

**MINUTES OF MARCH 27, 2008**  
**K-IRPC EXECUTIVE COMMISSION BOARD MEETING**

Present:	Mike Haugh	Representative, North Judson
	James Gwin	Representative, Jasper County Commissioners
	Bernard Gick	Councilman, Benton County Council
	Rita Carpenter	Pulaski County Council
	James Toppen	Jasper County Council
	Dan Dolezal	Representative, Pulaski County
	Leland Mayhew	Kentland Town Council
	Larry Wiley	Wolcott Town Council
	Eric Storm	Representative, City of Monticello
	Rick McCann	Morocco Town Council
	Terry Young	Pulaski County Commissioners
	Edwin Buswell	KIRPC Executive Director
	Kimberly Baker	KIRPC Grant Administrator
	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 6:59 p.m.

**Prior Meeting Minutes**

Mike Haugh moved to dispense with reading of the minutes of the February 7, 2008 Full Commission Board meeting and approve said minutes as presented and Dan Dolezal seconded. Motion passed.

## **Financial Report & Claims**

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the months of January and February 2008. Ms. Carpenter indicated that most of the expenses were normal recurring expenses, but that there was a Head Start Bus purchase of \$35,291.00 in January. This purchase required a great deal of planning and budgeting with the Head Start Director. We are very happy with this purchase, as our Head Start Vehicle fleet is quickly aging.

Ms. Carpenter also indicated that KIRPC had received the insurance renewal rates for 2008. There is a 6.7% increase in the rates. There was a 6% increase built into the 2008 budget, therefore the programs will be able to absorb the increase and KIRPC should continue on the current plans.

Motion to approve all of the financial reports for January and February 2008 was made by Bernard Gick, and Rita Carpenter seconded. Motion passed.

## **Community/Economic Development Report**

Executive Director, Edwin Buswell, reported the Goodland Housing Rehabilitation grant was not awarded. The town will reapply in 2008 and is hopeful in being awarded the grant.

Edwin announced that there are fourteen CFF grant proposals ready to be submitted in the July round.

KIRPC submitted the RPO grant for the 2008-2009 program year on March 13<sup>th</sup>. Pulaski and White counties will be counted on this grant. The total project budget was \$32,076 with a grant request for \$25,601. KIRPC will count 153 roads including all the railroad crossings. Bernard Gick indicated that he would like a traffic count report for all of the counts completed.

Transportation/Project Development Manager, Randy Mitchell, attended a regional coordination meeting with INDOT representatives to review the requirements for additional funding to expand on some of the existing services. The goal of the meeting was to identify private providers to contract extended services, establish a cooperative understanding within the operating system in transportation activities, and to develop a process to share and develop vehicles and allocated costs for each provider.

KIRPC is waiting for signed contracts and purchase orders for the 2008 transit year.

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

North Jasper Teacher Assistant, Anne Patry, has been terminated for cause. Sherry Bulington, who had been the Teacher Assistant at the Rensselaer site, has taken Ms. Patry's

position. Nutrition Aid, Kristina Rivera, has been placed in the TA role at Rensselaer, and Christina Hoover has been hired as the Rensselaer Nutrition Aid. Policy Council has approved this personnel change.

KIRPC Head Start Director, Belinda Gutwein, will be attending a Data Management Institute next week in Chicago. It appears that Head Start is looking into having an all automated system for the purpose of sending reports. With more accountability, there will be more reporting required. The Regional Office has announced that seven months prior to the end of the grant cycle, there will be a Risk Management assessment conducted with the Grantee and key Governing Board representatives. This date will likely be towards the end of July/beginning of August. This may be a Regional Office or it may be a conference call with the Governing Board Chairperson, HS Director, Fiscal Manager, and Policy Council Chairperson.

Belinda reported to members that there is a new program officer. Shirley Mojica is the KIRPC Head Start Program Officer at Regional Offices in Chicago. The two will be introduced at the DATA MANGEMENT training.

The Federal Review Agency, DANYA, has contacted the program and indicated that the first batch of documents is due April 4<sup>th</sup>. The second batch of documents will be due on May 1<sup>st</sup>. Belinda stated to members that the first batch of requested documents was sent of March 24<sup>th</sup> and the next batch will be sent on or before April 24<sup>th</sup>. The documents requested in Batch 1 included Classrooms, Service Plans, Community Assessment, Contracts, Staff Positions/Responsibilities, and Organization Chart. Batch 2 included Governing Board members and minutes for twelve months, Governing Board By-Laws, