

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
February 28, 2019**

Members present include: Corbin Bruursema, Bruce Day, Susan Geise, Debbie Havens, Jerry Loendorf, Bob Mullen, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Ericka Vallance, Paula Wright

Members absent include: Mike Delger, Trever Kirkland, Maria Pace, Mark Young

Guests: Gale Anderson, Joan Anderson, Rod Applegate, Jonathan Ballew, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Jaymie Hazel, Taya Hovan, Chrisy Irej, Lori Ladas, Kathy Marks, Liz Mogstad, Kelley Moody, Ashley Peña-Larson

Call to Order/Roll Call: The meeting was called to order at 3:33 p.m.

Approval of Minutes

Debbie Havens made the motion to approve the January 24, 2019 Board of Directors' minutes and October 25, 2018 Finance Committee minutes. Lois Steinbeck seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori reported that Kathy Marks is part of CTAC, the Capital Transit Advisory Council, and their organization has just gone through their annual process of reviewing and ranking funding requests for transportation. Rocky ranked third on their list. The City Commission approved the funding on Monday at their meeting. The funds are projected to be distributed in FY2020 for a new senior bus. Both of Rocky's buses have required numerous repairs in the last few months. The grant for this funding was submitted yesterday. Lori also introduced Tommy Driscoll, Rocky's new Community Outreach Coordinator.

a. Risk Assessment Report*

Lori asked if anyone had questions about the Risk Assessment Report, which was included in last month's Board packet. Since the last Board meeting, the Program Directors met and formed a Risk Management Committee, and a charter and policy statement from that group will follow. Lori asked for approved on the report as it stands now, with the knowledge that updates will follow as topics are addressed.

Lois Steinbeck made the motion to approve the Risk Assessment Report and endorse the follow-up as presented by the Executive Director. Bruce Day seconded and the motion passed unanimously.

Finance Report Update – Chrisy Irej

a. Finance Committee Summary Report

Cash balance is \$649,060, and Accounts Payable balance is \$79,096. Both amounts are slightly higher than last month, mainly due to timing of reporting; Area IV contract payments and a Head Start draw both contributed to the higher numbers. Chrisy reported that the Finance Committee met just prior to the Board meeting and held a general discussion, mainly about the Crystal Ball and County Mill projections. Fiscal staff is starting to prepare FY2020 budgets. To

begin, the budgets will incorporate a \$25 employee increase toward health insurance premiums and perhaps a COLA increase, to see the impact of those items to the budget.

Committee Reports/Business

a. Strategic Planning Committee – Lori Ladas

Lori reported that the Strategic Planning Committee held two meetings, one with facilitator Ned Cooney. Minutes for those meetings were included in the Board packet. A staff team consisting of Lori, Chrisy, Kathy and Gale have participated in several phone calls with Ned. A Strategic Planning meeting for the entire Board of Directors will be held on Wednesday, March 20, at the AARP Conference Room in Helena from noon until 4:30 p.m. An agenda will follow prior to the meeting date, but the general format of the meeting will include a ROMA refresher; a review of Rocky's mission, vision and values; a SWOT analysis; and conversation about all Rocky programs. A list of criteria for evaluation of programs was presented to the Board members, who were asked to select up to five of the most important items that would help them in program evaluations. Lori also provided a handout about the Theory of Change, explaining how Rocky fits into the process of changing things in our community. Discussion briefly turned to tracking outcomes for Rocky's programs; while Head Start has data tracking systems in place to determine outcomes, several other programs can provide data but have difficulty providing data-related outcomes over time.

Lois Steinbeck made the motion to approve the February 11 and February 20 Strategic Planning Committee minutes. Corbin Bruursema seconded and the motion passed unanimously.

b. Retirement Committee – Lois Steinbeck

Lois began by commenting on the fact that December, 2018, showed the largest December drop in the stock market since 1931. Last year's return on the Rocky account was a loss of 3.81%, and in comparison the S&P 500 showed a loss of around 6%. Since Jock Bovington began his work with Rocky, the Rocky portfolio has earned \$1.4 million dollars. The basic distribution of Rocky's funds is 65% stocks and 35% bonds; as payouts are made from the account, Jock re-balances the account to those percentages. The upcoming retirement plan audit was also discussed.

Bruce Day made the motion to approve the January 8, 2019 Retirement Committee minutes. Bob Mullen seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Report – Ericka Vallance

Ericka reported that the Policy Council talked about the Head Start COLA grant and Duration of Services grant revisions. The Policy Council had a successful fundraiser with the Rotary Club trivia night. In April, they will be selling raffle tickets to raise money for the Parent Fund, to support classroom parties, purchase craft supplies, and promote staff appreciation. Policy Council will be looking for prize donations as well for this fundraiser.

