

**MINUTES OF FEBRUARY 7, 2008**  
**K-IRPC FULL COMMISSION BOARD MEETING**

Present:	Bernard Gick	Benton County Council
	Eric Storm	Monticello City Council
	Brian Knill	Boswell Town Council
	Leland Mayhew	Kentland Town Council
	Dan Dolezal	Representative, Pulaski County
	Pat Berger	Remington Town Council
	Sid Holderly	Reynolds Town Council
	Carole Hoff	Fowler Town Council
	Herbert Arihood	Mayor, City of Rensselaer
	Mike Haugh	North Judson Town Council
	Rita Carpenter	Pulaski County Council
	Rick McCann	Morocco Town Council
	Jim Walstra	Commissioner, Jasper County
	James Toppen	Jasper County Council
	Bryan Rinker	Monon Town Council
	Jim Hasser	Commissioner, Benton County
	Dawn Hagen	KIRPC Head Start Policy Council
	Dan Blaney	KRIPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Belinda Gutwein	KIRPC Head Start Director
	Lynette Carpenter	KIRPC Financial Manager
	Tari Bateman	KIRPC Grant Administrator
	Randy Mitchell	KIRPC Project/Transportation Manager
	Laurie Burton	KIRPC Secretary

1<sup>st</sup> Vice-Chairman, Bernard Gick called the meeting to order at 7:01 p.m.

## **Prior Meeting Minutes**

Mike Haugh moved to dispense with reading of the minutes of the October 25, 2007 Executive Board meeting and approve said minutes as presented. Herbert Arihood seconded. Motion passed

## **Election of Officers**

It was suggested that the current officers stay in office per the two year term of service. Members agreed. With the change in members in Benton and Newton Counties, the members are as follows:

Chairperson:	Larry Wiley
1 <sup>st</sup> Vice-Chairperson	Bernard Gick
2 <sup>nd</sup> Vice-Chairperson	Jim Gwin
3 <sup>rd</sup> Vice-Chairperson	Mike Haugh
Secretary	Rita Carpenter
Treasurer	Ron Schmeirer
Benton County	Jim Hasser
Pulaski County	Terry Young
Starke County	Kent Danford
Jasper County	Herbert Arihood
Newton County	Rick McCann

Jim Walstra moved that elections be closed and the officers elected be adopted as presented. Herbert Arihood seconded. Motion passed.

## **Financial Report & Claims**

Members received a copy of the financial report from Lynette Carpenter, Financial Manager. This included financial reports and corresponding claims for the month of October, November, and December along with the budget report detailing expenses, income, and balance. Ms. Carpenter asked if there were any questions regarding the claims or budget. There were none. Motion to approve the claims report was made by Mike Haugh and Rita Carpenter seconded. Motion passed.

## **Community/Economic Development Report**

Edwin requested approval for eight resolutions to enter into contract for grant administration. Town of Medaryville to purchase and renovate the Pulaski County Human Services Senior Center, Town of Monon to complete a Comprehensive Plan, Pulaski County to complete a Comprehensive Plan, Town of Wolcott to complete a Comprehensive Plan, City of Monticello, to complete a Parks Master Plan, Jasper County to renovate and expand the CDC Resources facility in Rensselaer, Town of Kentland to renovate and expand the existing Carnegie Library in Kentland, and the Town of Winamac to make comprehensive improvements to the

Town's wastewater collection and treatment system. Motion to accept the resolutions was made by Dan Dolezal and James Toppen seconded. Motion passed.

Nine grants have been awarded to KIRPC. Executive Director, Edwin Buswell, indicated to members that there are two more housing grants to be awarded. Mr. Buswell stated KIRPC is looking forward to working on the housing grants.

Traffic counting has been completed in Newton and Jasper counties. There are still seventy or more counts to be completed before June. White and Pulaski counties are the next counties to be completed.

The KIPRC Grant Fee Schedule has stayed the same for 2008.

