

**Minutes of the
Rocky Mountain Development Council, Inc.
RMDC Board of Directors' Meeting
September 27, 2018**

Members present include: Bruce Day, Mike Delger, Susan Geise, Trever Kirkland, Jerry Loendorf, Daniel Pocha, Mark Young

Members absent include: Becky Blend, Debbie Havens, Bob Mullen, Maria Pace, Lois Steinbeck

Guests: Gale Anderson, Rod Applegate, Jonathan Ballew, Corbin Bruursema, Shawna Donaldson, Diane Edgar, Taya Hovan, Chrisy Irey, Lori Ladas, Kathy Marks, Liz Mogstad, Jaymie Sheldahl, Jacque Smith

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

Approval of Minutes

Susan Geise made the motion to approve the August 23, 2018 Board of Directors' Minutes and the July 26, 2018 Finance Committee Minutes. Trever Kirkland seconded and the motion passed unanimously.

Director's Report – Lori Ladas

Lori began her report with two introductions: Corbin Bruursema, Assistance Coordinator at Good Samaritan Ministries; and Jonathan Ballew, the new Energy Services Program Director at Rocky. Lori reported that performance reviews for staff she supervises are now complete. A Doodle Poll will be sent out to Rocky Board and staff members to determine dates for upcoming ROMA training, which will be the first step in Strategic Planning. Kathy Marks will conduct the training, which will last 4 hours. The trainings will be completed by the end of October. Lori passed around a copy of the Comprehensive Community Needs Assessment with graphics and photographs; the document will be proofread a final time and printed professionally once complete.

Finance Report Update – Chrisy Irey

a. General Update

Chrisy reported that the Finance Committee did not meet this month. The fiscal staff is closing out FY2018 funds and getting ready for the upcoming audit. Anderson ZurMuehlen will be at the next Finance Committee meeting for the audit entrance conference. The audit will be completed the last week of October and the first week of November. Current cash balance is \$409,418 and the current accounts payable balance is \$207,276. The cash balance is lower than typical this month, but Chrisy explained that cash draws for both the Senior Corps programs and the MPDG grant would be happening soon. Some larger invoices coming through account for the larger accounts payable balance, compared to previous months. Though the balances this month are not typical, Chrisy does not find any reason for concern regarding them at this time.

Committee Reports/Business

a. Nominating Committee – Jerry Loendorf

Jerry reported that the Nominating Committee met on September 5 to discuss the three vacancies on the Board of Directors. Corbin Bruursema from Good Samaritan Ministries, introduced earlier in the meeting, was suggested for nomination to the Board of Directors as a

low-income sector representative. Corbin spoke about his three years at Good Samaritan Ministries, and how he is involved with the low-income sector of the population every day. The committee also suggested moving Becky Blend, currently a private sector representative, to the other vacant low-income sector representative position, representing NAMI. That would leave one vacancy for a private sector representative, which should be filled by an early childhood representative. The committee asked for the Board's assistance in finding a suitable candidate for that vacancy. Both Jerry Loendorf and Daniel Pocha agreed to serve another term on the Board. The committee also recommended that the current slate of officers be kept for the next year, including Daniel Pocha as President, Trever Kirkland as Vice President, and Lois Steinbeck as Secretary/Treasurer.

Nomination and Appointment of Directors

Jerry Loendorf made the motion to appoint Corbin Bruursema to the Rocky Board of Directors. Susan Geise seconded and the motion passed unanimously.

Mark Young made the motion to appoint Jerry Loendorf to another 3-year term on the Rocky Board of Directors. Susan Geise seconded and the motion passed unanimously.

Trever Kirkland made the motion to appoint Daniel Pocha to another 3-year term on the Rocky Board of Directors. Bruce Day seconded and the motion passed unanimously.

Election of Officers for Board of Directors

Jerry Loendorf made the motion to nominate the following slate of officers for the upcoming year: Daniel Pocha, President; Trever Kirkland, Vice President; and Lois Steinbeck, Secretary/Treasurer. Bruce Day seconded and the motion passed unanimously.

