

**Rocky Mountain Development Council, Inc.**  
**Board of Directors' Meeting**  
**December 18, 2025, 3:30 p.m.**  
**Neighborhood Center Card Room/Zoom Conference Call**

**Rocky Board Members present:** Kate Anderson, Dannai Clayborn, Bruce Day, Debbie Havens, Andy Hunthausen, Paula Jacques, Trevor Kirkland, Charlie Lane, Teri Lilletvedt, Erin Lyndes, Dan Rispens

**Rocky Board Members absent:** Katelyn Buck, Susan Geise, Cory Kirsch, Jesse Swenson

**Others present:** Sarah Adydan, Hayden Behm, Beth Branam, MacKenzie Chatriand, Laura Craft, Diane Edgar, Joanna Halland, Taya Hovan, Lori Ladas, Samara Lynde, Jim Marks, Liz Mogstad, Ashley Peña-Larsen, Tom Robel, Tom Rolfe, Jonathan Schmitz

**Call to Order/Roll Call:** The meeting was called to order at 3:30 p.m. by Trevor Kirkland and a quorum was present. Commissioner Tom Rolfe was introduced as a guest.

**Approval of Minutes**

**Bruce Day made the motion to approve the November 20, 2025, Board of Directors' meeting minutes and the October 23, 2025, Finance Committee meeting minutes. Debbie Havens seconded, and the motion passed unanimously.**

**Director's Report – Lori Ladas**

Lori asked for any questions regarding her written report. She noted that the Neighborhood Center has been busy during the holiday season. Lori reported that the year-end appeal letters were sent out last week, and that the letter this year focuses on Rocky's Meals on Wheels program.

**FY25 Rocky Audit and Financial Report – Laura Craft and Sarah Adydan, Pinion**

Laura Craft provided an overview of Rocky's audit report, noting that a more in-depth presentation was provided to the Finance Committee earlier today. The auditors provided a clean, unmodified opinion. Major programs selected for the single audit this year were the Aging Cluster and LIHEAP, and neither program had any compliance findings. Significant risks listed in the audit report were mostly standard for all entities, with an additional related-party transaction risk noted. The auditors reported no difficulties with the audit or with management, and no findings or concerns. The Finance Committee recommended approval of the audit as presented.

**Bruce Day made the motion to approve the FY25 Rocky Audit and Financial Report. Andy Hunthausen seconded, and the motion passed unanimously.**

**FY25 Rocky Retirement Plan Audit and Financial Report – Lori Ladas**

Lori reported that Beth Ward from Pinion joined the Finance Committee meeting today and provided a thorough review of the retirement plan audit. Lori highlighted items from Beth's presentation. The auditors noted no difficulties with the audit and no disagreements with management. The audit reflects a clean, unmodified opinion, with no findings. The financials in the report were very consistent with the prior year. The report included accounting policies and

disclosures of fair value. All funds included in Rocky's retirement plan are listed in the report. The Finance Committee recommended approval of the retirement plan audit earlier today.

**Debbie Havens made the motion to approve the FY25 Rocky Retirement Plan Audit and Financial Report. Dan Rispens seconded, and the motion passed unanimously.**

#### **Approval of Payroll Policy – Lori Ladas**

Per CSBG requirements, all fiscal policies must be reviewed every two years. While Rocky's fiscal policies were reviewed and brought to the Board for approval in August, the Payroll Policy has recently been updated to reflect current payroll processes, including use of electronic timesheets in the iSolved system. The Finance Committee recommended approval of the Payroll Policy earlier today.

**Dan Rispens made the motion to approve the Payroll Policy. Dannai Clayborn seconded, and the motion passed unanimously.**

#### **General Fiscal Update – Lori Ladas and Jonathan Schmitz**

Lori reported that the first quarter funding for the new CSBG grant has been released, and that LIHEAP assistance payments were also released recently. Cash balance is \$2,034,594, and accounts payable balance is \$32,696.37. Jonathan Schmitz reviewed the financial statements through October 31, 2025. No major changes have occurred, and Rocky has 1.87 months of cash on hand. The statement of activities reflects \$101,647 in positive cash, which is driven by the Preschool program, Affordable Housing, and a State Fund Dividend in the General and Administrative category. The negative variance in the in-kind section of the budget related to Head Start will be monitored going forward.

#### **Head Start Update – Ashley Peña-Larsen**

Head Start Policy Council met on Tuesday and discussed their fundraiser. The group earned \$425 at the Townsend Christmas Stroll, and additional funds at Helena and East Helena events. The fundraiser is a gift card raffle.

Ashley spoke about the Head Start grant proposal and referenced the three budget scenarios included in Board packets. The scenarios were discussed during a self-assessment meeting with staff and with the grant committee on December 15. The third budget scenario, which includes the greatest amount of change, is the one recommended to be included in the grant proposal. This would increase the number of children in the classroom to 17 or 18, which will allow for some personnel funding to be used elsewhere. This class enrollment number reflects a change at the state level. There would be no reduction in the number of children served. An additional supervisory position and Coach would be added, and permanent substitutes would be part of the program. The grant proposal will be brought to the Board during the January meeting. Ashley said that after yesterday's windstorm, Head Start provided some additional assistance to families who were impacted, in addition to holiday assistance. Four substitutes have been hired, and all are onboarding. The Teacher Assistant position has been filled, and that new hire will start in January. Ashley discussed the Head Start budget and provided more input regarding the in-kind deficit that is currently reflected. The program is working hard to meet their in-kind goals, and Ashley has heard that requesting a waiver will likely be an option. Most Head Start programs in the state are unable to meet their in-kind requirements.

**Andy Hunthausen made the motion to approve the Head Start Director's Program and Budget report. Erin Lyndes seconded, and the motion passed unanimously.**

**Rocky Aging Program Presentation – Jim Marks**

Jim Marks began his presentation by thanking the Board for the opportunity to serve as Rocky Aging's Program Director and announced that he's retiring after 6 ½ years in the position. Jim explained that the services provided by Rocky Aging are supported by the Older Americans Act. There are nine Agencies on Aging in Montana; Rocky Aging serves a six-county area including Lewis & Clark, Jefferson, Broadwater, Park, Gallatin, and Meagher counties. The program operates with a budget of around \$5 million per year, with about half of the funding from federal sources and the other half from the state. While Rocky Aging provides some direct services, it also contracts with organizations in the area to provide meal services, homemaker, respite, skilled nursing, and transportation services. Evidence-based health classes are offered, along with Medicare counseling and ombudsman services. Jim spoke about some upcoming changes and challenges on the horizon for Agencies on Aging. There's a push to get involved in "fee-for-service" options. Agencies on Aging are being encouraged to find ways to support care transitions for individuals being discharged from hospital care. Another initiative involves providing options for veterans to receive medical care in the community rather than through the VA. Jim reported that documentation of services has been a point of emphasis, as funding may be directly tied to the number of people served in the future. Rocky Aging is working to expand its services beyond the Helena area and provide equal services to all counties in the Rocky Aging area. Jim voiced some challenges specific to the ombudsman program, which is designed to give a voice to the clients of nursing home and assisted living facilities. He noted that due to the size of the state of Montana, he feels the program requires too much travel time and is not funded well enough to meet the great demand for these services statewide.

The meeting was adjourned at 4:46 p.m.

Respectfully Submitted,



Diane Edgar  
Executive Assistant

Approved by the Board of Directors:

  
Name

1/22/26  
Date

