

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
October 25, 2018**

Members present include: Bruce Day, Mike Delger, Susan Geise, Trever Kirkland, Jerry Loendorf, Daniel Pocha, Mark Young, Corbin Bruursema, Bob Mullen, Lois Steinbeck

Members absent include: Debbie Havens, Maria Pace

Guests: Gale Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Diane Edgar, Taya Hovan, Chrisy Irey, Lori Ladas, Kathy Marks, Ashley Peña-Larsen, Jaymie Sheldahl, Jacque Smith

Call to Order/Roll Call: The meeting was called to order at 3:32 p.m.

Approval of Minutes

**Susan Geise made the motion to approve the September 27, 2018 Board of Directors' minutes.
Bob Mullen seconded and the motion passed unanimously.**

Director's Report – Lori Ladas

Lori mentioned that the Strategic Planning process had begun with ROMA training, and thanked the seven Board members who had attended thus far. One more training session will be held on October 30. Lori held a Board orientation with Corbin Bruursema earlier this week. The Board was reminded to turn in their Conflict of Interest forms, and copies of the Confidentiality Policy were passed around for Board member review and signature. Feedback regarding the updated Rocky logo has been positive. Lori referenced the Comprehensive Community Needs Assessment and "Rocky by the Numbers" handouts in the Board packet this month, and thanked Kathy Marks and the needs assessment team for their work on the document.

Finance Report Update – Chrisy Irey

a. Finance Committee Summary Report

Cash balance is \$261,549, and Accounts Payable balance is \$71,003. Both amounts are current. Chrisy confirmed that the cash balance is low today, due to payroll. A Head Start draw will enter the bank account tomorrow, and all accounts payable will be paid tomorrow. Chrisy reported that Paula Jacques and Amber Dushin from Anderson ZurMuehlen attended this afternoon's Finance Committee meeting for the annual Audit Entrance Conference. Head Start has been selected as the program reviewed for the single audit this year. Anderson ZurMuehlen staff will be working at the Neighborhood Center for the next two weeks, and they hope to present the audit report at the November Board meeting. Their fee remains the same as last year. Chrisy reminded the Board that the audit contract is put out for bid every five years. The initial contract is for 3 years, with an option to extend for two additional years. This is the fourth year of the current agreement with Anderson ZurMuehlen.

Committee Reports/Business

a. Retirement Committee – Lois Steinbeck

Lois spoke about a Retirement Committee handout that showed retirement fund contributions made by Montana non-profit organizations of various sizes. Rocky's 3% contribution is similar to

other non-profits of a similar size. The targeted allocation for the Rocky profit-sharing account is 65% stocks and 35% bonds. Since several withdrawals are expected soon, a rebalance of funds to the targeted allocation will occur after the money has been distributed. Since the plan started, the rate of return is just under 6%. The committee was shown comparisons of the Rocky account compared to both the S&P 500 and a customized account with a similar stock and bond split. The Rocky account performed consistently compared to both. The next committee meeting will be in January.

i. Approval of October 16, 2018 Retirement Committee Minutes

Susan Geise made the motion to approve the October 16, 2018 Retirement Committee minutes. Bruce Day seconded and the motion passed unanimously.

Approval of Board Committee Lists

Lori reported that Becky Blend has resigned from the Rocky Board of Directors, creating a vacancy in the low-income sector. Lori mentioned that the Nominating Committee will need to meet soon, to discuss both this vacancy and the Early Childhood representative vacancy in the private sector. Discussion followed about potential candidates for these vacancies, including Mary Pat Penley for the Early Childhood Representative and Jill Steely from PureView as the low-income representative.

Lori referenced the Board Committee list included in the Board packets. No changes have been made to the list for the upcoming year, except for a vacancy to be filled in the Retirement Committee. Lori spoke with Corbin Bruursema about this committee and he has agreed to serve as a low-income sector representative.

Lois Steinbeck made the motion to approve the committee list, with the addition of Corbin Bruursema to the Retirement Committee. Bob Mullen seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Report – Mark Young

Mark reported that the Policy Council approved edits to the by-laws allowing parents to serve as Policy Council representatives even if representing a classroom their own child does not attend. The Policy Council Board was voted on at the Fall Dance last week, and all 15 volunteers were nominated to serve. The Policy Council also approved the hiring of three intermittent/ substitute employees.

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

Ashley noted that Head Start reported 236 children enrolled, though there are currently four slots open in Townsend. Any openings of less than 30 days can be counted as filled. Increased advertising and new recruitment tactics will be used in Townsend to fill the vacant positions. Attendance overall is good, at 90%. Fifteen families are on attendance plans. Credit card charges are higher than previous months, due to the start of the school year and an emphasis on training. Forty-one children have an IEP, and an additional 34 referrals have happened so far this year. As of October 1, 2018, 101 families received food packs, 155 families are receiving SNAP benefits, and 87 families are receiving WIC benefits. The general Head Start grant budget is looking good. There is some additional revenue due to COLA funding. Vacancy savings will go toward fence and gate upgrades at a couple Head Start locations. Each month, a total of

\$247,465.66 is available to spend. MPDG grant funding just started in September, and should spend out by the grant year-end without any problems.

