

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

Members present include: Bob Mullen, Mike Delger, Mark Young, Ericka Vallance, Bruce Day, Paula Wright, Lois Steinbeck, Daniel Pocha

Members absent include: Maria Pace, Debbie Havens, Susan Geise, Corbin Bruursema, Trever Kirkland, Jerome Loendorf, Mary Pat Penley

Guests: Gale Anderson, Joan Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Nancy Everson, Taya Hovan, Chrisy Irely, Lori Ladas, Kathy Marks, Liz Mogstad, Kelley Moody, and Heather Nicholson

Call to Order/Roll Call: The meeting was called to order at 3:35 PM and a quorum was present.

Public Comment: Daniel Pocha asked if there was any public comment on anything on the agenda and none was brought forward.

Approval of Minutes

Bruce Day moved for approval of the February 28, 2019 Board meeting minutes and the January 24, 2019 Finance Committee minutes. Lois Steinbeck seconded the motion.

Daniel asked for any comments and/or corrections to the Board minutes. Mark Young referred to the third page, second line, which mentioned the number of Head Start referrals. The numbers don't add up and Mark asked if the comma is in the wrong place. That sentence in the minutes should be corrected to read: "Fifty-two referrals have happened over the course of the year. Seventy-eight children in Helena and nineteen 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)." Also, Diane Edgar needs to be added as a guest attending the meeting.

It was agreed to revise the minutes as discussed. The motion passed unanimously.

Director's Report – Lori Ladas

Lori gave an update related to the Head Start competitive grant. The Head Start regional grant officer contacted Ashley to alert her that Rocky's grant may be questioned by the grant review committee regarding the number of classrooms with extended hours. This week, we received a notice from the Office of Head Start stating that they are looking at possibly taking that requirement away. We will keep you updated as we learn more.

Ten Board members attended the Strategic Planning meeting on March 20, with a few needing to leave early, ending the day with seven Board members. The group discussed Rocky's mission, vision and values, ROMA, and did a SWOT analysis. Facilitator Ned Cooney is working on his drafts for next steps and timelines.

Lori thanked Tommy Driscoll for providing the extensive list of Rocky events for her Director's report. Everyone agreed that they would like the events list included monthly in Lori's report.

Finance Report Update – Chrisy Irey

Chrisy reported that there was no Finance Committee meeting this month. Cash balance is \$568,736 and the accounts payable balance is \$27,680; all amounts are current. These amounts are in the same range as previous months. The Budget Analysts have been working with Senior Corps staff on their upcoming grant submittal and looking at Rocky's overall budgets with insurance premium increases and COLA affordability. Lois Steinbeck asked about the State Fund 20% rate reduction and inquired if that would affect Rocky.

Lori introduced Nancy Everson, Lewis and Clark County's Finance Director. Nancy was invited to talk about how County Mill funds are allocated to Rocky. Nancy reported that there are two different types of funds that Rocky receives:

- The dedicated senior citizen 1.14 mills, which equal \$154,000. These can grow every year with inflation and new growth.
- The general fund allocation, which competes with other programs funded by Lewis and Clark County. There is an amount earmarked for senior citizens and the County tries to increase each year based on a COLA, if possible.

Nancy reported that the County is looking at a 2.4% COLA. Discussion followed with Bob Mullen saying that Jefferson County has no built-in obligation to provide annual increases and their funding is designated for seniors. Mike Delger said that Broadwater County has no restriction for the funds they provide to Rocky.

FY18 Retirement Plan Audit and Discretionary Retirement Plan Contributions – Chrisy Irey

Chrisy reported that she has not received the report yet, so these items will be tabled until next month's meeting.

Strategic Planning Committee – Lori Ladas

Lori referred to the March 11th meeting minutes included in the Board packet. She said she had nothing else to report and asked for any questions.

Lois Steinbeck moved for approval of the March 11, 2019 Strategic Planning Committee minutes. Paula Wright seconded and the motion passed unanimously.

Personnel Committee – Daniel Pocha

Daniel reminded Board members and Program Directors about the importance of turning in their completed Executive Director annual performance evaluation.

Mark Young moved for approval of the March 11, 2019 Personnel Committee minutes. Lois Steinbeck seconded and the motion passed unanimously.

Land Purchase for Red Alder Residences – Liz Mogstad

Liz provided an update on the Red Alder project. MPEG in Billings, the syndicator, is working with Glacier Bank for funding. They are providing \$107,000 more equity between the 4% and 9% projects. First Interstate Bank was also being considered for funding. They are funding another project in Billings. Liz hopes to close on the property by the end of April and close the investor financing in June or July, and then Rocky can go to bid and obtain a construction loan. Rocky and GL Development will be the guarantors. The project design is complete and the budget is in progress. The environmental review, including soil testing, will begin next week. Construction will begin in late summer or early fall, and hopefully the units will be available to begin renting the following summer. The loan on the land will be between \$150,000 and \$200,000. Developer fees will be around \$750,000 total over the next two and a half years. The first payment will be when Rocky closes with the developer this summer. Additional payments will occur at completion, at lease up, and the end of the project.

Lois Steinbeck moved for approval of the land purchase for Red Alder Residences. Bruce Day seconded and the motion passed unanimously.

