

MINUTES OF MAY 31, 2007
K-IRPC EXECUTIVE COMMISSION BOARD MEETING

Present:	Bernard Gick	Councilman, Benton County Council
	Rita Carpenter	Pulaski County Council
	Larry Wiley	Town of Wolcott
	Terry Young	Pulaski County Commissioner
	Dave Pearman	Starke County Commissioners
	Fred Buschman	Reynolds Town Council
	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, Larry Wiley, called the meeting to order at 7:03 p.m. Roll call was via roundtable introductions.

Prior Meeting Minutes

Rita Carpenter moved to dispense with reading of the minutes of the April 26, 2007 Full Commission Board meeting and approve said minutes as presented. Terry Young seconded. Motion passed.

Financial Report & Claims

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of April. Lynette reported the fourth quarter transportation and capitol grant drawdown for the van. This drawdown came from the prior year. The first quarter

transportation drawdown will be in May and there will not be anymore prior year drawdowns. Motion to approve the claims report was made by Bernard Gick and Fred Buschman seconded. Motion passed.

Community/Economic Development Report

Two CFF grants were awarded this month. The Lake Bruce Sewer Project and the Rensselaer Water Improvements Project each received \$500,000.

The Wheatfield planning grant application was submitted. The application requested \$48,600 to complete a comprehensive plan.

On the SYSCO project, the state has said they will award the economic development grant as soon as the EDA federal grant is awarded. We have submitted everything the EDA has requested and are waiting to hear from them. They were waiting to hear about the historical letter they requested because they could not use the state letter we had done.

We are working on nine possible proposals for the next CFF round which are due in July. We are also working on a special grant for Reynolds for their sewer treatment plant.

Rensselaer, Monon, and Pulaski County have submitted letters of intent for planning grants. They are all now entering the procurement process to select a consultant for the plans. West Lebanon in Warren County has also asked us to submit a letter of intent for a storm sewer preliminary engineering report.

The Fowler Swimming Pool Grant was sent in today. They are requesting \$200,000 from DNR to renovate their swimming pool.

The Town of Goodland has received some applications for the housing grant program. The next step is to begin the inspection process of the homes. We will need to contract with a building inspector to perform the inspections. The town has agreed to share in these expenses if a grant is not awarded. If they are awarded then they will come from the grant funds.

Edwin spoke with an INDOT representative about next year's RPO grant. They said that they were not going to allow the cost of a truck to be reimbursed. KIRPC will need to redo the budget and submit it to INDOT.

KIRPC received a letter from Senator Lugar's office expressing his support for continued funding for EDA programs.

Transportation

The PMTF funding has been restored to the budget to the rate of .76%. The increase will create nearly seven million dollars per year to the distribution formula.

Transportation Manager, Randy Mitchell, attended the national conference for CTAA in Reno, NV and will be attending the Rural Public Transit Section in Rochester, IN in June.

Organization for the regional training for work violence and dangerous passenger training is still undergoing planning. This training will be with the National Transit Institute.

Four new vehicles have been ordered for the providers. This will be against the 2007 Capitol Grant. There will be two new lift vans for Starke County in August.

KIRPC, along with the Transit Providers are in the process of updating the 5-year vehicle plan. Randy also indicated preparation for the compliance review scheduled for June 18th and 19th as well as the 2008 transportation grant application.

K-IRPC Head Start Program Report

Pulaski County Float, Melissa Lawrence, has resigned. She has relocated to Illinois with her family. A new Float has not been hired due to the fact the Pulaski County programs will be coming to the end of their nine-month program year.

The Head Start/PACE Preschool classroom located at the West Central Elementary was informed on May 11th that the school needed the classroom space for September 2007. Head Start Director, Belinda Gutwein, looked at six different locations and found that the best potential location was the Gutwein Milling Office Building. Belinda contacted the Humanitarian Distribution Board, and they were willing to rent the space beginning June 1st. The move took place on May 31st. This keeps the program services on the west side for at least one more year. The move will require additional costs which were not budgeted. This new site will need playground equipment and/or fencing, food services to be delivered, a part-time Nutrition Aid, internet and phone. Regional Office has indicated once the true moving and set up costs are assessed, Head Start may apply for some Health and Safety funding should the funds be available. The West Central site had janitorial services and meals provided, via school cafeteria. The school also included the use of their playground and gym.

