

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
April 30, 2020, 3:30 p.m.
via Zoom Conference Call

Members present: Dannai Clayborn, Bruce Day, Trever Kirkland, Jerry Loendorf, Jim McCormick, Bob Mullen, Maria Pace, Mary Pat Penley, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Ashley Calhoun, Mike Delger, Daniel Pocha

Others present: Gale Anderson, Joan Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Jaymie Hazel, Taya Hovan, Chrisy Irej, Lori Ladas, Jim Marks, Kathy Marks, Liz Mogstad, Kelley Moody

The meeting was called to order at 3:30 p.m. Trever Kirkland asked for any public comment and none was given. Roll call was taken and a quorum was present.

Approval of Minutes

Lois Steinbeck noted a needed correction on page 3 of the March 26, 2020 minutes, changing the word “approved” to “moved to approve” in the motion recorded. Mark Young recommended a change to the Policy Council report, specifying “COVID-19” in place of “the current situation” for more clarity.

Lois Steinbeck made the motion to approve the March 26, 2020 Board of Directors' meeting minutes with the discussed edits. Mark Young seconded and the motion passed unanimously.

Director's Report

Lori Ladas noted that she had included minutes from the most recent Rocky Program Directors' meeting and an Area IV update in the packets. She said parents of children attending Rocky Mountain Preschool were contacted to see how many were interested in returning to the child care at this time; about half of the families needed or wanted child care. The Preschool will re-open next Monday with approximately half the number of children as usual, which will allow the classrooms to maintain smaller numbers in alignment with COVID-19 safety guidance. Temperature checks will be completed daily, parents will enter through the walking mall doors only, and staff will use masks and follow sanitation guidelines. Child Care Connections is holding a training that Preschool Director Hannah Danzer will attend, and she'll provide any necessary information to parents. Rocky does not plan to open for Senior Center activities until Phase 3 of re-opening.

Lori then discussed the Camp Child project mentioned in her report. Shortly after the last Board meeting, Commissioner Susan Geise contacted Rocky about funding for a non-congregate emergency shelter for some of the residents of God's Love, in an effort to reduce the risk of spreading COVID-19. Rocky received additional ESG funds as part of the CARES Act, and has committed \$30,000 toward this relocation project. Families have moved to Camp Child; seven family groups can be housed there without sharing space. Rocky is working with Good Samaritan Ministries on a work plan for the remaining ESG funding.

Finance Report Update

a. Finance Committee Summary Report

Chrisy Irej reported that the Finance Committee met just prior to the Board meeting. Cash balance today is \$411,380, and accounts payable is \$102,184. Accounts payable is a little higher than last month, due to a large health insurance payment and Head Start expenses as their grant

year closes. The 990 return is due by May 15. Normally, this would be the year that Anderson ZurMuehlen presents the 990 to the Board, but due to the timing of report completion, they will not present this year. The 990 will be sent to the Board for review. The Retirement Plan audit will be presented later in the meeting. The draft Request for Proposal (RFP) for the next three to five audit years is being prepared by Joan Anderson. The RFP will be sent out in May and the Board will be asked to select an auditor for the current fiscal year at the June meeting. Rocky's budget for FY21 will be presented at the June meeting. Program Directors are being asked to plan their budgets as in any other year, and adjustments will be made as needed. The budget is expected to include a 2% COLA equal to the Head Start COLA. A health insurance increase of \$25 per employee per month will also be included. COVID-19 funding will likely affect the amount of County Mill funds needed in the coming year.

b. Paycheck Protection Program (PPP) Loan for selected Rocky Programs

Chrisy referenced the loan application documents in the Board packet, along with the spreadsheet showing funding sources and layoff status for each Rocky program. Using this spreadsheet, Facilities, Rocky Mountain Preschool Center, and the Weatherization programs were the programs determined to need a PPP loan. The loan has been approved by the bank and will be signed by Lori after approval by the Board. Use of the loan funds will be documented carefully to justify forgiveness of the loan.

Lois Steinbeck made the motion to approve receipt of the PPP loan for selected Rocky programs as presented. Jim McCormick seconded and Trever Kirkland abstained from the vote. The motion passed.

Committee Reports

a. Retirement Committee Report

Lois Steinbeck highlighted a few items from the April 13, 2020 Retirement Committee minutes. She noted that the year-to-date performance of the plan is a 12% decline, which is still good compared to the total stock market's performance. Having 40% of the plan in cash/bonds prevented a larger decline. Lois also mentioned that over the history of the plan, the Rocky plan has outperformed the custom benchmark of similar accounts.

