

Rocky Mountain Development Council, Inc.
Board of Directors' Meeting
December 16, 2021, 3:30 p.m.
Neighborhood Center Card Room/Zoom Conference Call

Members present: Mike Delger, Bruce Day, Andy Hunthausen, Trever Kirkland, Jerry Loendorf, Bob Mullen, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young

Members absent: Kate Anderson, Gary Carey, Dannai Clayborn, Eric Schindler

Others present: Gale Anderson, Joan Anderson, Hannah Danzer, Mindy Diehl, Diane Edgar, Sam Hall, Jaymie Hazel, Anika Jaeger, Lori Ladas, Jean Leischner, Samara Lynde, Jim Marks, Liz Mogstad, Kelley Moody, Angela Nelmark, Kara Nelson, Ashley Peña-Larsen, Bob Serwacki

The meeting was called to order at 3:30 p.m. and a quorum was present.

Approval of Minutes

Bruce Day made the motion to approve the November 18, 2021 Board of Directors' Meeting Minutes. Andy Hunthausen seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori referenced the monitoring closeout letter included in Board packets, noting it had been received in November to finalize the State's monitoring visit. Lori spoke about Rocky's recent fire inspection, and an issue noted regarding the Rocky Mountain Preschool baby room. The room currently housing the babies at the Preschool Center has no external exit, and the fire inspectors said they need to be moved to a room with an external exit or somewhere closer than their current location. This has never been mentioned as a problem during previous inspections. Facilities Director Bob Serwacki said his estimated cost projection to add sprinklers to the Preschool is around \$50,000. Discussion followed regarding possible solutions, including using a Head Start classroom or the Jan Shaw location, or possibly cutting external doors into each classroom. Staff will review options and provide an update to the Board. Lori mentioned that no proposal has been received yet from the potential buyer for the Jackson Street Center. She is also working with the city regarding the deed restriction on the Jan Shaw building, to determine future use of that space.

Finance Report Update – Joan Anderson

Cash balance is \$858,272, and accounts payable is \$88,113.21. Joan shared a chart reviewing cash totals for each month throughout the year, and spoke about the reasons for noticeable fluctuations. Average range for Rocky cash for the year has been between \$800,000 and \$1,200,000. Two new budget analysts, Nancy Jones and Rod Applegate, are currently receiving training for their new positions. Rocky's single audit work was completed the week of November 15, and the financial statement audit work is ongoing. The draft audit report will be brought to the Board for approval at the February, 2022 meeting. Nine housing properties will

have audits beginning in January. Most are completed by Anderson ZuerMuehlen, though one is done by Eide Bailley.

COVID-19 Vaccination Policies and Forms – Lori Ladas

Lori mentioned the proposed OSHA mandates for companies with over 100 employees and the Head Start mandate, brought forth from the Office of Head Start. While the OSHA mandates are currently held up in legal battles, Head Start's guidance is currently an interim final rule with an open comment period, which closes at the end of the year. The main difference between the two rulings is that while the OSHA mandate would allow a weekly test-out option for those who do not receive a vaccine, Head Start's proposed rule would only allow a weekly test-out option for those with an approved medical or religious accommodation on file. Also, the Office of Head Start will require that all volunteers and contractors in classrooms with direct contact to Head Start children must be vaccinated as well. Rocky's external legal counsel has reviewed the draft policy and accommodation forms provided to the Board, and believes Rocky is doing the right thing by preparing these forms in advance so Rocky is prepared if/when final rulings are announced. No effective dates are included on the forms, and Lori mentioned that if the forms are approved by the Board today it would need to be with the knowledge that dates may change and other items may need to be incorporated if guidance is altered. The Head Start Policy Council approved the documents at their meeting earlier today. A question was asked regarding the impact on staffing, should one or both of these federal mandates proceed as currently proposed. Ashley Peña-Larsen said that the Office of Head Start has acknowledged the potential impact on staffing, but has not directly addressed this issue with Head Start programs.

Lois Steinbeck made the motion to approve the draft COVID-19 Vaccination Policies and Forms, acknowledging that dates are not finalized and updates may need to occur based on federal guidance. Paula Wright seconded. Mark Young opposed. The motion passed.

