

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
February 22, 2018**

Members present include: Daniel Pocha, Angel Kramer, Mark Young, Debbie Havens, Jerry Loendorf, Susan Geise, Lois Steinbeck, Bob Mullen, Mike Delger, Bruce Day, Trever Kirkland

Members absent include: Becky Blend, Helen Fandrich, Maria Pace

Guests: Lori Ladas, Jacque Smith, Jaymie Sheldahl, Ashley Peña-Larson, Liz Mogstad, Kathy Marks, Chrisy Irey, Taya Hovan, Debbie Hansen, Sam Hall, Shawna Donaldson, Rod Applegate, Joan Anderson, Gale Anderson, Cary Grubb, Diane Edgar

Call to Order/Roll Call: Daniel Pocha called the meeting to order at 3:35 p.m. He suggested moving agenda item #7, regarding the partnership agreement with GL Development, before the Head Start report. The Board had no objection.

Approval of Minutes

**Bruce Day made the motion to approve the January 25, 2018 Board of Directors meeting minutes.
Susan Geise seconded and the motion passed unanimously.**

Director's Report – Lori Ladas

Lori introduced Cary Grubb from IHSB, who was attending this Board meeting as part of annual monitoring requirements. The Board was reminded to submit their Board surveys for upcoming monitoring. Lewis and Clark County awarded the Helena Daily Dinner Club with their Gold Fork Award for food safety; the Augusta Dinner Club earned a Silver Fork Award. Lori referenced the closure of RMDC for winter weather conditions earlier this month, and commented on how staff worked together to contact all Meals on Wheels recipients in order to make sure they were aware of the cancellation and would be okay for the weekend. Walt Hanley's retirement party will be held on March 3 at Jorgenson's, and Board members are invited to attend. George McCauley, who previously spoke to the Board about the city's snow removal policies, followed up with Lori about the Board's response; Lori let him know that the Board did not decide to formally support his request. The Community Needs Assessment will be sent out starting next week. The Spirit of Service (SOS) kick-off meeting recently occurred; Susan Geise mentioned possible SOS involvement with clean up of the Lewis and Clark cemetery.

Finance Report Update – Chrisy Irey

a. General Update

Chrisy reported that the Finance Committee met just prior to the Board meeting. Cash balance is \$261,437 and accounts payable is \$85,884. The cash balance is a little lower than typically reported, but cash draws were just completed on a number of Federal grants; after tomorrow's draws, the cash balance will be back to \$558,884. A part-time Budget Analyst position was posted today, as a vacancy was created when Rod Applegate accepted the Senior Services Program Director position. The new hire will work 20-25 hours per week. Budget Analyst Joan Anderson has expressed an interest in working closer to full time hours, so she will take on some of the programs formerly handled by that position.

Committee Reports

No committee reports were presented. Daniel reported that both Nominating Committee and Personnel Committee will need to meet soon.

Approve Partnership Agreement with GL Development, LLC* - Liz Mogstad

Liz provided two handouts to begin her presentation, one showing the required structure for all tax credit projects and the other showing the basic 9% tax credit budget. She used those to give a basic overview of a tax credit project similar to what is being proposed. RMDC currently manages seven tax credit projects, and all have the same limited partnership structure. Liz talked about the funding gap on the budget and how HOME funds and CDBG funding can be used to supplement project funds. A question was asked about the current state of Federal funding and whether there was confidence that Federal funding would be available for this project, if approved. Liz replied that the project would not be moved forward without securing adequate funding, and at most, the application costs could be lost if additional funding could not be secured to complete the project.

Jerry confirmed that the document sent in the Board packet was just for the partnership between RMDC and GL Development, basically a Memorandum of Understanding (MOU) to allow for the next step of starting the letter of intent process. He suggested that the document be called an MOU. The Board also recommended that the document be reviewed by a lawyer before signatures are gathered.

Jerry Loendorf made the motion to accept the document once reviewed by a lawyer and to proceed with the letter of intent in partnership with GL Development. Susan Geise seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Report – Mark Young

Mark reported that the Policy Council met earlier in the day. They approved the hiring of a new Teacher for the Helena Housing Authority site, and also an Intermittent/Substitute. Two new Policy Council members attended the meeting, one from Whitehall and the other representing the Neighborhood Center Head Start. The Policy Council is planning a basket raffle as an upcoming fundraiser.