Head Start Policy Council Report – Mark Young

Mark reported that the Policy Council met last week because this week is spring break. Ericka Vallance has Head Start Policy Council raffle tickets available if anyone is interested. There are lots of great prizes, including a pie each month for a year from Perkins. Kids will be selling the tickets for the entire month of April. At Head Start's Behavior Support Systems Advisory Team (BSSAT) meeting, they talked about all the great work being done since the addition of Felina Lee, Rocky's Behavioral Support Specialist. Many of the children's needs are being met due to her training and work with staff. Sally Hicks, the state consultant to Rocky Head Start for the Preschool Development Grant, reported that ten out of fifteen Rocky Head Start teachers were surveyed and they all felt that they understood the process to get behavioral help for children in their classrooms. The Board requested a copy of that information at next month's Board meeting. Mark reminded everyone about Friends of Head Start's Extravaganza event being held April 25 at the Delta Hotels by Marriott Helena Colonial, as shown on the "Save the Date" cards distributed. There will be silent and live auction items.

Head Start Director's Program and Budget Report

Lori reported that Ashley provided a memo because she is attending a training. Lois commented that she really likes Ashley's memo providing a Head Start program update and requested to have that come to the Board each month. The *Love and Logic* training was discussed. The question was asked if the training could be provided as a resource in the community. The data reports were also appreciated and Lois asked if staff could report on the number of children

enrolled in Medicaid and Healthy Montana Kids, adding this information near the SNAP numbers. It was agreed that the Board would like to see this data a couple of times per year.

Lois Steinbeck moved for approval of the Head Start Director's Program and Budget Report as submitted. Mark Young seconded and the motion passed unanimously.

Area IV Agency on Aging Draft 3-year Aging Plan – Rod Applegate

Rod referred to the 3-year plan that was provided in the Board packet. Historically, the plan has been completed every four years to have direction and objectives for the upcoming four years. Each Montana Agency on Aging provides their plan to the State and the State prepares their state-wide plan from what is submitted and approved. They changed to a three-year plan to be off cycle from the legislature. Rod acknowledged Heather Nicholson, Area IV Program Manager, and her staff for all their hard work on the plan. Rocky will hear back from the State by March 31st if they have any concerns. Information was gathered from community forums in White Sulphur Springs and Helena, in addition to surveys that were distributed in Area IV's service area. The top three needs identified were transportation, affordable senior housing and home health services. The top five priorities identified were funding, education and outreach, creation of community partnerships, improving community services, and caregiver respite. After comments are received from the State, the plan will be distributed to the Area Agency Governing Board for their review. Lois complimented the graphics used. Rod reported that survey return rate was 45%.

Lois Steinbeck moved that the minutes record that the board reviewed and approved the Area IV Agency on Aging Draft 3-year Aging Plan. Paula Wright seconded and the motion passed unanimously.

Miscellaneous Reports:

Daniel thanked the Senior Corps staff that attended Home Town Helena and reported on their programs. They provided some great information.

Rod Applegate introduced Shawna Donaldson, Senior Nutrition Program Manager. Shawna provided an update on staffing changes for the consolidated kitchen in Helena, which provides approximately 500 meals a day. She announced that Lewis and Clark County health officials presented the annual "Gold and Silver Fork Awards" today. Rocky's Helena kitchen was awarded the Gold Fork award, their second year in a row for this award, and our Lincoln kitchen was awarded the Silver Fork award. Fifty-nine eating establishments were honored for efforts in food service safety. Winners included school cafeterias as well as local eateries and restaurants throughout the county.

Spirit of Service (SOS) Program Presentation – Kathy Marks

Kathy provided an overview of SOS, which is scheduled for one day of volunteer service on June 5 this year, with a backup date of June 11th. This is SOS's 20th year; the first year started with six homes. SOS is an annual day of service with approximately 600 community volunteers working in Helena and East Helena doing outside yard work, minor repairs, and painting. This year's plan is to work on 50 to 60 homes; currently, 33 applications have been received with

59% of those having used SOS services within the last three years. Staff meet with homeowners and determine what work needs to be done, take some photos, and then make a list of projects and prepare profile sheets for each project. The homes are then paired up with partners. It was requested that the blank application forms be e-mailed to Board members for distribution in the community. The original deadline for receipt of applications was April 6th, but due to the harsh winter, the deadline is being extended. Home Depot provides a grant for supplies. Paint is provided by Power Townsend and Valspar. Home Depot provides deck stain. The partners provide any additional supplies needed to complete their projects. This year, everything needs to be identified in the Home Depot grant request, which is due six weeks prior to the day of the event. T-shirts are provided for all volunteers that include the names of sponsors on the back. Veterans were encouraged to apply. A barbeque for volunteers is held at the fairgrounds after the event and Board members are invited to attend. The Lion's Club provides hot dogs and hamburgers. Salads and desserts are donated by local businesses.

Public Comment:

Daniel Pocha called for any public comment on items not on the agenda. There was none presented.

Mark Young moved to adjourn the meeting. Bruce Day seconded and the motion passed unanimously.

The meeting adjourned at 4:45 PM.

Respectfully submitted,



Gale Anderson
Human Resource Director

Lois Steinbeck

Lois Steinbeck

Secretary/Treasurer

4/25/19

Date