

**MINUTES OF AUGUST 31, 2006**  
**K-IRPC EXECUTIVE COMMISSION BOARD MEETING**

Present	Harold Myers	Representative, Brook
	Ronald Schmierer	Councilman, White County Council
	Bernard Gick	Councilman, Benton County Council
	Chuck Lehman	President, Kentland Town Council
	Rita Carpenter	Pulaski County Council
	Dan Blaney	KIRPC Attorney
	Joseph Kult	Boswell Town Council
	Kevin Leuck	Benton County Commissioners
	Fred Buschman	Reynolds Town Council
	Edwin Buswell	KIRPC Executive Director
	Lynette Carpenter	KIRPC Finance Manager
	Randy Mitchell	KIRPC Program Development Manager
	Tari Bateman	KIRPC Grant Administration/Transportation
	Laurie Burton	KIRPC Secretary

Chairman, Charles Lehman, called the meeting to order at 7:05 p.m. Roll call was via roundtable introductions.

**Prior Meeting Minutes**

Ron Schmierer moved to dispense with reading of the minutes of the July 27, 2006 Executive Board meeting and approve said minutes as presented. Harold Myers seconded. Unanimous.

**Financial Report & Claims**

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

## **Community/Economic Development Report**

KIRPC received their request for an EDA supplement to our annual planning grant. The \$14,400 will be used to complete a wage survey for a seven county area.

The City of Knox received an award letter yesterday for the Toll Brothers Infrastructure project. The grant is for \$500,000 and will be used to extend water and road improvements for the new Toll Brothers manufacturing site in the Knox Industrial Park.

KIRPC will be submitting eight CFF applications in September. The Lake Bruce project will not go in this round because they were unable to receive a commitment of their loan funds in time to submit the CFF application. They will contact us if they want to submit next round.

Edwin will be meeting with EDA tomorrow to discuss the SYSCO project. Hopefully they will ask us to submit a pre-application.

Edwin reported that he and Randy will be meeting with Carol Clark to discuss economic development projects in Benton County with a representative of the Office of Community and Rural Affairs. KIRPC is also trying to schedule a meeting with EDA and Newton County.

The Reynolds planning grant application will be submitted within a couple days. We are waiting on a budget from the planning firm.

The City of Knox is in the process of choosing an architect for their sewer planning grant. They should make a selection in a couple of weeks.

A letter of intent has been submitted for the San Pierre Comprehensive Plan. The next step is to go through the procurement process for a planning firm.

The latest on the Rural Transportation Planning Program is that the agreement is in the Attorney General's Office awaiting signature.

Edwin participated as a peer reviewer in an EDA review of a planning commission in southern Indiana. Two items that came up were the need for an evaluation of the executive director by the board and the desire of EDA for commissions to have an annual meeting. Edwin asked the board what type of process they would like to have for evaluations. The board agreed that the executive board should evaluate the Executive Director, the Head Start Director, and the Finance Manager. They will do this at an upcoming meeting.

KIRPC is working on a newsletter that will plan to send out in September. We have also met with a consultant to update the website. Edwin asked the board to approve signing a contract with One Technologies for the website and the board approved.

Randy Mitchell indicated he will be attending the Grant Certification workshop. Both he and Executive Director, Edwin Buswell, felt this will give KIRPC the flexibility of having three certified grant writers for the agency.

Randy has made several attempts to contact the town of Chalmers which there has been no response. Currently, Oxford is please with their Grant Administrator and engineer. Otterbein will remain with their Grant Administrator for the grant year. Randy indicated communication is open and positive between the communities and KIRPC.

## **Transportation**

The Grant Application for 2007 has been submitted with a total of \$365,562 being awarded to Arrowhead Country Public Transit Service. The PMTF allocation amount for this year was slightly lower than last year. James English and Vickie Rayburn from INDOT came to the Grantee on August 22<sup>nd</sup> to review the allocation amounts and answer any questions regarding usage of capitol grant expenditures.

