

**Minutes of the  
Rocky Mountain Development Council, Inc.  
Board of Directors' Meeting  
December 19, 2019**

**Members present include:** Dannai Clayborn, Bruce Day, Mike Delger, Trever Kirkland, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young, Jerry Loendorf, Bob Mullen, Ashley Calhoun

**Members absent include:** Susan Geise, Maria Pace

**Guests:** Gale Anderson, Rod Applegate, Jonathan Ballew, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Chrisy Irely, Lori Ladas, Kathy Marks, Ashley Peña-Larsen, Liz Mogstad, Jaymie Hazel, Bob Serwacki, Christy Pedrazzi, Eric Gilmore

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

Trever Kirkland asked if there was any public comment about items on the agenda. Eric Gilmore from Helena Valley Addiction Services introduced himself to the Board and asked to be notified and considered as a potential buyer for the Jackson Street Center. He provided his contact information for further follow-up.

The Board was introduced to Ashley Calhoun, new low-income sector representative, a second representative from the Head Start Policy Council. All Board members and staff introduced themselves. A quorum was present.

**Approval of Minutes**

**Daniel Pocha made the motion to approve the November 21, 2019 Board of Directors Minutes and the October 24, 2019 Finance Committee Minutes. Lois Steinbeck seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori asked Kathy Marks to provide a fundraising update. Rocky's fundraising total this year to date is \$76,132. This includes a \$20,000 match from the Treacy Foundation for the Dinner Club tables and chairs, \$30,000 from the Wall Family Power Townsend Foundation for the Red Alder Community Center, a lapsed donor mailing which brought in \$2,040, a year-end mailing which has brought in \$2,480 to date, and \$10,000 from the Chair-ish the Seniors campaign. Rocky will be able to keep the \$50,000 from the Washington Foundation, previously used for the High School House program, and use it to build a playground at the Red Alder site. Kathy is submitting a grant application to the City of Helena to replace the flooring in the Senior Center. She's also working on an application with the Steele Reese Foundation for Commodities assistance and with the Gilhousen Foundation for Meals on Wheels volunteer software. For the upcoming year, \$8,000 has been pledged in sponsorship for the Chopped event in March.

### **Finance Report Update – Chrisy Irey**

Cash balance today is \$703,527, and Accounts Payable is \$38,917. Both amounts are current. The cash balance is higher than usual due to recent payments from County Mill and Area IV. Chrisy reported that the \$600,000 NeighborWorks loan has been paid off. Property audits will begin in January for seven housing properties. Head Start is working on their grant, and Chrisy mentioned that Head Start is anticipating a slightly less than 2% COLA for the grant year beginning May 1, 2020. The stipend programs are set to receive an increased stipend amount, from \$2.65 per hour to \$3 per hour, in the federal budget currently awaiting presidential signature.

#### **a. FY20 Budget Projection**

Chrisy provided several handouts and began by briefly reviewing the layout of the Crystal Ball. She noted that the County Mill carryover into FY21 is projected at \$174,875. On the County Mill allocation spreadsheet, Chrisy mentioned that the shortfall expected for this year is \$17,624. This is money Rocky is spending beyond the current year County Mill allocation. Chrisy then spoke about some of the reasons for the varied County Mill projections from June 2019 to December 2019. The biggest difference resulted from additional funding received by the Home Delivered Meals program, including a United Way grant and additional Area IV contractor funding. A general trend noted is a decrease in both meals and bus rides; this results in those programs needing less County Mill funding. Also, the stipend programs expect to be underspent on VSYS for the year, which requires less County Mill funding for match and transportation.

### **Committee Reports**

#### **a. Personnel Committee – Gale Anderson**

Gale referenced the updates to the Personnel Manual included in the Board packets, and noted that the document was reviewed by the Personnel Committee last week. Head Start Policy Council approved the changes earlier today. Gale noted that the edits were mostly housekeeping issues or results of the Risk Assessment. Two new sections were added, Training and Professional Development and References. Some edits, such as the Conflict of Interest and Social Media sections, were a result of changes recommended by the RMDC Eagle Rock, Inc. Board. The EEO language was also updated to match City of Helena language.

**Mark Young made the motion to approve the updates to the Rocky Personnel Manual. Paula Wright seconded and the motion passed unanimously.**

### **Potential Sale of Jackson Street Center – Lori Ladas**

Lori spoke about the history of Rocky's use of the Jackson Street Center and provided a handout with relevant information. Lewis and Clark County has been renting a section of the Jackson Street Center for the Drop-In Center, and has expressed interest in purchasing the building from Rocky. The sale of the building would remove liability related to owning a building from Rocky and also begin to address the strategic goal of housing the majority of Rocky employees in one location. Currently, 16 Rocky staff members work at the Jackson Street Center. The County does not have immediate plans for the side of the building that houses Rocky staff. Lori noted that

Rocky is seeking approval to move forward and research details regarding the sale of the building.

**Daniel Pocha made the motion to approve continued research and discussion regarding the sale of Rocky property. Lois Steinbeck seconded and the motion passed unanimously.**

Volunteers were requested for the formation of an ad hoc committee to continue the discussion regarding the potential sale of the Jackson Street Center. Daniel Pocha, Lois Steinbeck, Jerry Loendorf, and Trever Kirkland will serve on this committee.