The Policy Council has been contacted and approved the Francesville move. Thank you notes have been sent to the principal and the superintendent thanking them for their partnership through the years.

The Transportation Waiver for Seat Restraints application was submitted to Regional Office on May 16, 2007. This waiver requests an extension for the seat restraints on the Head Start buses. Currently, KIRPC Head Start is using lap belts in the seats that are available to both children and adults. Belinda explained that if the restraints are required, the adults would not be able to use the buses. The partnerships between KIRPC Head Start and Community Services state the buses must be available for the rural transit program as well as the Head Start program. If required, the seat restraints would cost \$90.00 plus the cost of installation on twelve buses.

Cost is not to be considered when requesting the waiver, however, cost is a factor to the program should KIRPC Head Start be required to have them.

Newton County Community Services has agreed to the \$600 rent fee per room for Head Start to occupy the two rooms located at the Generations Center. The floors have been done and Lincoln Elementary School was notified of the move. The move occurred on May 29th and May 30th. Thank you notes have been sent to the principal at Lincoln and the superintendents of North Newton School Corporation thanking them for their partnership.

There are still some minor issues to attend to. The cabinets have been ordered, however, until they arrive, supplies are still packed in boxes waiting to be stored. Currently, there are no phone or internet lines installed although they are scheduled for the end of May. The sinks have been torn out of the wall, and Ameri-Clean is scheduled to attach them.

Ameri-Clean has been notified that May 29th, the movers will need to move items from both the Grantee Office in Monon followed by the two classrooms at Lincoln Elementary. The new contract will be signed on May 31st.

The Family and Community Partnership Manager, Stephanie Malchow, attended a "FISH" training to gain materials for the Staff Orientation scheduled for August. "FISH" focuses on attitude, teamwork, and communication.

The Child Development/Disabilities Manager, Mary Paulsen, along with one Family Development Specialist and Teachers, attended a Disability Training on May 23rd and 24th.

Head Start Director, Belinda Gutwein attended the Newton County Community Foundation dinner and thanked their Board for the \$2000 donation for a shade structure to be placed at the Goodland site. Belinda also attended the Jasper County Community Foundation annual dinner at the Fase Center.

The end of the year celebrations for the five, nine month programs were held May 24th. June 1st will be the last training session for the nine month programs. Grantee staff have planned for an end of the year brunch at the Brookside park in Rensselaer. A short Mental Health/Self Improvement training will be held followed by door prizes. The brunch will wrap up at noon. Time was given to staff as a "thank you" as well as incentive.

The two week shut down will be July 30 – August 11. Full time programs will return to their classrooms on August 14th and the nine month programs will be returning on the 20th. Staff Orientation is scheduled for August 23, 24, 27, and 28. Children will return September 4th. The shut down schedule has been modified in order to be more accommodating the Parent Orientations and Open Houses at each individual site.

Members received a copy of the first quarter Head Start program 2007-2008 budget. It was noted the program is at 24%-25% of their budget which is where the program should be at

this point. Head Start Director, Belinda Gutwein, indicated two large expenditures to the Training and Supplies line item and the Auto Repair line item. Belinda explained the money for the IAEYC Conference in April was a large expense. The Dodge Minivan, which is located at the West Central site, had three oil leaks and had to be repaired.

Motion to approve the Director's report was made by Bernard Gick and Rita Carpenter seconded. Motion passed.

Chairman's Corner

Rita Carpenter questioned the by-laws of KIRPC regarding how many board meetings the agency must have. Rita suggested cutting the meetings down to only a few meetings per year. Many board members feel this may contribute to a better attendance. KIRPC attorney, Dan Blaney, stated he would look into the by-laws while Executive Director, Edwin Buswell, researches the statutes and requirements. Head Start Director, Belinda Gutwein, will check the Head Start Governance Plan to make sure if cutting down the Governing Board meetings would be within the Head Start standards of the program.

A motion to adjourn the meeting was made by Bernard Gick and Fred Buschman seconded. The meeting was adjourned at 8:10 p.m. The next meeting will be June 28, 2007 at 6:00 p.m. CTS/7:00 p.m. EST.