

**MINUTES OF OCTOBER 26, 2006**  
**K-IRPC FULL COMMISSION BOARD MEETING**

|          |                   |                                  |
|----------|-------------------|----------------------------------|
| Present: | Mike Haugh        | Representative, North Judson     |
|          | Robert Gonczy     | Morocco Town Council             |
|          | Lowell Gardner    | Oxford Town Council              |
|          | Rita Carpenter    | Pulaski County Council           |
|          | Joseph Kult       | Boswell Town Council             |
|          | Charles Lehman    | President, Kentland Town Council |
|          | Ron Schmierer     | White County Council             |
|          | James Toppen      | Jasper County Council            |
|          | Jim Walstra       | Jasper County Commissioners      |
|          | Herbert Arihood   | Mayor, City of Rensselaer        |
|          | Fred Buschman     | Reynolds Town Council            |
|          | Larry Wiley       | Wolcott Town Council             |
|          | Gerald Parker     | Fowler Town Council              |
|          | Bernard Gick      | Benton County Council            |
|          | Kevin Leuck       | Benton County Commissioners      |
|          | James Mann        | Monticello City Council          |
|          | Steve Burton      | White County Commissioners       |
|          | Sid Holderly      | Reynolds Town Council            |
|          | James Pistello    | Newton County Commissioners      |
|          | Dan Dolezal       | Pulaski County Representative    |
|          | Dan Blaney        | KIRPC Attorney                   |
|          | Edwin Buswell     | KIRPC Executive Director         |
|          | Lynette Carpenter | KIRPC Finance Manager            |
|          | Belinda Gutwein   | KIRPC Head Start Director        |
|          | Laurie Burton     | KIRPC Secretary                  |

Chairman, Charles Lehman, called the meeting to order at 5:35 p.m. Roll call was via roundtable introductions.

## **Prior Meeting Minutes**

Larry Wiley moved to dispense with reading of the minutes of the September 28, 2006 Executive Board meeting and approve said minutes as presented. Herbert Arihood seconded. Unanimous.

## **Financial Report & Claims**

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of September. Lynette then presented the Budget for 2007. She stated that the budget is similar to last year's since there were no increases to operate on this year in most of the grants. The Transportation budget did have an increase to the providers of \$47,885 over the 2006 budget. This is a much needed increase due to the rising fuel and insurance costs to the transportation providers. The Head Start Grant is flat funded for 2007. The total grant award is \$1,066,283. There were no increases given, and Lynette stated that there was a possibility of another 1% cut nationwide from this budget. This did occur last year and there have been discussions of a similar cut in 2007. Lynette stated that it will be very hard for the program to continue with the same quality in which it has been operating if this cut occurs. She also stated the main concern that her and Belinda Gutwein, Head Start Director, have is the retention of our quality staff. The Head Start Staff have not had an increase since 2-1-05. This increase was a 1% COLA award that is awarded as an addition to our annual grant. There were no COLA increases awarded in 2006 and we do not expect there to be a COLA award in 2007. Therefore, there are no increases built into the budget that is being presented for 2007. Lynette stated that her and Belinda were trying to be creative in finding ways to show appreciation to staff in other ways. The PACE Preschool budget for Pulaski County children was also very similar to 2006. K-IRPC received an additional two years funding on the original three year grant. Lynette did discuss that this grant funding ends in March of 2008 and there will be enough remaining to finish that school year through May of 2008. After that date, there will be no more funding for the Preschool program. The Economic Development Grant award funding was similar to the 2006 grant award. However, there have been some increases in costs to this program. In 2006, KIRPC took over paying for all of the legal ads for the grant process. This was more costly than was anticipated. We have built in increases in these categories since it has proven to be an easier process to have KIRPC pay these expenses. Lynette stated that the projected income for the General fund for 2007 looks very promising. There was income of \$51,300 projected for 2007 from projects already in place. There were also 8 grants submitted in the last round, however we will not find out the awards on these grants until late November. Lynette stated that Edwin and Randy helped to come up with the potential income for 2007 and then estimates were used to determine the income from the potential projects. The overall 2007 Budget was presented in the amount of \$2,095,032.00.

Motion to approve the financial report and 2007 budget was made by Ron Schmierer and Herbert Arihood seconded. Motion passed.

## **Community/Economic Development Report**

Edwin reported that we are still waiting for grant announcements on the 8 CFF proposals submitted in September. We are expecting to hear on November 17<sup>th</sup>.

We are still talking with EDA trying to get everything on the SYSCO project approved to submit the pre-application.

KIRPC is applying on behalf of the Benton County school district for Rural Development Fund Grant. This is a new grant program from the Indiana Office of Community and Rural Affairs. The grant will be to start an entrepreneurial after school program for the Benton and Warren County school districts. The grant is due November 17<sup>th</sup>.

