

Minutes of the  
Rocky Mountain Development Council, Inc.  
RMDC Board of Directors' Meeting  
July 26, 2018

**Members present include:** Maria Pace, Mike Delger, Debbie Havens, Susan Geise, Bruce Day, Trever Kirkland, Lois Steinbeck, Daniel Pocha

**Members absent include:** Bob Mullen, Mark Young, Jerry Loendorf, Rebecca Blend

**Guests:** Joan Anderson, Chrisy Irej, Becky Weninger, Jacque Smith, Kathy Marks, Lori Ladas, Gale Anderson, Liz Mogstad, Melony Bruhn, Ashley Peña-Larsen, Jaymie Sheldahl, Rod Applegate, Mindy Diehl

**Call to Order/Roll Call:** Daniel Pocha called the meeting to order and a quorum was present. Daniel asked if there was any public comment and there was none.

**Approval of Minutes**

**Susan Geise made the motion to approve the June 20, 2018 Board of Directors' meeting minutes. Lois Steinbeck seconded and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori asked if there was any concern about moving the August Board meeting from August 30 to August 23. No concerns were noted and it was agreed to move the August Board meeting to August 23. This morning, Liz Mogstad, Jacque Smith, and Beki Brandborg made a presentation at Hometown Helena about the Red Alder Apartment project. Next Monday, July 30, at 6:00 pm, the project will be presented at a public hearing at the Helena City Commission. Several Rocky staff members recently worked parts of three days completing a remaining Spirit of Service deck project, and Lori thanked them for their work to finish the project. Sam Hall, Energy Services Program Director, has resigned and his last day is August 3.

**Finance Report Update – Chrisy Irej**

Chrisy reported that the Finance Committee just completed their meeting and as of today, the cash balance is \$665,907 and accounts payable is \$8,232. Both amounts are current. Fiscal staff will begin closing funds for FY2018 in August. The FY2020 County Mill reduction planning is a priority. Chrisy referred everyone to the pie chart sheets with information on several programs. Staff will be preparing information on all programs, in the same format, and Chrisy asked for any comments and/or suggestions. Chrisy referenced the three handouts about programs with cash deficits and talked about why the deficits can't just be "written off". Due to funding restrictions, programs must be considered under a "silo" mentality when considering finances. Chrisy referenced the Rocky Mountain Preschool Center deficit and reminded everyone that the deficit can only be remedied with unrestricted funds. The IDC deficit has been addressed with

unrestricted housing funds over the last couple years, so as of the end of FY18, this fund will no longer have a negative cash balance on the Crystal Ball. Daniel Pocha recommended that a footnote be added on the Crystal Ball stating that the Rocky Mountain Preschool Center deficit was incurred 15 years ago, for future reference.

Rocky received notice from United Way of the Lewis & Clark Area that the application for \$12,000 for RSVP was not funded. Head Start and Meals on Wheels were funded at the amount requested. The RSVP employee's hours will be reduced from 100% to 80% so that the program will not need to be supplemented with County Mill funds. United Way has changed how they are allocating funds and applications have to be goal-oriented to solve a need in the community. Daniel said it would be important to note how organizations who utilize RSVP volunteers are impacted. Daniel mentioned that he is the Vice-Chair of United Way and knows that they are using current cash available; in the past, they based funding on projections of committed donations, which totaled 12% less than donated funds actually brought in last year.

#### **Retirement Committee Report – Lois Steinbeck**

Lois referred to the July 17, 2018 committee minutes and reported that the account had a 1.67% return over the last quarter. Rocky's funds are out-performing the comparisons. Discussion followed about the different types of funds. RMDC currently contributes 3% for eligible employees. The Board had asked if RMDC's contribution was comparable to other non-profit organizations. Jock reported that he found that the average contribution was 3 to 4%, but most organizations require an employee match. A review of the Montana Non-Profit Association benefit survey shows that Rocky is comparable with other similar organizations.