Trever Kirkland made the motion to approve the Head Start Director's Program and Budget report. Mark Young seconded and the motion passed unanimously.

c. 2019-2020 Competitive Grant and Budget – Ashley Peña-Larsen

Ashley referred the Board to the yellow and gray handouts in their packets as she discussed the 2019-2020 Competitive Grant and Budget. In the application, Rocky is applying for \$2,242,053 of base funding along with \$27,000 in training and technical assistance funding. The proposed enrollment of 215 children is a reduction from previous years, but will allow for both full day (7 hours) and part day (4-5 hours) classes for the 146 day school year in the tri-county area communities of Helena, East Helena, Townsend, Boulder, and Whitehall. The enrollment reduction is due to the end of the Montana Preschool Development Grant funding.

Rocky believes operating the Head Start program would allow the organization to positively affect early education in the tri-county area by increasing awareness of the benefits of high quality early education, being versed in trauma-informed care, providing and supporting increased opportunity for high quality educational services accessible to children and families, and enhancing family engagement and health services.

The gray handout provided a visual of the recommended programming changes for the upcoming year. One half-day classroom will be moved from Ray Bjork to Eastgate, and the extended day classroom at Ray Bjork will be eliminated. Several classrooms will alter enrollment by one child more or less, but the classrooms in Boulder, Townsend and Whitehall will all be reduced to 12 Head Start children. Discussions are in progress regarding determining the cost of for-pay slots in those classrooms.

Rocky Head Start is proposing to maintain the current curriculums in use with Head Start. Creative Curriculum for Preschool and the Second Step Social-Emotional Learning and Child Protection Unit have been approved by the Policy Council and Board of Directors for use at Rocky since 2010 and 2016, respectively. The curricula are determined to be developmentally appropriate and scientifically valid. Program assessment tools will include CLASS (Classroom Assessment Scoring System), ECERS - R (Early Childhood Environmental Rating System – Revised), and TPOT (Teaching Pyramid Observation Tool). The child outcomes monitoring and assessment tool will be Teaching Strategies Gold, and Parent Gauge will be adopted to track family services and outcomes. Collaboration with AWARE to provide mental health consultative services will continue, along with partnerships with Local Education Agencies (LEAs) and Prickly Pear Cooperative for services to children with a diagnosed disability or need. Head Start recognizes that they are accountable to the community, to the Board and to parents, and also that the community values the program in the tri-county area.

The budget for the grant was reviewed, with the in-kind fees specifically mentioned. The total in the budget for in-kind is \$567,263, which is not actual cash but instead donated time/space and volunteer hours. Head Start requires at least 20% match in-kind funding, which Rocky is typically able to meet without issue.

Susan Geise made the motion to approve the 2019-2020 Competitive Grant and Budget. Lois Steinbeck seconded and the motion passed unanimously.

d. 2019-2020 Training and Technical Assistance Plan and Budget – Ashley Peña-Larsen

Ashley directed the Board to the blue handouts from the Board packet, which explained the Training and Technical Assistance Plan and Budget. The total budget for training and technical assistance is \$27,000, and that encompasses work on four goals: Families will be provided opportunities to learn about Head Start and their role as their child’s first and primary educator; Staff will be appropriately credentialed, meet program standards and licensure regulations; Staff and families will receive Professional Development on identified program goals; and Staff and families will be “trauma smart”. These goals were initially approved by the Board in August. Some financial totals have been adjusted, including reducing funding initially budgeted for the behavioral health specialist and using those funds for Parent Gauge. Emphasized areas for this training include parent training, safety training, and policy/procedure training.

Susan Geise made the motion to approve the 2019-2020 Training and Technical Assistance Plan and Budget. Mark Young seconded and the motion passed unanimously.

e. 2019-2023 Five Year Program Goals – Ashley Peña-Larsen

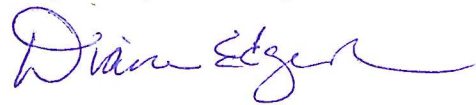
Ashley spoke about how the program goals were created, between the work of the self-assessment team and program staff. Schools readiness goals were considered as well. The actions and strategies aligned with each goal are not considered static and can change as needed in time. Ashley then reviewed each of the four program goals. The first goal is to increase sustainable, quality early education for all children. This includes supporting education services in all the communities served by Head Start, and advocacy training in general. The second goal is to be a “Head Start Trauma Smart” program which can provide a variety of high quality supports to meet child and family needs. This goal has been in place a couple years, and supports the new behavioral health position. Professional development around Adverse Childhood Experiences (ACEs) and trauma-informed care align with this goal. The third program goal is to increase the number of families participating in educational and advocacy opportunities provided by the program. There has been a decrease in family participation, and the program would like to see everyone more involved in Head Start activities. Policy Council and Parent Leadership Council are working on ways to increase involvement. The fourth and final goal is to communicate the program’s progress, achievements and lessons through family and child stories in order to engage potential participants, partners and funders in all communities where the program serves children. This encompasses educating the community on Head Start and collecting stories from families that reflect the benefits of the Head Start program. An “elevator speech” will also be created for staff and some minor rebranding of the program may be included.

Susan Geise made the motion to approve the 2019-2023 Five Year Program Goals. Lois Steinbeck seconded and the motion passed unanimously.

Susan Geise made the motion to adjourn the meeting. Mark Young seconded.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III

Lois Steinbeck

Lois Steinbeck

Secretary/Treasurer

11/29/18

Date

