

**MINUTES OF FEBRUARY 22, 2007
K-IRPC EXECUTIVE BOARD MEETING**

Present:	Mike Haugh	Representative, North Judson
	James Gwin	Representative, Jasper County Commissioners
	Ronald Schmeirer	Councilman, White County Council
	Bernard Gick	Councilman, Benton County Council
	Chuck Lehman	President, Kentland Town Council
	Kevin Leuck	Representative, Benton County Commissioners
	Rita Carpenter	Pulaski County Council
	Dan Blaney	KIRPC Attorney
	Kent Danford	Starke County Commissioners
	Edwin Buswell	KIRPC Executive Director
	Lynette Carpenter	KIRPC Finance Manager
	Randy Mitchell	KIRPC Program Development Manager
	Pat Korniak	KIRPC Transportation/Facilities Manager
	Laurie Burton	KIRPC Secretary

In the absence of Chairperson, Larry Wiley, Vice Chairperson, Bernard Gick called the meeting to order at 7:01 p.m. Roll call was via roundtable introductions.

Prior Meeting Minutes

Mike Haugh moved to dispense with reading of the minutes of the January 25,2007 Executive Board meeting and approve said minutes as presented. Ron Schmierer seconded. Unanimous.

Financial Report & Claims

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

Community/Economic Development Report

The pre-application for the EDA SYSCO grant was approved by EDA. They have invited the county to submit a full application. They would like the application by March 12. The amount they approved for the application is \$1,950,000

The state grant for the SYSCO project has also been submitted. We are waiting for the Office of Community and Rural Affairs to schedule a meeting with the Indiana Economic Development Corporation to discuss the project.

KIRPC is still working on 8 CFF projects for this round. They are due March 16th. The projects being developed are:

Benton County Ambulance Center
Burnettsville Storm Sewers
Jasper County CDC Addition
Kentland Library Addition
Medaryville Community Center
Rensselaer Water Improvements
Starke County Washington Township Community Center
Fulton County Lake Bruce Sewer Project

Edwin reported that the Reynolds wastewater project we had been working on for this round will not be submitted this round so the town can further develop its plans.

KIRPC is working on a Transportation Enhancements grant for Goodland to do improvements along US 24. The grant is due April 15th.

The San Pierre and Wheatfield Comprehensive Plan Grants are being developed. We are waiting for additional information to complete the applications.

KIRPC received today the City of Monticello's approval to submit a planning grant for a park plan. Procurement of a consultant for the plan is the next step.

Edwin commented that the Federal Highway Administration is proposing to INDOT that the role of RPO's be changed to include managing federal aid funds for locally sponsored projects. INDOT is studying the proposal to see if it would benefit the state. They may soon be

asking for letters of support from the planning districts. The Indiana Association of Regional Councils is supposed to be forwarding information about how the proposal would benefit local communities. Edwin will bring this to the board when he receives additional information.

Transportation

Due to the blizzard, the first Transit Provider meeting was postponed. It has been rescheduled for March 13th.

The fourth quarter claims have been completed. The Annual Report is due March 2nd.

The new mini van that has been ordered for Jasper County has been ordered. The radios for Pulaski County have been installed and paid for.

K-IRPC Head Start Program Report

Teresa Robinson has been hired as the Nutrition Aid at the Roselawn Site. Tonya Carty has taken the Goodland Nutrition Aid position.

Monica Sanchez has been hired as the Bilingual Float for the Goodland and Rensselaer sites. Samantha Colee has taken the Float position for the North Jasper and Roselawn sites.

Michelle Posiack, who was the Teacher Assistant at the North Jasper B site, has replaced Rita Horn as the Teacher at North Jasper. Ms. Horn has been terminated. Heidi Dailey has moved from the position of Float to Teacher Assistant at the North Jasper A site.

Fred Furlano has been elected as the Vice-Chairperson of Policy Council

Broken pipes at the Roselawn site have forced the closing of the building until further notice. The pipes broke sometime in the night of February 6, 2007 and were discovered when Head Start staff went to check on the building. Head Start classes were not in session on February 5th or 6th due to the extreme cold temperatures. The Head Start staff took the lead in calling NIPSCO, Newton County, and a plumber. Newton County sent a crew called Ameri-Clean to suck up water and dry the building out. The entire building was damaged from an estimated 30,000 gallons of water.

The insurance company is indicating that most of our loss will be covered including computers. The adjuster has said one to four months before the building would be ready. He indicated that the group tested the interior walls and could not find any insulation in the walls. This explains the temperature variations in the building.