Mark Young made the motion to approve the April 13, 2020 Retirement Committee minutes. Bruce Day seconded and the motion passed unanimously.

i. Approval of FY19 Retirement Plan Audit

Chrisy referenced the audit report, summary and letter to Directors included in the Board packet. The 5500 was filed on time by April 15. She noted that the audit had a clean opinion and that the Human Resources files were complemented by the auditors for their organization.

Mark Young made the motion to approve the FY19 Retirement Plan Audit. Paula Wright seconded and the motion passed unanimously.

ii. Approval of FY19 Discretionary Retirement Plan Contribution

Chrisy referenced page 7 of the report, under the heading of "Contributions". The effective discretionary contribution rate for plan year 2019 was 3.07%. The rate was budgeted at 3%. Each year, the actual rate varies slightly due to participants timing of terminating employment before they are vested at certain levels in the plan.

Jerry Loendorf made the motion to approve the 3.07% discretionary retirement plan contribution for FY19. Jim McCormick seconded and the motion passed unanimously.

iii. Update on Third Party Administrator (TPA)

Chrisy reminded the Board about communication challenges with Randall + Hurley, and reported that once the audit was finalized and the 5500 filed, the plan to switch to a new TPA began. Rocky has given 30 days' notice to Randall + Hurley, and will switch to Big Sky Retirement effective May 18, 2020.

b. Personnel Committee Report

Gale Anderson reported that the Personnel Committee met on Tuesday. They discussed the Executive Director's evaluation process and reviewed timelines. The evaluation form was e-mailed to Board members as a fillable document. It may be returned by e-mail or mailed back to Rocky. Gale reminded Board members that the form does include a space to note when an individual does not have sufficient knowledge of a topic to respond. The committee will meet on May 12 to review evaluation responses from the Board and Program Directors, and then meet again on May 19 to discuss the appraisal with Lori and talk about her goals for next year.

Head Start Update

a. Policy Council Report

Mark Young reported that the Policy Council met earlier today and discussed how Head Start staff is staying active with kids and their families during the COVID-19 crisis. He noted that appreciation gifts are being created for Head Start staff, and Policy Council plans to add items to those gifts. Mark applauded the contributions of all Head Start staff in their efforts to help families.

b. Director's Program and Budget Report

Jaymie Hazel spoke about Head Start's work since its COVID-19 closure on March 13. Food is delivered to families every Wednesday, including four breakfasts, lunches, snacks, and a pack from Food Share. Teachers provided hard copy packets of activities initially, but have since moved to instruction via Facebook, where teachers are providing daily stories, skits, and lessons. Jaymie reported that games, clothes, and food packs were delivered to Camp Child for families there as well. Family Advocates are reaching out to families and getting them connected to any needed resources. Applications for the 2020-2021 school year are starting. May Day baskets are being put together for families, including educational materials, games, and outdoor activities. Staff are also working on Kindergarten transitions. Jaymie commended the work of the Rocky kitchen staff, who have been helping prepare food for Head Start families, as well as the invaluable work of the Head Start mental health consultants.

Taya Hovan provided a Head Start budget update. Today, April 30, is the final day of the Head Start grant, though the budget report included in packets was through March 31. Most of the funding in the grant is now spent and the grant will be fully expended. The Office of Head Start sent approval of the recent Head Start amendment, which included an additional mortgage payment on the Valley Center, vehicles, smart boards, and technology upgrades throughout Head Start. The Montana Preschool Development Grant has been completely spent, and this was the final year of that grant.

Mary Pat Penley made the motion to approve the Head Start Director's Report and Budget. Mark Young seconded and the motion passed unanimously.

c. Head Start Summer Program Budget

Taya spoke about a request for additional grant funds to continue the feeding program for Head Start families through the summer months. The funding would pay for food boxes for 10 weeks this summer, along with personnel hours and mileage to deliver them. Also included are Kindergarten readiness kits for Head Start children transitioning to Kindergarten in the fall. The total request is for \$80,538, and Head Start is requesting to not have in-kind included. The Policy Council approved the budget request and with Board approval, the budget will be submitted by May 15.

Mary Pat Penley made the motion to approve the Head Start summer program budget. Bruce Day seconded and the motion passed unanimously.

Red Alder Update

Liz Mogstad reported that construction of the Red Alder site is still on budget and on schedule. She said different types of contractors at the project site are working in separate buildings to maintain appropriate social distancing. All building foundations are in at this time. Liz continues to receive inquiries from those looking for applications, as interest in the project remains strong.

Other Business

Kathy Marks reminded the Board that Greater Helena Gives starts tonight at 6:00 p.m. and goes through tomorrow night at 6:00 p.m. A link to Greater Helena Gives is on the Rocky website home page and the Rocky Facebook account.

Mark Young made the motion to adjourn the meeting.

The meeting adjourned at 4:54 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by Board of Directors via Zoom Conference Call on 5/28/2020. (DE)