Head Start Update

a. Policy Council Report – Mark Young

Mark reported that the Policy Council is preparing for new membership and a new school year. The Fall Dance and Elections will be coming up next month. Mark noted that the Policy Council by-laws may be adjusted in the coming year to allow for maximum Policy Council participation with as little restriction as possible.

b. Director's Program and Budget Report* - Jaymie Sheldahl and Taya Hovan

Jaymie presented the Director's Report in Ashley's absence. She noted that the Townsend location has 9 slots filled of 14, so staff are working hard to recruit children for those vacant slots. If under-enrollment persists for longer than two consecutive months, the issue is examined in-depth. Currently, 101 children have been screened for lead, 10 homeless families are being served by Head Start, and 16 children are in foster care. Taya spoke in regards to the Head Start budgets, noting that expenses will start to pick up and that the amount available for spending each month will reduce as the year progresses. The Montana Preschool Development Grant (MPDG) budget from last year ended on June 30 and needed to be spent completely by August 24. The current MPDG funding extends until June 30, 2019, and that will complete the final year of that grant.

Mark Young made the motion to approve the Director's Program and Budget Report. Susan Geise seconded and the motion passed unanimously.

c. 2019-2020 Competition Grant Application* - Jaymie Sheldahl

The Head Start competitive grant application came out on September 19 and will be due on November 19. The Policy Council approved moving forward with the grant application, and Head Start asked for the Board's approval to move forward as well. The application itself will be brought forward for approval at the October meeting. The grant committee will meet on October 8. Lori mentioned that details about the numbers in the grant will be discussed in-depth at the committee meetings, especially concerning Head Start budgets without the MPDG funds. The end of this MPDG grant could potentially mean a reduction in Head Start numbers. Results from the needs assessments and school readiness goals will be written into the grant application. Head Start is moving toward wanting to serve more hours in the school day, as that will better meet families' needs. By the year 2021, the goal is for Head Start classrooms to offer extended days in all classrooms.

Trever Kirkland made the motion to approve the completion of the 2019-2020 Competition Grant Application. Susan Geise seconded and the motion passed unanimously.

d. Self-Assessment Action Plan* - Jaymie Sheldahl

The Self-Assessment team met in June and July to review program assessments, data, and surveys to determine areas where the program may need to increase capability or capacity and make recommendations for goals moving forward. After staff review, the document was reviewed by the Data Advisory Team in September and approved. During the Policy Council meeting today, two suggestions were made for the document, to include the YMCA afterschool program and also include the hiring of a Behavioral Specialist. The Policy Council approved the document with those two additions, and Jaymie noted that the document is still an evolving tool at this time.

Mark Young made the motion to approve the Self-Assessment Action Plan. Susan Geise seconded, adding that approval should include the edits made by the Policy Council. The motion passed unanimously.

e. 2018-2019 School Readiness Plan* - Jaymie Sheldahl

The School Readiness Plan was included in the Board packet, and the first pages are very similar to what was presented in previous years. The last five pages are the new school readiness goals, which meet Federal requirements and will be tracked going forward. The goals address the social emotional capacity of the children, key indicators of school readiness and students needing speech and/or language services, scores in mathematics, and health and safety goals addressing attendance concerns and child incident reports. The Policy Council approved this plan, with a couple small changes, including the addition of "improvement efforts and maintenance efforts" in alignment with monthly attendance tracking on the first page, and explaining that the Pyramid Model will be an action strategy for the second goal.

Susan Geise made the motion to approve the 2018-2019 School Readiness Plan. Trever Kirkland seconded and the motion passed unanimously.

f. Parenting Curriculum* - Jaymie Sheldahl

Jaymie reported that the parenting curriculum approved by the Policy Council is "Love and Logic", and it is a skill-based, practical curriculum that is research and evidence based. It is not

being offered regularly in Helena at this time, and is cost effective at only \$700. Signe Ask will be the instructor, and she can do on-line training.

Susan Geise made the motion to approve the adoption of Love and Logic as the Parenting Curriculum. Mark Young seconded and the motion passed unanimously.

Other Business

Daniel reminded the Board members to complete and return their annual Conflict of Interest Policy agreement, which was included in their Board packets this month. He also encouraged everyone to attend the Last Chance Pow Wow, and Jaymie noted that Head Start will also be represented at the Pow Wow this year.

Susan Geise made the motion to adjourn the meeting. Mark Young seconded.

The meeting was adjourned at 4:28 p.m.

Respectfully submitted,



Diane M. Edgar

Administrative Assistant, III

		<u>10-25-18</u>
Lois Steinbeck	Secretary/Treasurer	Date