

MINUTES OF JANUARY 25, 2007
K-IRPC FULL COMMISSION BOARD MEETING

Present:	Mike Haugh	Representative, North Judson
	Herbert Arihood	Mayor, City of Rensselaer
	Ronald Schmeirer	Councilman, White County Council
	Bernard Gick	Councilman, Benton County Council
	Chuck Lehman	President, Kentland Town Council
	Rita Carpenter	Pulaski County Council
	Larry Wiley	Town of Wolcott
	Dan Blaney	KIRPC Attorney
	Fred Buschman	Reynolds Town Council
	Jim Pistello	Newton County Commissioners
	Kent Danford	Starke County Commissioners
	Gary Hendrix	White County Council
	Kevin Leuck	Benton County Council
	Dan Dolezal	Pulaski County Representative
	Fred Buschman	Reynolds Town Council
	Terry Young	Pulaski County Commissioner
	Mark Kenebel	North Judson
	Edwin Buswell	KIRPC Executive Director
	Belinda Gutwein	KIRPC Head Start Director
	Lynette Carpenter	KIRPC Finance Manager
	Randy Mitchell	KIRPC Program Development Manager
	Tari Bateman	KIRPC Transportation/Grant Administrator
	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

Mike Haugh moved to dispense with reading of the minutes of the June 29, 2006 Executive Board meeting and approve said minutes as presented. Herbert Arihood seconded. Unanimous.

Election of Officers

A suggested slate of candidates eligible to serve as officers and executive board member was present to the Commission. Executive Director, Edwin Buswell, asked if there were additional nominations from the floor. Nominations were as follows:

Chairperson:	Larry Wiley
1 st Vice-Chairperson	Bernard Gick
2 nd Vice-Chairperson	Jim Gwin
3 rd Vice-Chairperson	Mike Haugh
Secretary	Rita Carpenter
Treasurer	Ron Schmeierer
Benton County	Kevin Leuck
Pulaski County	Terry Young
Starke County	Kent Danford
Jasper County	Herbert Arihood
Newton County	Robert Gonczy, Charles Lehman

Ron Schmierer moved that nominations be closed and the slate of officers be adopted as presented. Herbert Arihood seconded. Unanimous.

Financial Report & Claims

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of November and December. Motion to approve the claims report for November was made by Fred Buschman and Bernard Gick seconded. Motion passed. Motion to approve the claims report for December was made by Bernard Gick and Mike Haugh seconded. Motion passed.

Lynette indicated to members the calendar grants are being closed out. The Head Start grant ends on January 31st. and the EDA grant still needs to be signed. Along with the Transportation claims, the close out for 2006 will be completed this month.

Community/Economic Development Report

Edwin reported that the Wolcott Wastewater CFF Application was awarded in December. The town received a grant for \$500,000. The grant award ceremony was held on January 4th.

The Knox Sanitary and Stormwater Planning Grant has also been awarded in the amount of \$39,600. The city now waiting for grant agreements to be ready to proceed.

KIRPC was informed that they received their annual operating grant from the US Economic Development Administration was awarded for \$55,628.

Two grants for the Hamlet Industrial Park have been submitted. One to the US Economic Development Administration for \$2,127,000 and one to the Indiana Office of Community and Rural Affairs for \$500,000. We expect to hear soon about these applications.

Nine CFF proposals were submitted on January 12th for this round of funding. Seven applications were resubmitted from last round. Of those seven, three received enough points last round but were not funded because of technical issues. Two of them did not receive the State Historic Preservation Office's approval and one had a problem with the income survey that was conducted by a Ball State professor. The nine submitted this round were the Benton County Ambulance Center, Burnettsville Storm Sewers, Jasper County CDC Addition, Kentland Library, Medaryville PCHS West Side Center, Rensselaer Water Improvements, Starke County Washington Township Community Center, Fulton County Lake Bruce Sewer, and the Reynolds Wastewater Improvements.

Three planning grants are in development currently. The San Pierre Comprehensive Plan is waiting on the survey results. They have selected a consultant. The Wheatfield Comprehensive Plan is in the process of procuring a consultant. The proposals are due next week. The Monticello Park Plan is waiting for the income survey results before they proceed.

Edwin reported that he and Randy had traveled to Loogootee to meet with another regional planning commission to learn more about their housing program. KIRPC is working with the Town of Goodland to submit an application for homeowner rehabilitation funding. The trip was very helpful in learning more about the details of the program. It is very labor intensive requiring a lot of administrative work. The next application round is expected early summer some time.

KIRPC received the purchase order from INDOT in December to allow us to receive funds for the RPO program. Edwin and Randy met with the Jasper County Highway Department Supervisor to discuss developing a traffic counting plan in Jasper County. We have also talked with Tom Korniak about performing the traffic counting duties. He will begin when he gets training and the weather is better.