Edwin presented the proposed meeting schedule for 2008. Mike Haugh made motion to accept the meeting schedule and Jim Hasser seconded. Motion passed. The **Executive Board** will meet as follows:

January  
March  
May  
July  
September  
October

The **KIRPC Full Commission** will meet in **January, May, July, and October.**

## **Transportation**

Randy indicated there will be a \$53,000 increase in funding for 2008.

Results from the Indiana Department of Transportation, Section 5311 Compliance Review stated that KIRPC is in compliance with the Federal and State regulations. The compliance review is a comprehensive assessment of transit systems to determine the degree to which the system is in compliance.

The Rural Transit Assistance Program (RTAP) reviewed the results provided by KIRPC for the drug and alcohol compliance review which found KIRPC to be in compliance.

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

Dawn Hagen, who is a representative for the Head Start program was present. Ms. Hagen encouraged the Governing Board members to attend the Policy Council meetings which are held every third Thursday of the month.

Head Start Director, Belinda Gutwein, conducted a Governing Board training that outlined the roles and responsibilities of the Governing Board. Ms. Gutwein indicated to members that this is a Federal Review year. She stressed the importance of Governing Board involvement. Ms. Gutwein highlighted the critical pieces for the board including their fiduciary responsibilities. Belinda gave each member a list of “terminology” that may be helpful in understanding the program a little more and to become more familiarized with the program. Following the presentation, Ms. Gutwein answered questions from the Governing Board members regarding funding sources, community foundations, PACE, and buses. The Board agreed that the buses are crucial to the operation. Belinda indicated that the reauthorization has occurred on December 12, 2007. At the next meeting, she will outline the changes.

Approval has been received from the Regional Office to retire three buses and purchase two. The 2007 bus is scheduled to be delivered in February and will immediately be lettered and sent to Newton County. The second bus has a ninety day order time and is expected to be delivered in late spring. This second bus will be going to Jasper County. Ms. Gutwein indicated that Head Start will continue to be frugal in spending in order to be able to purchase at least one bus per program year as she believes that transportation is a critical need in this rural program.

Ms. Gutwein has offered to attend club, chamber of commerce and town hall meetings to explain the Head Start program and to gain exposure about volunteering time and/or services to the program. Media Kits have been assembled and are being given to each site so that when called to present a talk, there will be an outline and brochures available.

Belinda had a display board prepared showing the pictures of children and staff at the various locations and encouraged the Board to take and look and identify children whom they know.

Motion to accept the Head Start Director’s report was made by Mike Haugh and Herbert Arihood seconded. Motion passed.

### **Chairman’s Corner**

1<sup>st</sup> Vice-Chairperson, Bernard Gick announced to members that Grant Administrator, Tari Bateman will be leaving the KRIPC agency to pursue other opportunities. Kimberly Baker will be replacing Tari beginning February 19<sup>th</sup>. Tari indicated to members that she will be around as much as possible to help Ms. Baker adjust and transition into the current projects. Recommendation to accept Kim Baker for employment was made by Herbert Arihood and Mike Haugh seconded. Motion passed.

Executive Director, Edwin Buswell, stated there have been some changes and updates made to the KRIPC Employee Handbook. KIRPC met with an Employment Lawyer to discuss some of the wording as well as discussing employee physicals. Each employee will receive a revised handbook and will need to sign the KIRPC Communication Policy as well as a sheet stating the usage of cell phones and email. Motion to accept the updated KIRPC Employee Handbook was made by Mike Haugh and Jim Walstra seconded. Motion passed.

Project/Transportation Manager, Randy Mitchell, has completed the January 2008 KIRPC Newsletter. Members were encouraged to take a few of them back to their communities.

A motion to adjourn the meeting was made by Jim Pistello and Leland Mayhew seconded. The meeting was adjourned at 8:10 p.m. The next meeting will be March 27, 2008 at 7:00 EST / 6:00 CST.