks, Kathy Marks, Angela Nelmark, Kara Nelson, Ashley Peña-Larsen

Call to Order/Roll Call: The meeting was called to order at 3:31 p.m. and a quorum was present.

Approval of Minutes

Daniel Pocha made the motion to approve the January 20, 2022 Board of Directors' meeting minutes. Lois Steinbeck seconded and the motion passed unanimously.

Daniel Pocha made the motion to approve the October 28, 2021 Finance Committee meeting minutes. Jerry Loendorf seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that the Jackson Street property purchase will close on Monday as anticipated. Rocky's Agency on Aging is transitioning to its new location at the Jan Shaw building. Eric Schindler complemented Lori and the Rocky staff for the successful sale of the Jackson Street building and all related office moves. Lori referenced the Community Health Report included in Board packets, and a video was shared explaining the report and its impact in the Helena area. Lori serves on the steering committee for this project. Also included in packets was a PowerPoint regarding the Our Redeemer's Lutheran Church project, which includes Rocky's affordable housing program. Rocky is currently waiting on the city's decision as to whether its ARPA funds will be used for this project. Lori provided an update on the fire suppression issues at Rocky Mountain Preschool Center. A couple bids have been received, and Rocky has applied for grant funding to complete this work. A question was asked regarding the number of individuals on Rocky's affordable housing waiting lists. Lori confirmed that the list was evaluated and duplicate entries were removed since the number was last reported to the Board. Currently, the waiting list includes 643 unduplicated names.

Finance Report Update – Joan Anderson

Cash balance today is \$1,472,783, which is higher than last month. Joan reported that the increased funding is mainly due to a large county mill draw. Also included in that total is advanced federal funding for Rocky's Agency on Aging, which will remain part of the cash balance until it is allocated and dispersed. Accounts payable balance is \$59,083.59, which is current. Joan reported that the AmeriCorps Seniors programs are working on their continuation grants, which are due March 10. Property audits are currently underway for nine of Rocky's properties. Rocky's audit will be presented at the March Board of Directors' meeting. Lori added that the Finance Committee had a good discussion earlier today regarding the Crystal Ball and the potential use of developer fee to plug the deficits in the General Fund and Preschool program. She also mentioned other items which could affect Rocky's budgeting plan, including a larger than anticipated monthly increase for employee's insurance, a projected rent increase for the Neighborhood Center, and Head Start's expected COLA later this spring. Mark Young asked whether the long-term goal of housing Rocky's programs in one building was still being considered in light of these items. Lori confirmed that goal remains in consideration.

Jackson Street Sale Corporate Resolution – Lori Ladas

Lori referenced the resolution included in Board packets, allowing her to execute the documents related to the sale of the Jackson Street building on behalf of Rocky.

Daniel Pocha made the motion to approve the Jackson Street Sale Corporate Resolution. Jerry Loendorf seconded and the motion passed unanimously.

Head Start Update – Ashley Peña-Larsen

a. Policy Council Update

Ashley Peña-Larsen reported that Gary Carey has stepped down as Policy Council chair. Kelly Kirkham is the new Policy Council Chair, and will serve on the Rocky Board of Directors as part of that role. Mark Young provided an update on today's meeting, noting that a quorum was not present so no votes took place. The group discussed their upcoming parent fundraiser, and a raffle similar to ones held in the past is being considered.

b. Director's Program and Budget Report

Ashley referenced the data sheets included with her Board report, along with a letter from the Boulder School District confirming their plans to open a preschool next year. Ashley will meet with the principal to continue this discussion and committee meetings will be held in the coming months to determine the needs of that community in regards to childcare options. Ashley noted that the Neighborhood Center classroom closure discussed at the last meeting was a good decision as it allowed two to three classrooms to remain open, even with staff shortages. The East Helena classroom had to close one day this week due to a lack of heat, but that issue is being resolved. RIOT (Reading Instead Of Technology) is in progress and families are participating and sharing their activities. Ashley noted that the budget shows a small surplus this year. Even with vacancy savings, the increase in supply costs has reduced the anticipated surplus.

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

c. Non-Federal Share Waiver 2021-2022 Grant

Ashley explained that Head Start is required to have an in-kind match to its federal funding, which can be accounted for in donations of time, goods, services, space, or monetary contributions. In the current grant, the total in-kind requirement is \$688,000.02. This year, Head Start has been unable to meet the match requirement, due to a number of reasons including low enrollment, less ability to have volunteers in the classrooms, reduced capacity of community partners to provide assistance, and an expected reduction in school district contributions. The waiver request will total \$335,000. To Ashley's knowledge, this is the first year Rocky Head Start has needed to request this waiver, though she mentioned that every Head Start program in the state of Montana is making a similar request this year. A note will be included in the narrative allowing any additional funds at the end of the school year to be used as an extra payment on the Valley Center. The board asked whether Ashley expected this to be an on-going issue; Ashley responded that she hopes it is a one-time event. She also mentioned that adjustments will be made to how families document their time assisting the program in the future.

Mark Young made the motion to approve the Non-Federal Share Waiver, including the extra payment to be made on the Valley Center at the end of the school year. Kate Anderson seconded and the motion passed unanimously.

Executive Director Performance Appraisal – Gale Anderson

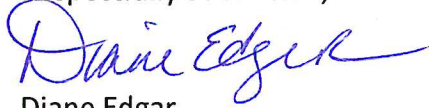
Gale provided a timeline of the annual Executive Director Performance Appraisal process. The Personnel Committee will meet in mid-March to review Lori's employment contract and the performance appraisal tools. Once appraisals are completed by Rocky Board members and Program Directors, the committee will review the tabulated results. A committee meeting will follow with Lori to review those results and discuss goals for the past and coming year, and the full Board will review the appraisal and goals in a closed session during the April Board meeting. Gale noted that members of the Personnel Committee include Mary Pat Penley, Bruce Day, Dannai Clayborn, Jerry Loendorf, and a representative of the Head Start Policy Council. Mark Young agreed to serve on the committee to represent Policy Council. The committee's first meeting is scheduled for March 17 at 2:00 p.m.

Other Business

Mark Young made the motion to adjourn the meeting.

The meeting was adjourned at 4:24 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:



Eric Schindler, Secretary/Treasurer

4/14/22
Date