**Trever Kirkland moved to approve the Retirement Committee report as presented. Susan Geise seconded and the motion passed unanimously.**

#### **Head Start Update:**

#### **Policy Council Update – Ashley Peña-Larsen**

Ashley reported that the Policy Council met earlier today and they talked about the new Behavior Support Specialist position.

#### **Program and Budget Report – Ashley Peña-Larsen**

Ashley reported that there is \$2,165,241.93 left in the budget. Head Start received notification from United Way of an award of \$12,000. The amount written into the Head Start budget was \$8,900. The MPDG spending cycle is nearing its end and the remainder of the funds will be used for a week-long training in Helena.

Ashley referred to the Head Start Grants notice handout. The full grant application will be brought to the Board in October for approval. This application will be from the ground up, as though Rocky hasn't run the Head Start Program before. Ashley said that she has been working on a variety of different projects to get them completed early, so the focus can be on the grant application. STARS applications are completed for seven

sites. One site was rated as STAR 3 due to staff turnover. The others were rated at STAR 4, which includes more funding. The program will be striving towards a STAR 5 rating, the highest possible. The eighth licensed site will be the new Valley site. The fire inspector was there and once some minor items are complete, the license will be issued and Head Start will apply for STARS for that site.

Head Start received nine applications for the Behavior Support Specialist position; seven had a degree in the field, and six of those seven had recent experience in the field. Interviews will be held next Tuesday and Wednesday. A Teacher has been hired for Helena and two Teacher Assistants have been hired in Whitehall. The Teacher Assistant position in Townsend has been posted since May with no applications received.

Head Start has 202 completed child applications: 144 for Helena, 28 for East Helena, 3 for Townsend, 11 for Whitehall and 16 for Boulder. Not all applications are income-eligible. Susan Geise noted that the Jefferson County Commission should be updated with the application status for their county. Ashley noted that the number for Townsend is typical due to the Family Advocate holding most applications until the first week of August when she is back to work. The program is not concerned about meeting numbers there. The Head Start Intake Specialist has been going to libraries during child time to conduct application outreach, which has been helpful. The previous Teacher Assistant in Townsend, who is currently an intermittent employee, will continue working until her replacement is hired.

**Trever Kirkland moved for approval of the Head Start Director's Program and Budget Report as submitted. Bruce Day seconded and the motion passed unanimously.**

#### **Challenging Behavior Procedure – Ashley Peña-Larsen**

Ashley referred to the handouts and explained the different tiers of the procedure. This procedure explains the steps required when a student is facing a high-needs situation. All students begin at Tier 1, 30% end up in Tier 2 and 3% end up at Tier 3, which means they need one-on-one attention.

**Lois Steinbeck moved for approval of the Challenging Behavior Procedure as presented. Debbie Havens seconded and the motion passed unanimously.**

#### **Family Orientation and Ongoing Communication Procedure – Ashley Peña-Larsen**

This procedure explains steps that are currently being taken regarding family orientation and ongoing communication with families: when Head Start talks to families, how often, and when communication is guaranteed. A copy of this procedure is given to families at intake.

**Susan Geise moved to approve the Family Orientation and Ongoing Communication Procedure as presented. Lois Steinbeck seconded and the motion passed unanimously.**

**Head Start Community Needs Assessment – Jaymie Sheldahl**

Jaymie referred to her handouts regarding the Head Start Community Needs Assessment, which was completed in January. The information gathered focused on families served by Head Start, those including children ages three to five. Jaymie conducted a PowerPoint presentation that covered the following topics: education, employment & school, income comparison, poverty and poverty guidelines, areas of needs, housing, transportation, childcare, preventing and teaching ACE exposure, connecting families to community & resources, and celebrations and victories. Ashley mentioned that Head Start participated in a grant application for the Headwater's Foundation and a \$200,000 grant was awarded.

**Susan Geise moved for approval of the Head Start Community Needs Assessment as presented. Debbie Havens seconded and the motion passed unanimously.**

**Red Alder Housing Update and Resolutions – Liz Mogstad**

Liz reported that neighborhood meetings on this project were held on July 14 (13 attended), and July 18 at noon (16 attended) and at 5:30 p.m. (16 attended). Beki Brandborg put out flyers in the neighborhood inviting neighbors to attend the meetings. The biggest concern reported was increased traffic. The project was presented at Hometown Helena this morning and will be discussed at the City Commission meeting on Monday, July 30. The application is due August 27 and that is why the Board meeting is being moved to August 23.