Tari Bateman has asked to be changed from salaried to hourly pay and to work less hours. To accommodate this request, Randy Mitchell has agreed to become the transportation manager. He feels there is less business development work to do now than when he first began and that he will be able to do both. Edwin recommended that Randy be given a \$2,500 pay request to compensate him for the added responsibilities. Motion to compensate Randy for Transportation Manager was made by Herbert Arihood and Mike Haugh seconded. Motion passed

KIRPC has offered to assist the Polis Center of IUPUI with hazard mitigation plans for our six counties and three surrounding counties. (Carroll, Fulton, and Warren) The Polis Center is submitting a grant for funding of the plans which they will find out about in August. Jasper County will be funded through a different source and we should find out about it in May or June. KIRPC will receive \$25,000 per county to help produce the plan. We would have bring in additional staff to help probably on a contract basis.

Edwin presented the proposed 2007 fee schedule for CFF grant administration. A \$10,000 discount will be provided to communities within the region for most grants.

Edwin requested approval for two resolutions. The Wolcott Waste Water facility, and the Knox water system. Motion to approve the two resolutions was made by Mike Haugh and Bernard Gick seconded. Unanimous.

Randy indicated that Frontier School Corporation has opted not to follow through with the grant writing services. The school corporation feels as though it may not be beneficial or worth while to them.

Transportation

The Indiana Department of Transportation has awarded KIRPC grant funds. These funds include Operating Grant funds, and a Capitol Grant amount. The Capitol Grant will allow KIRPC to replace two lift equipped vehicles and one replacement mini van. Jasper County has ordered a new mini van with the 2006 Capitol Purchase funds. Two of the three vehicles will be for Pulaski County.

The first transit provider meeting of 2007 will be on February 13th at the KIRPC offices.

The year end reports for the quarterly claims are due into INDOT by February 15th.

K-IRPC Head Start Program Report

Monterey Teacher Assistant, Michelle Coers, has resigned. A re-hire, Gina Jones, has been interviewed for the position and will accept the position when offered. Maria Perez has been hired as the Float/Translator to replace Rico Leon who has also resigned. Tonya Carty, who is the Nutrition Aid at the Roselawn site will be moved to the Goodland site as the Nutrition Aid due to the resignation of Danielle Walkup. Samantha Colee has been hired to take the Roselawn Nutrition Aid position.

Rachel Stone, who is the teacher at the Rensselaer site has returned from maternity leave as well as Rita Horn, who is the Teacher at the North Jasper B site, who has returned from medical leave.

Head Start Director, Belinda Gutwein, conducted a brief Governing Board training titled **A Blueprint for Success in Head Start: The Roles and Responsibilities of Decision-Makers**. The guide outlines the functions of the Governing Board as well as the specifics of the program. Belinda indicated to members the importance of Governing Board involvement and their responsibilities regarding the program. The Director highlighted the critical pieces for the Governing Board including their fiduciary responsibilities. Belinda also stated there should be evaluations for both the Head Start Director, and the Financial Manager on an annual basis. It is important that the Governing Board be aware of and question the decisions being made by the

Head Start when there is lack of understanding. She would like to teach the terminology to the new members so that no misunderstandings occur.

The Self-Assessment is being conducted this month. The program uses the Program Review Instrument for Systems Monitoring (PRISM) tool at each site. The Director asked the team to be very thorough and look for potential risks present in the every day operations of the program. All classrooms will be monitored. The director indicated she would like to meet with at least two Governing Board members to discuss the Governing Board portion of the Self-Assessment. The session will take approximately two hours and involve the questions from the Financial Management and Program Design pieces of the PRISM. Mike Haugh volunteered to participate as well as Chairperson, Larry Wiley. The two will meet with Lynette and Belinda within the next two weeks.

Reports are expected to be given to the staff on February 9th with a two week period for the corrective actions to be returned.

KIRPC Head Start has received \$2,000.00 from the Newton County Community Foundation for a shade structure at the Goodland site. Belinda stated the shade structure will be set up in the spring when the weather is nicer. This makes a total of \$4,400.00 received from Pulaski and Newton counties for this grant year.

The November enrollment indicated three dropped children and three replacements. December reported no drop outs, no additions.

Belinda stated that due to the fact Head Start has been frugal through out the year, she has asked each classroom for "wish list" items. These items include things from classroom supplies, to carpet cleanings and upgrades on equipment where needed. Because the program has handled the funding frugally this year, it is expected that there will be enough left to purchase a bus. We have a bus with over 200,000 miles on it that needs to be retired. In addition it is expected that once the last payroll occurs, the Director wants to give a staff retention incentive since there has been no Cost of Living Allowance offered for two years. The staff took a two-week unpaid leave in August due to the 1% decrease in the budget. This would be an opportunity to use the budget wisely and recognize the sacrifices these people have made to the Head Start program. Staff retention is crucial to the smooth operation of this program.

Motion to accept the bus purchase was made by Fred Buschman and Herb Arihood seconded. Motion passed.

Motion to accept the staff retention incentive was made by Kent Danford and Fred Buschman

Motion to accept the Head Start Director's report in its entirety was made by Mike Haugh and Rita Carpenter seconded. Motion passed.

Chairman's Corner

Ron Schmeirer stated on behalf of the Full Commission Board, appreciation to the leadership and guidance this year as Chairperson. Board Members welcomed new Chairperson, Larry Wiley.

A motion to adjourn the meeting was made by Herbert Arihood and Kent Danford seconded. The meeting was adjourned at 8:49 p.m. The next meeting will be February 22, 2007 at 7:00 EST / 6:00 CST.