

MINUTES OF NOVEMBER 30, 2006
K-IRPC EXECUTIVE COMMISSION BOARD MEETING

Present:	Mike Haugh	Representative, North Judson
	James Gwin	Representative, Jasper County Commissioners
	Ronald Schmeirer	Councilman, White County Council
	Chuck Lehman	President, Kentland Town Council
	Fred Buschman	Reynolds Town Council
	Larry Wiley	Town of Wolcott
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Lynette Carpenter	KIRPC Finance Manager
	Randy Mitchell	KIRPC Program Development Manager
	Belinda Gutwein	KIRPC Head Start Director
	Laurie Burton	KIRPC Secretary

Chairman, Chuck Lehman, called the meeting to order at 7:02 p.m.

Prior Meeting Minutes

Mike Haugh moved to dispense with reading of the minutes of the October 26, 2006 Executive Board meeting and approve said minutes as presented. Larry Wiley seconded. Unanimous.

Financial Report & Claims

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of October. Motion to approve the claims report was made by Ron Schmeirer and Fred Buschman seconded. Motion passed.

Lynette Carpenter also presented an adjusted budget for 2007. She indicated that Edwin had received the award letter for 2007 for the Economic Development Grant. She stated that she had recorded an incorrect award amount on the prior budget reports. The correct award amount is \$92,713.00 instead of the \$74,171.00 that was previously reported. This is an increase in grant awards of \$11,125.40 with an increased local match of \$7,416.60. New budget summary reports were handed out and will also be made available at the next full commission meeting.

Community/Economic Development Report

CFE grant award announcements have been changed from November to December 1st. We are waiting to hear about the eight applications we have submitted.

We received a request for additional information about the Knox planning grant application which we are gathering the information and will get that submitted.

We submitted a grant to the Indiana Office of Community and Rural Affairs for a new program to support rural entrepreneurial programs. The grant was submitted on behalf of the Benton and Warren county school corporations to help fund an after school program to teach entrepreneurial skills to children. We expect to find out about the grant on December 20th.

Edwin reported that he has met with EDA officials about the SYSCO project in Starke County. We are still waiting for them to approve submitting the pre-application

We are currently working on preparing three planning grant applications. San Pierre, Wheatfield, and Monticello.

The Town of Goodland has asked KIRPC to move forward with applying for a housing rehabilitation grant. They have decided to wait until 2007 to apply. KIRPC will set up a meeting with a planning commission in southern Indiana who has experience with the program to find out more about the requirements.

Fulton County extension agent has asked us to assist with writing a USDA Rural Development Grant for a commercial kitchen project.

KIRPC submitted today the annual EDA planning grant application. The request was for \$55,628 with a local match of \$37,085.

The Town of Goodland has asked us to administer a grant for their library which another grant writer wrote. The administrator lost his certification and is no longer eligible to administer grants.

Edwin met with INDOT on November 28th to discuss transportation projects in the region. INDOT expressed a desire to attend the full commission meetings in the future.

The state is seeking funding from the US EPA to develop a Brownfield coalition in Indiana and has asked KIRPC to be a member. This is the same grant they applied for last year that was not funded.

We were given the go ahead to incur costs for the Rural Transportation Program from INDOT. However, we have not yet received a purchase order that would allow us to drawdown funds.

Board appointment forms for next year will be mailed soon.

Randy indicated that Frontier Schools would like to find other projects to help fulfill development by looking at smaller projects to help solicit business and to become more actively involved. However, the state must approve county involvement to be accepted to KIRPC. Counties that are not involved hire grant writers. Randy stated there are communities on hold until KIRPC finds out which grants are awarded.

Other

Tari Bateman provided an overview on the status of grant projects in progress. A copy of the full report is attached as part of the official meeting minutes.

Transportation

The annual meeting for INCOST and 5311 the 5311 meeting was held on October 4-6 in Spencer Indiana. Vicky Warner presented the new NIMS requirements. John Edmondson from RLS & Associates, Inc. provided information and insight for the next Compliance Review. Jacqueline Noel of Hardwick Transit Associates discussed customer service techniques.