**Resolution of LIHTC Application and Certification for Red Alder Residences – Liz Mogstad**

This resolution is for the application for tax credits for the project.

**Susan Geise moved for approval of the resolution as presented. Maria Pace seconded and the motion passed unanimously.**

**Resolution of HOME Application and Certification for Red Alder Residences – Liz Mogstad**

This resolution is for the HOME funds application for the project.

**Susan Geise moved for approval of the resolution as presented. Bruce Day seconded and the motion passed unanimously.**

**Approval of Equal Employment Opportunity Policy – Liz Mogstad**

This policy is being presented as an update to RMDC's Personnel Policies and Procedures Manual to comply with the HOME grant. The updated language will be in the personnel manual in the manual's format.

**Bruce Day moved for approval of the EEO Policy as presented. Trever Kirkland seconded and the motion passed unanimously.**

**Approval of Drug-Free Workplace Policy – Liz Mogstad**

This policy is being presented as an update to RMDC's Personnel Policies and Procedures Manual to comply with the HOME grant. The updated language will be in the personnel manual in the manual's format.

**Susan Geise moved for approval of the Drug-Free Workplace Policy as presented. Maria Pace seconded and the motion passed unanimously.**

**Approval of Section 504 and ADA Compliant Resolution Procedures and ADA Compliant Form – Liz Mogstad**

Liz explained that this is a procedure currently in practice for RMDC's housing facilities. This will be a general RMDC policy and form, not part of RMDC's Personnel Policies and Procedures Manual.

**Bruce Day moved for approval of the ADA compliant Resolution Procedures and ADA Complaint Form as presented. Susan Geise seconded and the motion passed unanimously.**

**Fair Housing Resolution – Liz Mogstad**

Liz explained that we currently have a Fair Housing policy for each property.

**Susan Geise moved for approval of the Fair Housing Resolution as presented. Trever Kirkland seconded and the motion passed unanimously.**

**Resolution to lend up to \$140,000 of HOME Program Income/CHDO Proceeds and up to \$300,000 of CDBG to the Red Alder Project – Liz Mogstad**

Liz reported that the purpose of the resolution is for RMDC to loan up to \$140,000 of HOME program income and/or HOME CHDO proceeds to Red Alder Residences and up to \$300,000 using CDBG program income. The \$140,000 are Great Hope and Roadrunner loan repayment funds required to be spent for other housing projects. The CDBG funds must be used for housing development. The use of these funds is contingent on whether gap funds are needed and also contingent on grant approval.

**Debbie Havens moved for approval of the loans as presented. Lois Steinbeck seconded and the motion passed unanimously.**

**New Board Orientation – Lori Ladas**

Lori referred to her handout about a new Board Orientation process, which is a two-part process including the orientation session and the informational binder. The binder will include background information about Rocky and its programs along with financial information. The binder will be updated as needed. Board members are responsible for keeping their binder current.

The question was asked about vacant board seats. The Head Start Policy Council needs to appoint a second member after their elections. Other possible additions to the Board could fall under the categories of mental health, the Helena Indian Alliance and/or PureView. Lois Steinbeck suggested that the program pie chart handouts that were

discussed at the Finance Committee meeting be included in the binder. It was agreed to include them. There was Board consensus to follow the Board Orientation process as presented by Lori. It was agreed to bring this process forward as an action item next month. Lori requested that if anyone has suggested changes, that they provide them to her before the next Board meeting.


Daniel Pocha asked for any public comment. There was none provided.

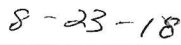
**At 5:05 PM Trever Kirkland moved for adjournment of the meeting. Susan Geise seconded and the motion passed unanimously.**

Respectfully Submitted,



Gale Anderson  
Human Resource Director

  
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Lois Steinbeck, Secretary/Treasurer

  
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Date