

**HRDC IX Board of Directors  
HRDC Main Conference Room  
January 26, 2023 Meeting**

Members Present: Scott Malloy, Peter Schmidt, Mitch Bradley, Scott MacFarland, Penelope Pierce, Amy Stix, Linda Young, Gene Townsend, Billie Warford, Bruce Grubbs

Members Excused: Kris Moos, Bill Berg

Staff Present: Heather Grenier, Mark Woodard, Krista Dicomitis, Sara Savage, Kristin Hamburg, Sue Cook, Sunshine Ross

Guests: Lilia Tyrell, Jessica Van Voast, Meshayla Cox, Diana File

**I. Call to Order**

The January 26, 2023 meeting of the Human Resource Development Council of District IX was called to order by Honorary Chairman Scott Malloy at 8:30 am

**II. Public Comment**

**III. CEO/ Board Time**

Heather excused staff, Lilia Tyrell the attorney for the agency was in attendance to answer members questions.

**IV. Consent Agenda**

Scott Malloy reviewed the items on the Consent Agenda including the Minutes of the November 2022 meeting. Also included in the consent agenda were the department dashboards, budget to actuals and directors' report, and committees meeting minutes for the executive, personnel, audit and finance and nominating committees. Members spent some time reviewing the actions of the nominating committee, including the acceptance of Pete MacFayden's application, and the remaining board seats.

Also included in the consent agenda was the Early Childhood Education Report including Head Start financials and credit card statements, information memorandums from Federal Head Start. Included in the report was a copy of the 23-24 Head Start Grant application which was approved by the Executive Committee in December. Also included in the report was a Non Federal Share Waiver Request which was approved by the Policy Council on January 23rd. Sara reviewed these materials, shared that we are currently engaged in a regional site visit, and answered questions from members.

New Contracts including - Park County Flood Relief, Low Income Heating Energy Assistance Program (LIHEAP), Workforce Innovations and Opportunity (WIOA) Youth

Program - Carryover Funds, Livingston Warming Center RENovation, Low Income Home Water Assistance Program (LIHWAP), Park County Affordable Housing Initiative, MT Child Adult Care Food Program (CACFP)

Members asked for clarification of HRDC's role in Park County flood relief.

Scott also noted that all members are welcome to attend committee meetings, and Heather noted that she shares meeting times and agendas with members. Heather also provided an update on the newly formed Governance Relations committee.

Gene Townsend moved to accept the Consent Agenda. Penelope Pierce seconded the motion. Upon a vote the motion passed unanimously.

## **V. Financial Reports**

Mark presented the budget to the actual report for the agency for the first six months of the fiscal year. He noted that revenues are down from projected amounts. Mark spoke to the efforts that are occurring within departments to avoid the originally projected deficits. Mark also noted that we are slightly down in donations. Heather spoke to the unanticipated changes that have impacted the housing departments. Heather noted that there would be a new fundraising plan and housing department plan presented at the next Audit and Finance meeting. Also noted was the need for a letter to the editor in regards to the Day 1 family foundation funding, and the ongoing need for funding for the agency.

Mark reviewed the balance sheet with members, noting the increase in cash equivalents related to the Day 1 funding. He also reviewed the financial dashboard, noting in the increase in operating cash as a result of the holiday giving season. He also noted that based on recent activity he expects our long term debt to continue to decrease. Mark also reviewed the corporate cash which is unrestricted and available. Finally Mark reviewed the investment portfolio. He spoke to fluctuations in the market, and in the addition of the Day 1 funding received.

Mitch Bradley moved to accept the Financial Reports. Bruce Grubbs seconded the motion. Upon a vote the motion passed unanimously.

## **VI. Capital Campaign Update**

Kristin celebrated the addition of the Day 1 funds as well as \$350,000 from various other foundations in recent months. Kristin shared the update on the Chamber of Commerce to raise the funds to match Gallatin County's commitment of \$2.2. Million. Kristin noted that we have currently raised more than \$14 million, but she also noted that costs have increased and we are adjusting our goal to \$16.5 million. The strategy to reach this goal involves activating our volunteer community, our faith based partners and other marketing efforts. Kristin also spoke to reengaging with current donors and reaching out to new donors.

Kristin also spoke to year end fundraising, noting that we are higher than we were last year due in part to the success of the “ungala”. She also noted that shelter fundraising is lower than in previous years, and noted the impact of giving to the campaign. Members talked about opportunities to share the message with the upcoming cold weather. Heather also spoke that this decrease in fundraising is a trend we have seen over the past few years.