Head Start Update

a. Policy Council Update

Mark Young provided a brief update in Gary Carey's absence. The Policy Council had a quorum present today. Mark noted that most items discussed at the meeting will be addressed by Ashley during her reports, but asked that the Board thoughtfully consider the options discussed regarding the program overall and future impacts to the Boulder Head Start site.

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

Ashley asked for any questions regarding her written report before moving into new items for discussion. Head Start received three resignations recently, and all will end their employment prior to the Christmas holiday. Ashley reported that all classrooms will remain open despite these staff resignations. Head Start provided Winter Wonderland in a box this year, with ingredients for a spaghetti dinner and holiday activities sent home to families. Each site will hold a tree decorating contest, and the trees will be donated back to Head Start families once the contest is complete. The

budget is looking good, and vacancy savings are impacting overall projections. Head Start may bring a recommendation to the Board in February for the use of additional funds, or a carryover request may be provided for approval.

Mark Young made the motion to approve the Head Start Director's Program and Budget Report. Jerry Loendorf seconded and the motion passed unanimously.

c. Annual Report – Ashley Peña-Larsen

Ashley noted that no format changes were made to the annual report document compared to recent years. She mentioned a note included regarding the timing of Rocky's audit report, which will be completed by February of 2022. The annual report provides data regarding Head Start services and financial information, along with a list of community partners for the program.

Andy Hunthausen made the motion to approve the Head Start Annual Report. Bob Mullen seconded and the motion passed unanimously.

d. School Readiness Update – Ashley Peña-Larsen

Ashley reminded the Board that this document was approved by the Board in October and Policy Council in November. Progress Notes were added in December prior to this update. Ashley noted that several items on the list relate to Emotional and Behavioral Supports for the program, including the hiring of both an additional Behavior Support position and Family Advocate. Head Start does not currently have a mental health consultant and have been unable to find a new partner due to the lack of availability of resources.

Andy Hunthausen made the motion to approve the School Readiness Update. Mark Young seconded and the motion passed unanimously.

e. Self-Assessment Update – Ashley Peña-Larsen

Ashley reviewed the Self-Assessment Plan, which was initially approved by the Board in June. Updates for each objective area are listed. In an effort to improve communication across the Program, regular staff meetings are occurring, coaches have been able to meet virtually or in-person to increase collaboration, and Family Advocates received cell phones for effective communication with families. The orientation process has been formalized and feedback is requested from new hires immediately and again after six months of employment. Updates to the Head Start mission statement are scheduled to be completed in the summer of 2022. Family outcomes are now being tracked through ChildPlus. Circle of Security parenting classes have been added to increase parent educational opportunities. Roles for those supporting children with identified needs are being more clearly defined. Waitlist numbers have increased due to current classroom closures. Reasons for withdrawal from the Head Start program are being tracked. Head

Start surpassed its goal of all sites being STAR 4 or above by all sites being awarded a STAR 5 rating in July of 2021.

Bruce Day made the motion to approve the Self-Assessment Update. Paula Wright seconded and the motion passed unanimously.

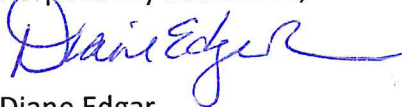
f. Other Business

Ashley spoke about the Head Start grant committee, which has met twice to review information in advance of submitting the upcoming Head Start grant. The current status of the budget has been reviewed and there is a deficiency that needs to be addressed with funding that is sustainable long-term. No COVID-related funding is allowed in the budget narrative for the upcoming year. Ashley presented various scenarios discussed by the committee and provided budget implications for each. The scenario with the best financial benefit to Rocky Head Start includes closing the Rocky Head Start classroom in Boulder and providing support to the Boulder community by creating a preschool program with broader eligibility to meet the needs of families in that area. The Boulder School District has a building on their property where a preschool program could reside, and can provide a letter of support for a transition from Rocky Head Start to a community supported program. Head Start could not financially support this new program, but could leave supplies to reduce start-up costs and offer counsel going forward. The program is looking at the best way to meet budgetary needs with the least impact to children and families. The next committee meeting will be held in early January, and Ashley will invite all Rocky Board members to attend if they are interested in discussing this topic in further detail.

Lois Steinbeck made the motion to adjourn the meeting. Mark Young seconded.


The meeting was adjourned at 4:45 p.m.

Respectfully Submitted,



Diane Edgar
Executive Assistant

Approved by the Board of Directors:


Eric Schindler, Secretary/Treasurer

11/21/22
Date