#### **Approve Rocky By-laws – Lori Ladas**

Lori noted that there was only one change to the bylaws after attorney review. Section 2E, Staggering of Terms of Office of Directors, had language added five years ago during review to put staggered terms in place. Now that the terms are in place, that language was removed.

**Dannai Clayborn made the motion to approve the Rocky Bylaws. Lois Steinbeck seconded and the motion passed unanimously.**

#### **Head Start Update**

**a. Policy Council Update – Mark Young**

Mark reported that the Policy Council welcomed Jerry Loendorf to his first Policy Council meeting today. All other items discussed at Policy Council will be brought forward to the Board in the Head Start report.

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

Ashley reported that the state of Montana did not receive the Strengthening Early Childhood Systems Grant. Congress just passed a \$515 million increase in Head Start funding, which will be used for areas including Trauma Informed Care, Early Head Start, and a little less than a 2% COLA. Rocky Head Start hopes to access some of these funds to increase classroom supports and training. Over 360 people were served at Head Start's Winter Wonderland event. The budget reflects lots of vacancy savings, due to difficulty remaining fully staffed this year. Ashley noted that it's a hard time for employees to start in the program. Currently 2 positions are vacant, along with 2 long-term vacancies. The funds saved may be used for staff increases and possibly an additional payment on the Valley Center.

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

**c. ERSEA Policies and Procedures**

Christy Pedrazzi reported that these policies and procedures were approved by Policy Council this afternoon. She first presented the Attendance Policy and Procedure. The change noted that two consecutive unexplained absences and the requirement to contact parents if average daily attendance for a child falls below 85% during the year was stated twice and would be taken out the second mention.

**Mark Young made the motion to approve the Attendance Policy and Procedure. Bruce Day seconded and the motion passed unanimously.**

Next, Christy referenced the Eligibility Determination Policy and Procedure. The only change is to add a sentence after the first four bullets on the second page, separating the eligibility requirements for at least 90% of children in Head Start and additional eligibility criteria Head Start may use to fill enrollment, if needed. The additional guidelines include families being over income (up to 10%) and income between 100%-130% of the federal poverty guideline (up to 35%).

**Lois Steinbeck made the motion to approve the Eligibility Determination Policy and Procedure with discussed changes. Ashley Calhoun seconded and the motion passed unanimously.**

The Eligibility, Selection, Enrollment, and Class Placement Policy and Procedure was presented next. An addition was made regarding mid-year vacancies, allowing a child who is three years of age but who was younger than three on September 10 of the current school year to be enrolled. A committee will make decisions on these placements when they occur. Also, the After-School Care Program section was deleted, since that is no longer being offered.

**Lois Steinbeck made the motion to approve the Eligibility, Selection, Enrollment, and Class Placement Policy and Procedure. Dannai Clayborn seconded and the motion passed unanimously.**

**d. Recruitment Plan**

Jaymie Hazel and Christy Pedrazzi spoke about a few additions to this plan. In June, yard signs were posted during Spirit of Service. Head Start is also pulling Report 2031 to find age-eligible children from past Head Start families. Transition meetings are being held with Early Head Start. Also attached was the Recruitment Material Distribution Checklist, which lists locations where Head Start materials are available. It was noted that there is a more current checklist available.

**Mark Young made the motion to approve the Recruitment Plan. Bob Mullen seconded and the motion passed unanimously.**

**e. Self-Assessment Update**

The document was distributed at the meeting. Ashley noted that the sections in color have been previously approved, while the sections in white provide updates to progress toward meeting goals. She mentioned that work on the Mission/Vision will be moved to next summer, and while a goal infographic is in progress, it is not yet completed. This plan gets submitted with the Head Start grant in January.

**Lois Steinbeck made the motion to approve the Self-Assessment Update. Mark Young seconded and the motion passed unanimously.**

**Red Alder Update – Liz Mogstad**

Liz reported that the Red Alder project is currently on schedule and operating on budget. She is already receiving lots of e-mails and phone calls from people interested in applying. She expects applications will be accepted starting this summer. Meetings are held each week with the project contractors, architects, and engineers. Buildings on the site are in various stages of completion, including insulation, sheet rock, and foundations and framing. Northwestern Energy is putting in permanent power sources and utilities are getting hooked up. An ordinance is being proposed for approval on January 13 to allow fee waivers for projects like Red Alder. If approved, between \$45,000 and \$190,00 in fees could be returned to Rocky. A local youth robotics team is modeling Red Alder for an upcoming competition.

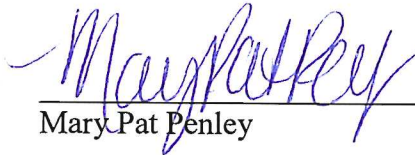
**Mark Young made the motion to adjourn the meeting. Dannai Clayborn seconded.**

The meeting was adjourned at 5:02 p.m.

Respectfully submitted,



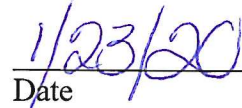
Diane Edgar  
Executive Assistant



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Mary Pat Penley

Secretary/Treasurer



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Date