The Knox Sewer Planning Grant will be submitted this month and the San Pierre planning grant letter of intent has been submitted. San Pierre is currently advertising for consultants. A letter of intent has also been submitted for the Town of Wheatfield and we are waiting for a site visit by the state.

Goodland has asked KIRPC to move forward with applying for a housing rehabilitation grant from the Indiana Housing & Community Development Authority.

KIRPC met with representatives from the Indiana Homeland Security Office. They will be applying for a grant to help fund a hazard mitigation plan for Jasper County. KIRPC would receive \$25,000 to assist with the development of the plan. They will apply for additional funding this summer to help fund plans for the other counties. Funding is expected the first of the year.

A representative from LTAP has been here this month to help train us on traffic counting. The contract has been signed but no purchase order has been received to proceed with the RPO grant.

## **K-IRPC Head Start Program Report**

Head Start report was reviewed and approved in its entirety. This included the approval for the Child Safety Restraints Waiver. Motion for approval was made by Mike Haugh and Jim Mann seconded. Motion passed.

The Kiwanis Club of Winamac has donated \$250.00 to the Head Start classes in Pulaski County. Each class has received \$62.50 towards the purchase of library books in their reading centers. Pulaski classrooms include Winamac, Monterey and West Central.

Head Start has requested \$2,400.00 to modify the second floor at the Winamac site through the Pulaski County Community Foundation Grant. If awarded, the money will be used in the kitchen area of the Winamac site. A new dishwasher and small stove would be added to the kitchen area. The money will be used for the electrician to do the wiring, service contract on the dishwasher and installation fee, and for a cabinet. The project, if granted will be completed by the end of January 2007.

Three dishwashers have been ordered for the Roselawn, North Jasper, and Winamac sites. Head Start was awarded \$16,500.00 for the specific purchase of three new dishwashers for the three double sites in the program.

The Head Start Director and the Family/Community Partnership Manager met with Booze, Allen, Hamilton to discuss the use of the Training and Technical Assistance Funds for next year. There will be \$ 15,256 allocated for training in connection with the Indiana Association for the Education of Young Children (IAEYC) in April. This is a large expenditure in the training category as staff and parents attend each year. Director, Belinda Gutwein, expressed that training should be brought to the entire program system as opposed to sending one or two people to attend trainings. This has been discussed and agreed upon with the Program Officer from the Regional Office.

The Policy Council and Governing Board approved the Grant Re-Funding application which will be submitted October 27, 2006. This grant will fund for 148 children in Jasper, Newton, and Pulaski counties. To date, there has been no word on any type of funding cuts or cost of living adjustments. KIRPC Head Start plans to operate on the allotted funds of \$ 1,055,773.00. Funds of this figure involve the operation monies and the Training and Technical Assistance funds combined.

It was mentioned that any issues parents have with the transportation providers must be discussed between the two entities. Grantee involvement has proven to only complicate the already complicated system. It is agreed between the Grantee and Transportation Providers that Head Start provides the bus monitors, bus safety training, and conduct vehicle inventories.

Director, Belinda Gutwein, encouraged Governing Board members to play an active role in overseeing the Head Start program. Included in each member's packet was an Administration for Children and Families (ACF) notice indicating the importance of Governing Board involvement. The notice stated that in most cases, the Governing Board is directly responsible for overseeing the Head Start grant. Under no circumstances will grant applications be accepted without approval and signature of both the Policy Council and Governing Board.

The Director, Child Development Manager, Health Service Manager, Parent/Community Partnership Manager, and Facilities Manager attended the IHSA Fall Conference in Clarksville, Indiana on October 24<sup>th</sup> and 25<sup>th</sup>. The Regional Office provided updates in each of the Head Start areas.

## **Chairman's Corner**

Chairman Lehman asked if members had any new business to discuss. Ron Schmierer commented on attendance concerns. Ron Stated he did not feel as though meeting attendance is where it should be. KIRPC has re-instated mileage reimbursement as well as meeting time considerations.

A motion to recess the meeting was made by Jim Mann and James Walstra seconded. The meeting was called into recess at 6:32 p.m. the board reconvened at the North White High School Gymnasium where the KIRPC Annual Meeting was held. Manuela Johnson from Homeland Security spoke briefly on the types of systems that have been designed as relief techniques in the event of a disaster or emergency. Kathleen Johnson from the Office of Community and Rural Affairs spoke about the importance and benefits of the agency.

Motion to adjourn the meeting was made by Mike Haugh and Rita Carpenter seconded. The meeting adjourned at 8:45 p.m. The next meeting will be November 30, 2006 at 7:00 EST/6:00 CST.