

**Rocky Mountain Development Council, Inc.**  
**Board of Directors' Meeting**  
**July 22, 2021, 3:30 p.m.**  
**Neighborhood Center Card Room**

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

**Members absent:** Mike Delger, Bob Mullen, Eric Schindler, Paula Wright, Mark Young

**Others present:** Carla Adair, Gale Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Diane Edgar, Sam Hall, Joanna Halland, Taya Hovan, Lori Ladas, Samara Lynde, Jim Marks, Kathy Marks, Kelley Moody, Kara Nelson, Ashley Peña-Larsen

The meeting was called to order at 3:37 p.m. and a quorum was present.

**Approval of Minutes**

Lois Steinbeck noted one typographical error on page 2 of the minutes, where the word “are” should have been “care”.

**Andy Hunthausen made the motion to approve the May 27, 2021 Board of Directors' minutes and the April 29, 2021 Finance Committee minutes, with the noted edit. Jerry Loendorf seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori asked for any questions regarding her written report. She mentioned the Board Self-Evaluation, which is scheduled to be completed each summer per the governance calendar. The self-evaluation process was a result of Rocky's Risk Assessment, which will be reviewed this fall. The decision was made to also review the self-evaluation process in the fall. Lori noted that Program Directors were attending today's meeting virtually via Zoom, to reduce the total number of individuals in the Card Room. The Nominating Committee will need to meet soon to discuss the vacant Low-Income Sector Board position, election of officers, and board term expirations. Those members whose term will expire in 2021 include Jerry Loendorf, Daniel Pocha, Paula Wright, and Mary Pat Penley.

**Finance Report Update – Lori Ladas**

**a. Finance Committee Update**

Cash balance is \$947,004 and accounts payable balance is \$28,168. The Finance Committee met earlier today and most of the discussion focused on the pay plan. Lori provided an update on the vacant Finance Director position. The job has been posted for about a month. Lori is considering whether the CPA requirement should remain in the job posting and if any other adjustments should be made before re-posting the position.

**Retirement Committee Report – Lori Ladas**

Lori highlighted a few items from the committee meeting minutes. The pooled account totaled just over \$2.5 million as of June 30, 2021. Returns for the last quarter were 2.53%, and the year-to-date return is 8.5%. The committee reviewed the allocations and cash balance, and decided no re-balance was needed. The committee also completed its annual review of Rocky's 401(k) plan, to ensure employees are provided with good and varied investment options. During review, the committee

identified two underperforming funds, and made the decision to re-map contributions to other funds in similar categories. Lori noted that after the meeting, it was realized that those underperforming funds had already been removed from Rocky's options, and their inclusion in the reports was in error. Jerry Loendorf noted that the comparison of Rocky's pooled account to a similar benchmark was not included in this quarter's minutes. Lori confirmed that the benchmark comparison was not included in the meeting discussion this quarter only due to time constraints.

**Lois Steinbeck made the motion to approve the July 13, 2021 Retirement Committee minutes. Jerry Loendorf seconded and the motion passed unanimously.**

#### **Proposed Pay Plan Adjustments – Lori Ladas**

Lori reported that the Finance Committee reviewed the proposed pay plan adjustments during their meeting earlier today, and mentioned that Chrisy Irely contributed to the information presented prior to her last day at Rocky. Lori explained that the written narrative provided supporting documentation to the spreadsheet, which noted how the proposed pay increases would be budgeted over the next three years. Recognizing that Head Start has the largest number of employees at Rocky, Lori noted that the program has COVID funding that is not yet spent and, historically, their budget benefits from vacancy savings most years. Those funds would sustain pay increases into FY2024, without any additional Head Start funding for that purpose. Lori spoke about how this plan has many moving parts, and programs can impact each other; for example, the amount of Area IV funds passed through to Senior Nutrition impacts their need for County Mill funding. Lori noted that if Rocky needed to use County Mill funds to support the proposed pay increases, Rocky would be projected to run out of County Mill carryover funds in FY2024. This is not a fixed three-year plan. Approval of today's proposal would implement the first year of the plan, and years two and three can be adjusted if needed. The Finance Committee also noted Rocky's benefit package and the positive impact those benefits add to an employee's wages. Though the proposed pay plan does not bring all Rocky employees to a living wage level, it is a good step toward that goal. The Board expressed appreciation to all those who worked on the pay plan proposal.

**Daniel Pocha made the motion to approve the pay plan as presented, excluding all Head Start Bargaining Unit employees, with the understanding that changes may be made to years two and three, effective as soon as administratively possible. Lois Steinbeck seconded and the motion passed unanimously.**

#### **Head Start Update**

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

Ashley reported that Policy Council did not meet this month, but they reviewed all documents presented to the Board during their June meeting. Head Start has made job offers to five individuals recently, which have all been contingently accepted. The program has one open Teacher Assistant position in Whitehall and one Teacher Assistant position in Helena. Head Start's ERSEA Specialist just resigned, so that position will be posted soon. Head Start is planning a mentoring program to start in the fall. A large remodel was completed at the Townsend location, and the Broadwater Reporter is working on an article to feature that site. Helena's program was featured in a front-page story in the Independent Record Sunday edition. As of Monday, 113 student applications have been received for the upcoming school year in the Helena area.

**Lois Steinbeck made the motion to approve the Head Start Director's Program and Budget Report. Mary Pat Penley seconded and the motion passed unanimously.**

**b. COVID Cares Carryover Request**

Ashley shared the budget spreadsheet and reported that the request is to carry over \$41,505.31 from the first wave of COVID funding through the CARES Act. This funding will be added to the 2021-2022 budget.

**Andy Hunthausen made the motion to approve the COVID Cares Carryover request. Daniel Pocha seconded and the motion passed unanimously.**

**Comprehensive Community Needs Assessment – Kathy Marks**

Kathy reminded the Board that Rocky completed a Comprehensive Community Needs Assessment in 2018, and another is due to be completed by the end of this year. A staff committee of Kathy Marks, Kara Nelson, Jim Marks, Jaymie Hazel, and Diane Edgar will begin work on the assessment, and Kathy asked for volunteers from the Board to participate. Jerry Loendorf and Lois Steinbeck agreed to serve on the committee. The first step is to survey clients and the community at large. Topics covered in the survey include community needs, customer satisfaction, and Rocky employee satisfaction. Focus groups and community meetings will follow the surveys, along with some one-on-one discussions with community leaders. The goal is complete data collection by mid-November, allowing time for the final report to be written by year-end.

**Other Business**

Lois Steinbeck again thanked the fiscal staff for their work on the pay plan in preparation for this meeting. Trever Kirkland mentioned the importance of Board meeting attendance and keeping members engaged during Board meetings, and is interested in any feedback from members on ways to improve.

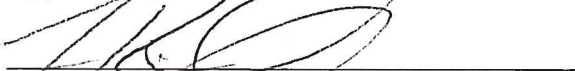
The meeting was adjourned at 4:27 p.m.

Respectfully Submitted,



Diane Edgar  
Executive Assistant

Approved by the Board of Directors:



Mary Pat Penley, Secretary/Treasurer

8/26/21

Date

