

**Minutes of the  
Rocky Mountain Development Council, Inc.  
Board of Directors' Meeting  
February 27, 2020**

**Members present include:** Bruce Day, Mike Delger, Trever Kirkland, Mary Pat Penley, Daniel Pocha, Lois Steinbeck, Paula Wright, Mark Young, Bob Mullen, Jim McCormick

**Members absent include:** Maria Pace, Dannai Clayborn, Jerry Loendorf, Ashley Calhoun

**Guests:** Gale Anderson, Rod Applegate, Mindy Diehl, Shawna Donaldson, Tommy Driscoll, Diane Edgar, Chrisy Irely, Lori Ladas, Kathy Marks, Liz Mogstad, Joan Anderson, Taya Hovan, Jim Marks, Kelley Moody, Cary Grubb, Michael O'Neill

**Call to Order/Roll Call:** The meeting was called to order at 3:36 p.m.

**Approval of Minutes**

**Bob Mullen made the motion to approve the January 23, 2020 Board of Directors' Minutes and the December 19, 2019 Finance Committee Minutes. Bruce Day seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori introduced Cary Grubb from the IHSB division of the State of Montana, who was in attendance at the meeting. Lori let Board members know that if they are interested in helping to serve a holiday meal in the Daily Dinner Club, an opportunity will be upcoming on March 13 for the St. Patrick's Day meal. Senator Jon Tester held a Roundtable discussion at the Delta Hotel earlier this week, and Liz Mogstad participated in a stakeholder's panel. Lori provided an update on the potential sale of the Jackson Street building. Eric Gilmore of Helena Valley Addiction Services has toured the property and is interested. Greg Stritzch, CEO of Intrepid Credit Union, also toured the space but is looking at other options. The County is not interested in paying the market value. There are no CDBG compliance requirements connected to the sale of the property, and Lori is still checking on the status of a deed restriction on the Jackson Street Center. The Jackson Street Center Committee will schedule a meeting soon to discuss next steps. The Salvation Army has expressed interest in the Jan Shaw Group Home building, which does have a deed restriction attached. Skip Rosenthal of Youth Homes is currently working on ideas for building use going forward.

**Finance Report Update – Chrisy Irely**

Cash balance is \$825,377, and Accounts Payable balance is \$400,748. The cash total is high due to recent draws for Head Start, Area IV, and Northwestern Energy. The Accounts Payable total includes a \$330,000 invoice from Golden Eagle Construction, which will be paid with a Housing Trust Fund draw. Chrisy spoke about the Foster Grandparent and Senior Companion grant year 2021 application, which is due on April 20. The proposed application will reduce the number of VSYs for each program from 60 to 40. This reduction will make the programs more manageable

for staff, but will also likely require additional reliance on county mill funds. Reducing mileage reimbursement for Senior Companion volunteers is another option to consider in order to reduce the county mill allocation. Discussion followed about serving counties outside of Rocky's main service area and what contribution, if any, Rocky receives from those counties. Next month, the proposed reduction will be brought forward to the Board for approval. Jim McCormick asked for a follow-up on the discussion about Rocky's Retirement Plan Third Party Administrator from the previous meeting; Chrisy reported that the needed reports were received and are being reviewed internally, and the retirement plan auditors are currently working on the audit

### **Head Start Update**

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

Mark reported that Policy Council had a great joint Trivia Night fundraiser with the Rotary Club at the Staggering Ox. The event raised about \$1,000 for the Policy Council and the room was packed. The next fundraiser will be raffle ticket sales in April. Friends of Head Start Extravaganza will also be held in April. Mark reported that the Policy Council lost a few members but gained a new one at today's meeting. Head Start continues to struggle with staffing, mainly with the Teacher and Teacher Assistant positions. Several interviews are scheduled for tomorrow and advertising has been continuing via radio, television, and the newspaper.

#### **b. Director's Program and Budget Report – Lori Ladas**

Head Start Director Ashley Peña-Larsen was unable to attend the meeting but did provide a written report and budget information in the Board packets. Lori asked if the Board had any questions regarding her report.

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

### **Committee Vacancies – Lori Ladas and Trever Kirkland**

Several Board committees currently have vacant positions. Both the Executive and Personnel Committees need additional members to fulfill the required membership per Rocky's bylaws. The Nominating Committee has three current members and does not require any additional, so no new members are being added at this time. Lori noted that as possible, membership of each committee should strive to include low-income representatives in one third of the positions. Volunteers to serve in the vacant positions were requested.

**Lois Steinbeck made the motion to approve the addition of Mark Young to the Executive Committee, and Bruce Day, Jim McCormick, and Mary Pat Penley to the Personnel Committee. Paula Wright seconded and the motion passed unanimously.**

### **Chopped Update – Kathy Marks and Tommy Driscoll**

"Rocky presents Chopped" is coming up on March 7. This fundraising event is a result of discussion during Strategic Planning sessions. Sponsorships total \$11,500 and about 60 tickets have been sold to date. The goal is to sell 100 tickets for the event. Board members were encouraged to attend. Kathy Marks provided a list of businesses and individuals who donated silent auction items. She also mentioned that every food basket will include an item from

Rocky's commodity deliveries. Tommy Driscoll showed video "sneak peeks" created to promote the event, introducing the chefs and judges.