INCOST board elections were held and Kelly Bauer of Jasper County was elected as the Treasurer. Tari was elected as an INCOST Board member.

The Transit Provider meeting was held on October 11th. Highlights of the annual meeting were discussed. One of the main points John Edmondson expressed was having clear documentation in providing for a clear audit trail. Providers will be reviewing these points in preparation for the next audit. Medicaid changes on each of the service providers was also discussed.

The claim for third quarter has been received and distributed to providers.

The Operating and Capitol Grant Agreements must be signed and returned to INDOT by December 8, 2006. A total of \$520,655 in State and Federal funds was awarded to the Arrowhead Public Transit Service. The Capitol Grant will provide \$ 76,800 for the purchase of new vehicles. A wheelchair equipped van will be purchased for Pulaski and Starke counties and Pulaski will be receiving a mini van as well.

K-IRPC Head Start Program Report

North Jasper B Teacher, Rita Horn will be taking a short-term medical leave until the end of the year. The staff from North Jasper A are working as a team to cover this position. The managers and director are also filing in to assist with paperwork and home visits. Michelle Pocisiak will be moved into the teaching position effective November 27th until the end of the year. In addition, the North Jasper staff has had to rearrange their staffing due to the absence of the Family Development Specialist who has had surgery and will not return until November 27th. Grantee staff has been helping with home visits to keep things maintained and updated.

Rensselaer Teacher, Rachel Stone, is taking maternity leave starting November 20th. Teacher Assistant, Sherry Bulington will fill in as the Teacher and Nutrition Aid, Kristy Rivera will be stepping into the Teacher Assistant position.

Samantha Colee has been hired as a temporary float until the end of the year. Ayda Angeles has also been hired as a temporary Nutrition Aid at the Rensselaer site until the end of the year.

The fall monitoring has been completed at each of the ten classrooms. No significant findings have been found. In the event of a finding, a corrective action plan is developed with a thirty day response to that corrective action.

Pulaski County Community Foundation has awarded KIRPC Head Start \$ 2400.00 to modify the kitchen in the Head Start classroom. A dishwasher, stove, and a small cabinet will be installed so that there will not be joint use of the downstairs kitchen. This grant will also allow for a service contract to be purchased for the new dishwasher.

All three dishwashers have been installed at the Roselawn, North Jasper, and Winamac sites.

On November 3rd, Booze, Allen, Hamilton sent two representatives to the grantee office for a **Phonological Awareness** training for the entire Head Start staff. In addition, Spanish translations were offered to the staff to help with transition phrases needed in most of the classrooms. In December, the staff will be responsible for a “make and take” activity for the other nine classrooms. This training will be an interactive session where each teaching team will

end up with ten new activities for their classroom. Nutrition aids will also demonstrate a “recipe” idea for the classroom. The end of the day will involve a teamwork activity learned at the Indiana Head Start Association (IHSA) training in October.

The Child Development/Disabilities manager attended a program in Indianapolis titled “Handwriting Without Tears” Many new techniques available on the instruction of preschools in writing and alphabet recognition. Child Development/Disabilities manager, Mary Paulsen, will be meeting with the Child Development Sub-Committee to decide on which pieces need to be incorporated into the program.

The Regional Office Program Director has indicated that the HS Director’s Institute in Washington, D.C. should be attended. The pre-institute training is the Fiscal Management piece which Director, Belinda Gutwein will be attending on December 11-12. The Director’s Institute is scheduled for December 13-15. The Director’s Institute will focus on Management Systems, Planning, Program Governance, Self -Assessment, and Ongoing monitoring.

Motion to accept the Head Start Director’s report as presented was made by Mike Haugh and Jim Gwin seconded. Motion passed.

Chairman’s Corner

Chairman Lehman indicated he would like to revisit the grant fee structure at the January meeting. KIRPC feels a raise in fees would be appropriate.

A motion to adjourn the meeting was made by Ron Schmeirer and Mike Haugh seconded. The meeting was adjourned at 8:05 p.m. The next meeting will be January 25, 2007 at 7:00 EST / 6:00 CST.