The next Transit Provider meeting will be held on October 11<sup>th</sup>. Issues to be discussed include the Five Year Vehicle Replacement Plan and the status of the 2006 Capitol purchases. Marketing strategies for 2007 will also be discussed. KIRPC will take a proactive role in assisting providers to increase their outreach. Transportation software will also be a focus as to where our Transit Providers plan to be within the next five years.

Training – A possibility for 2007 would be to collaborate with other public transit systems for multiple training dates. Currently, in order for all drivers to attend trainings, many times rides have to be cancelled or rescheduled. By having more than one day available in our area, we can schedule around client needs and driver availability.

One of the primary goals for 2007 is to reinvent the Rural TAC group. There is an opportunity to work with local and state government, INDOT, local businesses, and the general public to impact the decisions regarding roads, rails, and airways. Community development, economic development and quality of life rely on access to transportation. Rural TAC can provide a local voice on important considerations regarding transportation, infrastructure and accessibility.

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

It was reported Tiffany Berkshire, Teacher, Rensselaer, Dulce Garcia, Float, Kristy Rivera, Float, Rachel Stone, TA, North Jasper A, Chris Estes, TA, North Jasper B and Erin Schmiedel, Nutrition Aid, Rensselaer have resigned from their positions. Rachel Stone has taken the Rensselaer Teaching position, Rico Leon and Heidi Dailey have filled the float positions, Kristy Rivera has taken the Nutrition Aid position in Rensselaer, Anne Party has been hired for

the TA at North Jasper B, and Michelle Pociask has been hired for the TA position at North Jasper A.

KIRPC Head Start has been awarded \$16,500 to purchase three commercial dishwashers for the sites where there are two classrooms. The funds are considered “one-time” dollars for special needs in the program. The dishwashers are the only items for which these funds can be used.

The Head Start program was closed from August 7-18 to meet the 1% required budget cut mandated by Health and Human Services. During the shutdown, the floors were stripped and waxed at all the sites. The rugs were cleaned at the Roselawn and Winamac sites. Goodland, Roselawn, and Winamac sites had their walls repaired and painted with some carpeting replaced at Winamac through funding provided by the Pulaski Community Foundation grant.

Staff orientation began August 21<sup>st</sup> with teachers reassembling classrooms and preparing lesson plans. August 24<sup>th</sup> and 25 were used as training days at the Grantee office. This year’s orientation theme: “Mother Goose on the Loose”, will focus on literacy. Some of the staff attended a special program entitled Groovy Gross Motor. A game has also been ordered for each classroom, Move With Me. Training funds were utilized for the purchase. A new resource was added to the health area of each classroom called Food, Fitness, and Fun. This piece will aid children in the education about healthy habits. The program will also track children who are “at risk” for obesity.

Currently, all 148 slots are filled within the KIRPC Head Start program. Parent orientations were held August 22-31 at each individual Head Start site.

The Program Information Report was submitted August 31<sup>st</sup>. This report reflects the enrollment information from August 1, 2005 – July 31, 2006. This report indicates the number of families served as well as additional demographics information including the number of volunteers, staff, children who received health services as outlined in the program.

Motion to approve the Head Start Director’s report was made by Ron Schmierer and Rita Carpenter seconded. Motion passed.

### **Chairman’s Corner**

On behalf of the Executive Commission board, Chairman Lehman stated the KIRPC Newsletter would be an asset to the KIRPC image and expressed enthusiasm towards the newsletter that would be sent out two times per year. Project Manager, Randy Mitchell, encouraged members to contribute any relevant information to the newsletter.

Chairman Lehman also discussed the proposed annual meeting tentatively scheduled for October. Mr. Lehman stated he would like to see the communities KIRPC represents. Harold Myers recommended contacting vendors for donations to help with expenses.

Motion to proceed with planning the Annual Meeting slated for October was made by Ron Schmierer and Harold Myers seconded. Motion passed.

A motion to adjourn the meeting was made by Ron Schmierer and Harold Myers seconded. The meeting was adjourned at 8:42 p.m. The next meeting will be September 28, 2006 at 7:00 EST / 6:00 CST.