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

Ashley began by asking if there were any questions about the Director's Report and Budget submitted with the Board packets. She moved on to speak about their Notice of Competitive Grant Status, meaning that in 2019 RMDC Head Start will be in competition with other programs for grant funds. This grant application will involve a great deal of data collection, including a full program inventory which is occurring at this time. Ashley is also working on a grant with the Montana Health Care Foundation, to supplement the mental health position that will be added to Head Start in the fall. Work on the new Valley center should be completed during the first full week of March, and an open house will be held to showcase the new location. RMDC partnered with both Helena Public Schools and the Boulder School District for a Montana Comprehensive Literacy Grant, and both schools received the grants. Fifteen percent of the grant funding is allocated to Pre-K with that grant. Ashley commended the Townsend Rotary Club for 400 hours of service devoted toward rebuilding the Head Start playground in their community. Ashley will be at UCLA next week to participate in a mentorship program. Susan Geise mentioned that PureView is entering into a partnership with the East Helena schools and Intermountain for a school-based clinic, which will include a pediatric mental health provider.

Mark Young made the motion to approve the Head Start Director's Report and Budget. Lois Steinbeck seconded and the motion passed unanimously.

Ashley also mentioned that Friends of Head Start Extravaganza is scheduled for April 26 at the Radisson, and that tickets are available for \$25.

Executive Director Performance Appraisal – Daniel Pocha

Daniel reported that the Executive Director performance appraisal will need to be completed by April. Gale Anderson provided Daniel with information from organizations about performance appraisal processes for nonprofit organizations, and the Personnel Committee will be meeting soon to move forward and prepare for this year's appraisal.

Energy Services Program Presentation – Sam Hall

The Energy Services program at RMDC consists of three programs: Low Income Energy Assistance Program (LIEAP), Weatherization, and Energy Share. Sam explained that his goal was to highlight the impacts of the programs, especially to the most vulnerable in the community, along with boosting the program literacy of the Board members in the event they would be asked questions about the programs. He said due to the complexity of the programs and their various application processes, referrals to the LIEAP office are always a good idea.

As a basic overview, LIEAP is energy assistance intended to free up financial resources to help individuals move out of poverty. Approval of a LIEAP application also leads to a household being added to the Weatherization list, where the State mandates the priority of placement in terms of services. There are 1900 names currently on the priority list; about 60 homes are weatherized each year. Weatherization works with LIEAP to reduce energy cost burdens. Energy Share is a private non-profit, and is available if government options have been exhausted. Energy Share operates via a weekly committee meeting, where decisions are made about whether services will be provided and in what amount. There is a \$700 maximum allowed per 10 years, which individuals can elect to repay if desired. Per internal policy, individuals can only apply once per season for Energy Share assistance.

Sam then explained each program in greater detail. LIEAP is a cost-offset program, not covering 100% of heat expenses. Sam referenced the LIEAP handout that was provided to all present; all contractors have a supply of these handouts to give to clients when necessary. He highlighted a few items in the packet, notably that LIEAP eligible households can receive emergency heat assistance if needed, through a contingency revolving fund. Though the end of the LIEAP season is April 30, the benefits can be applied retroactively, so applications later in the season are encouraged. Anyone who qualifies for the SNAP program is also LIEAP-eligible, and that categorical eligibility makes LIEAP applications simpler. Sam also noted the eligibility guidelines in the packets, and a comprehensive list of phone numbers for a variety of needs. Last year, 2,083 applications for LIEAP were accepted, with \$1.2 million in benefits distributed. The majority of assistance is distributed in Lewis and Clark County, with 7-8% from Broadwater County and 9-10% from Jefferson County.

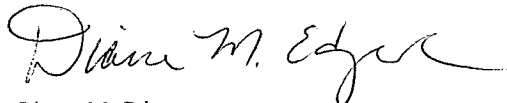
Weatherization provides multiple benefits, particularly in terms of sustainability. The three-pronged goals of improving equity, environment, and economics are all addressed by this program, which has cost-effectiveness at its core. The tenet of “do no harm” is something the weatherization program is very cautious about. Last year, 66 homes were weatherized. So far this year, 31 homes have been completed, with a projection of at least 60 by the year’s end. Contractor capacity is a strain on Weatherization; the need outweighs the ability of contractors to complete the work.

Energy Share does an effective job of filling in the gaps left by the other programs. Expenditures do fluctuate yearly based on the severity of the weather conditions. For example, in 2015/2016, 175 Energy Share applications were accepted for a total expenditure of \$61,000. The following year, 280 applications were approved at a cost of \$117,000. Sam concluded by commending the Energy Services staff for their compassionate and quality work.

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

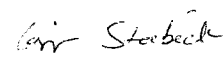
The meeting was adjourned at 4:57 p.m.

Respectfully submitted,



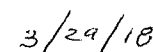
Diane M. Edgar

Administrative Assistant, III



Lois Steinbeck

Secretary/Treasurer



Date