#### **Strategic Plan Update – Lori Ladas**

Lori highlighted a few updates on areas included in Rocky's Strategic Plan. She noted that a Fundraising Committee had been formed but does not include a Board member at this time. Lori asked the Board about ideas for "talking points" when informing the community about Rocky and its programs. Suggestions included developing a wallet-sized card with information from Rocky by the Numbers, such as the number of people served by program and the properties managed by Rocky. Lori and Trever will brainstorm ideas for the requested mentoring program for new Board members. A copy of the Communication and Marketing Plan was included in Board packets for review.

**Lois Steinbeck made the motion to approve the Communication and Marketing Plan, recognizing that minor edits not changing content may be needed. Paula Wright seconded and the motion passed unanimously.**

#### **Roadrunner Residences LLC Loan Forgiveness – Lori Ladas**

Lori introduced Michael O'Neil from Helena Housing Development Corporation, who was present at the meeting to answer any questions if needed. Lori referenced her explanation in the Director's report and asked if there were any questions.

**Lois Steinbeck made the motion to approve the Roadrunner Residences LLC Loan Forgiveness. Bob Mullen seconded and the motion passed unanimously.**

#### **VISTA Application – Kathy Marks**

Kathy Marks spoke about the various Rocky programs currently utilizing volunteers, such as Meals on Wheels, Commodities, and Area IV. She is working on an application to bring in a VISTA volunteer to jumpstart a volunteer program at Rocky to begin in July. She provided the application information for review. The position would build the volunteer program and Rocky would continue it once the VISTA's time with Rocky is complete.

**Bruce Day made the motion to approve the VISTA application. Daniel Pocha seconded and the motion passed unanimously.**

#### **Executive Director Performance Appraisal – Gale Anderson**

Gale Anderson reviewed the timeline for the Executive Director Performance Appraisal from 2019 and asked if there were any suggested changes for 2020. The Personnel Committee will meet soon to approve the appraisal form and it will then be sent to Board members and Program Directors. Once returned, Gale tabulates the results and the committee reviews them. The committee then meets with Lori to discuss the appraisal results and goals and objectives for the coming year. The appraisal report is then brought to the full Board in closed session.

#### **Red Alder Update – Liz Mogstad**

Liz reported that the Red Alder project is on schedule and on budget. All foundations should be in the ground by the end of April. The 9% side is scheduled to be ready for lease by October 1,

and the 4% side should be ready by January 1, 2021. Landscaping may be completed in the spring, though the goal is to complete all landscaping this fall. The next equity payment on the 9% is scheduled for May 1, which will total close to \$750,000. Of that, \$18,000 will come to Rocky for developer fee and the rest will pay down the construction loan. An equity payment on the 4% side will follow in late May or June, and will include approximately \$14,000 in developer fee. The next equity payments will be made at project completion. Combined developer fee for the project totals \$145,965. Liz plans to begin taking applications for Red Alder in mid-July to early August. A Site Manager will be hired in September, and a Maintenance Tech will follow. Liz continues to work with the City on getting permit fees waived for the project.

**Affordable Housing Program Presentation – Liz Mogstad**

Liz provided handouts with information about each Rocky property, along with a packet explaining the governance structure of each property. Rocky currently manages 10 properties at seven sites. Total units offered is 297, which will increase with the addition of Red Alder. Liz spoke about the various housing boards that meet annually to discuss the properties, and how Rocky supports those boards. She then briefly described each of the properties. Eagle Manor Residences in Helena offers 140 units to seniors aged 62 and over and individuals with disabilities. This includes three separate properties: Penkay, Eagle Manor II, and Eagle Manor III. Penkay and Eagle Manor II require participation in a meal program as part of residence. Also in Helena, Ptarmigan Residences offers 22 one bedroom apartments, which are all single-level townhouse style buildings. Pheasant Glen has units available for all ages, though some units are restricted to seniors aged 62 and over. River Rock offers both one and two bedroom units for seniors. Outside of Helena, Rocky manages properties in three other locations: Boulder, Townsend, and Augusta. At Big Boulder Residences, 35 of the 36 units have Section 8 rental subsidy. These units are available for families, and the site includes a community room and garden area. One and two bedroom units are available. Units at the two locations in Townsend are designated for seniors and individuals with disabilities. Most include Rural Development subsidy. Rocky Mountain Front Properties in Augusta offers 8 one-bedroom units. Rent in Augusta is calculated as 30% of Adjusted Gross Income. Liz also mentioned that Home Buyer Education classes are offered monthly at Rocky.

**Mark Young made the motion to adjourn the meeting. Bruce Day seconded.**

The meeting was adjourned at 5:11 p.m.

Respectfully submitted,



Diane Edgar  
Executive Assistant



Mary Pat Penley

Secretary/Treasurer

3/27/2020

Date