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

Ashley reported that attendance was down in January due to a lot of illness, and has remained low in February due to weather and poor driving conditions. Ashley highlighted information about services being provided to Head Start children: 52 children had IEPs; 43 children are

receiving private physical therapy, occupational therapy or speech services; and an additional 17 children are receiving informal speech services through the school district. Fifty-two referrals have happened this year. Seventy-eight children in Helena and 19 children at outlying sites require additional services and support by classroom staff. These services include OT, PT, private speech, mental health support and additional developmental support for concerns not specifically addressed in their Individual Education Plan (IEP). The newly hired Behavior Support Specialist is serving 39 children, and an additional 6 children are being served by AWARE. One child is being served by Safecare, which is a home visiting support, and 14 children are receiving private mental health services. In total, over half of the children in the program are receiving some additional services. There were three new CPS reports last month. Questions followed about various data collected by Head Start; Ashley will provide the Data Advisory Team spreadsheet next month and ask for Board feedback about the types of data they would like included in her monthly report. The Head Start budgets are looking good. At this time, there is \$242,584.86 available to spend each month. Any funds left at the end of the budget year will be spent on replacing some furniture and consumables used by the program. The Montana Preschool Development Grant budget mainly consists of salaries and will be spent out by May 31.

Ashley then spoke about communication with a Toyota dealership in Helena, which contacted her about sponsoring Head Start. Though the funds have not yet been received, a \$5,000 sponsorship has been approved and the funds will be used for parent and family engagement activities. She also discussed grant funds that will be received through Strengthening Montana's Early Learning Systems, which will also benefit parent and family engagement activities for Head Start. Through this grant, Rocky has been given the opportunity to host a state-wide parent and family engagement conference, which is planned for August of 2019. Ashley is also part of the Headwaters Foundation team developed to determine how those funds will be used. She mentioned that both Augusta and Lincoln sites were part of the discussion. A new five-year plan with Helena Public Schools is in development, with the goal of getting an early childhood center in every elementary school in Helena. The initial impact of this project will be seen early next year.

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

c. Head Start Duration Grant Revision*– Ashley Peña-Larsen

Ashley reported the Head Start van, used to transport both families and staff, was no longer running. She learned from the grants officer that money for the Duration of Services Grant could be reallocated for this equipment need. Initially, \$30,000 was budgeted for an accessible path. Since the vehicle and the path would both be included in the same budget category, the budget itself does not need to change, the funds just need to be reallocated. Head Start's request is to move \$20,000 to a vehicle fund, and the remaining \$10,000 will remain budgeted for the path, with Helena Public Schools paying the remainder of that cost.

Debbie Havens made the motion to approve the revision of the Duration of Services Grant. Lois Steinbeck seconded and the motion passed unanimously.

d. Head Start COLA Grant – Ashley Peña-Larsen

Head Start received notice of \$39,684 available for a 1.77% COLA. Ashley explained how the funds will be used. The indirect costs on the COLA funds total \$4,565.42, which comes back to support Rocky. Personnel costs will total \$21,654.73, with an additional \$3,330.25 in fringe costs. The base rate for these positions will increase as a result of the COLA increase. The remaining \$10,133.60 will be used to offset an increase in health insurance premiums, employee benefits, and for the additional Duration of Services' staff not included in the COLA calculation. Susan Geise asked about the sustainability of a COLA increase for all of Rocky. Chrisy replied that the preliminary budgets will include a 1.77% COLA increase, to see the impact of that increase on the budget and whether such an increase would be sustainable for Rocky as an organization. Lois Steinbeck also mentioned that she requested follow up including projected costs of both a 1.77% COLA and an increase in health insurance premiums.

Lois Steinbeck made the motion to approve the 1.77% COLA grant increase. Jerry Loendorf seconded and the motion passed unanimously.

Energy Services Program Presentation

Jonathan Ballew presented information about a project he initiated as a Board member in a Regional Energy Committee. The project, coordinated with the Chair of that Board, looked at how the calculation works when programs review weatherization projects. The energy saved needs to pay for the cost of the measure over the lifespan of the material. The project was to extend the lifespan for insulation. Insulation had a lifespan of 20 years. Jonathan gathered research, and worked to initiate a meeting with the Department of Energy. A request was made for a 45-year insulation lifespan; 30 years was the final approved change. The project received initial approval, and then moved forward to be expanded nationwide, not just regionally. In January, the 30-year expanded lifespan was approved nationally. This allows for ten additional years to accrue savings in order to make it a cost effective measure, a 50% increase in time.

Foster Grandparent/Senior Companion Program Updates

Lori spoke about the structure change within the Senior Corps program. She reminded the Board that the programs are each funded for 60 VSYs (Volunteer Service Years), and that each VSY equals 1044 hours per year. One VSY equals funding of \$6,000, of which \$2,700 is the stipend paid to the volunteer. The rest of the funding is used for administrative costs for the program, recognition of volunteers, and indirect costs to Rocky. Lori referred the Board to the letters in their Board packets from the Corporation for National and Community Service, as well as the corrective action plans sent to Montana State Director, Jackie Girard. The plans reflect the goal of meeting VSY goals by November of 2019, and being fully compliant with the program requirements in FY2020. At this time, Rocky is still waiting for approval of the corrective action plans. Program Directors Mindy Diehl and Kelly Moody are working hard to recruit new volunteers and provide weekly updates to Lori about their efforts. When asked about recruitment efforts, Mindy said she has been working on improving morale with current volunteers, since they are a good source for recruiting new volunteers among friends and neighbors. She's also working on building relationships, attending meetings such as Rotary and Lions Club, and even potlucks where new volunteers might be found. Susan Geise suggested additional recruitment efforts through Hometown Helena meetings and advertising in church bulletins throughout the service area.

Executive Director Performance Appraisal

Gale Anderson reviewed the process used last year for the Executive Director Performance Appraisal, as a similar plan will be followed this year. The Personnel Committee will hold an initial meeting in mid-