North Newton School Corporation was contacted regarding empty rooms to rent at the Lincoln Elementary School next door to the Generations Building. A proposal was put together and delivered to the school corporation to rent two side by side rooms in the kindergarten wing of the school through the end of May 2007 so that children did not have to be disrupted again for

several months. The classes will run 10:00 a.m. – 2:00 p.m. and lunch will be taken in the cafeteria. (We already vend our lunch from the cafeteria) A snack will be served in the classroom prior to dismissal. The principal at Lincoln Elementary indicated that they would like us to stay at the Lincoln Elementary. Discussion needs to occur between Newton County and KIRPC Head Start regarding this possibility.

The Roselawn Head Start is commended for their “can do spirit”. They have shown their team work and dedication in the face of this adversity. Some of the teachers have lost personal binders and books.

Discussion was made regarding the Generations building. Head start Director, Belinda Gutwein indicated that without the child care center, Head Start feels the bulk of the maintenance is falling to our side. The building has had problems since the beginning and continues to have issues. Head Start owns the kitchen equipment and although it is shared, the repair bills have not been shared. During the self assessment process, managers felt that the floors there need to be stripped and waxed twice a year rather than once. Board member, Charles Lehman, stated this situation is a serious issue and needs to be fully addressed. Members agreed.

There were 6 dropped children and 6 children from the waiting lists were replaced the drops.

February has been a difficult month due to the subzero temperatures the first week and the blizzard that followed on the 13th and 14th. The Policy Council meeting for February had to be postponed until the regularly scheduled meeting in March.

The managers and director met with Booze, Allen, Hamilton representatives for a training at the Roselawn building on February 2nd. The program was led by Vandor Green and Lydia Zapata from the training and technical assistance network. Although the title of the program was “Healthy Marriages”, the content of the training focused on family activities, positive discipline, and fatherhood involvement. Healthy relationships was the key topic. Mr. Green encouraged good dialogue between divorced parents for the sake of the children. As a result of the training, the Fatherhood Literacy Toolboxes are being updated and new books are being added. In addition some Parent Meeting training on the topic will be offered.

The Department of Health and Human Services has revised its policy regarding the level at which grantees need prior approval to use grant funds to purchase equipment. Previously, grantees needed prior approval from their funding office to purchase any equipment whose value exceeded \$5,000. Prior approval is now required only when the value of the equipment to be purchased exceeds \$25,000.”

At the last Governing Board meeting the HS director indicated that the program had been frugal with the funding and that a bus purchase was expected. The Regional Office approved our request to purchase a 29 passenger bus for the sum of \$40,860. In addition several “wish list” items were purchased for the classrooms. In addition a 2007 Fusion was added to the vehicle fleet for the sum of \$20,000. A bus and a car will be retired from our vehicles in 2007. The bus

will go where it is most needed in the system. The car will be used by the Grantee Office Head Start staff to travel to the seven sites in Newton, Jasper, and Pulaski counties.

The results of the Self-Assessment were given to each member. It was also attached as part of the Head Start Director's report. Members were encouraged to read the results of this annual monitoring. The document used for the self assessment is the PRISM. The same document is used at the time of the Federal Review. For KIRPC Head start, the next Federal Review will occur in 2008.

The new Governing Board Chairperson, Larry Wiley, met with the Fiscal Manager and the Head Start Director on February 8, 2007 to receive policy and procedure training for Head Start. Following the training, Mr. Wiley assisted the staff with the pieces of the Self-Assessment pertaining to fiscal management and program design and management.

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

Chairman's Corner

Vice-Chairman Gick asked if members for any comments or questions. Kent Danford indicated the Kankakee River needs to be cleaned and asked Executive Director, Edwin Buswell, if KIRPC would be capable of completing that project. Edwin stated he would look into the possibility.

Rita Carpenter mentioned that the recycling center at Chesapeake is looking for old computer equipment working or non-working.

Project/Transportation Manager, Randy Mitchell, has completed the second issue of the KIRPC Newsletter. Members were encouraged to take a few of them back to their communities to share.

Board Member, Chuck Lehman, questioned what type of credit cards KIRPC is currently using and suggested looking into a type of credit card that would hold different types of benefits for the agency.

The 2007 KRIPC CFF Grant Administration Fee Schedule will take effect in March.

A motion to adjourn the meeting was made by Jim Gwin and Kent Danford seconded. The meeting was adjourned at 7:50 p.m. The next meeting will be April 26, 2007 at 7:00 EST / 6:00 CST.