## **VII. Transportation & UTD UPdates**

Members celebrated the success of the UTD. Sunshine shared that we collected more than 28,000 signatures, with enough certified signatures, 16,166 in order to have the UTD on the ballot in May. Sunshine spoke to the desired UTD board composition and representation. Between now and the May ballot, there will be extensive efforts to engender support for this initiative. Scott McFarland spoke to some of the other initiatives that will be on the ballot. Sunshine shared that she anticipates coming back to the board in May with approval for structure and bylaws with an effective start date of July. Heather noted that there will likely be an operating agreement between HRDC and the UTD as two separate entities acting as one until the official funding shift.

Sunshine also presented the MDT 22-23 Coordination Plan that was included in the read file. She noted that the Advisory Board had minor edits as well as the TAC committee reviewed with no edits. Sunshine reviewed the goals with members as well as the vehicle list.

Penelope Pierce moved to approve the MDT 22-23 Grant and Coordination Plan. Gene Townsend seconded the motion. Upon a vote the motion passed unanimously.

## **VIII. Management Action Plan Update**

Krista shared updates with members for MAP. She spoke to the reduced work week plan. She noted that the design phase has been completed, targeted staff at 32 hours or more for the pilot. Krista spoke to the need for clear and consistent communication with staff, including that pay and benefits will not change during the pilot. Krista spoke to the components of the planning phase. Members asked questions related to impacts on program coverage, Heather noted that more in depth details are provided at the personnel committee meetings, as noted on the governance calendar. Members shared support of the process.

Sue presented the draft Parental Leave policy which will be presented at the next personnel committee. Sue spoke about manager feedback and cost implications, and four paid weeks is the current proposal as an initial start, recognizing that this number of weeks may increase in time. Members asked about combining with PTO, Sue shared that in combination with FMLA staff can take up to 12 weeks off. Sue noted that it is the hope that this will be retroactive to January 1st, 2023.

## **IX. Corporate Resolutions**

Heather spoke to the two corporate resolutions in the read file. The first is the signatory for the organization which is updated every one to two years. Also it will designate Sara as the second signatory as Tracy is departing the organization. The second resolution is the emergency transition plan, which currently designates Tracy as interim CEO if Heather was unable to perform duties. The proposed resolution states an Associate Director (Margaret or Sara) which would be appointed by the board in case of an emergency.

Gene Townsend moved to accept the proposed corporate resolutions for Authorized Signatory and Emergency Succession Plan. Penelope Pierce seconded the motion. Upon a vote the motion passed unanimously..

## **X. Organizational Audit**

Mark introduced Jessica Van Voast from Pinon, HRDC's independent audit firm. Jessica spoke about the transition her firm has undergone as it has been absorbed by another firm. Jessica reviewed the three audit reports, including the Independent Report on Financial Statements and Supplemental information, The report on Internal Controls as aligned with the single audit requirement, and the Report on compliance for each Major Program. She noted that they were all clean and unmodified opinions and stated there was nothing the firm felt was needed to be disclosed. Jessica then provided an overview of the financial statement highlights. Jessica noted key changes from previous years, as well as the activities that resulted in those changes (i.e. Capital Campaign, 4 property project). Jessica also reviewed the letter to governance that she provided to members. Jessica noted that the major programs selected were Emergency Solutions Grant (ESG), Community Services Block Grant (CSBG) and Low Income Home Energy Assistance Program (LIHEAP); she noted they were selected because there was more COVID funding in the award year which could indicate higher risk. As previously noted there were no concerns or findings in the major programs.

The Audit and Finance Committee recommended to the full board to accept the fiscal year 2021-2022 organization consolidated audit. Penelope Pierce seconded the motion. Upon a vote the motion passed unanimously..

## **XI. CoEquity Consultants DEIA readout**

Krista introduced Meshayla Cox and Diana File who are the consultants with CoEquity Consulting and DF Analytics & Consulting, hired to conduct an assessment of HRDC from a DEIA perspective. Meshalya presented the assessment that they conducted, including the data collection approach, They presented the recommendations that resulted from the assessment that was conducted.

Members asked about what they learned from the HRDC employees and how it relates to the recommendations. Consultants provided some feedback from the survey and interview results, highlighting the strong support from supervisors. Members asked questions and had some discussion based on results. Krista highlighted the response to recommendations around an agency wide approach. There was some discussion around the distinction between internal and external efforts for inclusion.

Krista then led a discussion debriefing the information shared and discussing the next steps. She reviewed her DEIA commitments, including a unified approach, which is incorporated into the strategic plan through a defined DEIA policy and allowing intentional time to incorporate into discussions, decision making, processes and retrainings. She outlined the next steps, and reviewed how she envisions implementing the recommendations that were provided. Members then had a robust discussion.

The January 26, 2023 meeting was adjourned at 12:37 am.

Scott Malloy, Chairman

Date

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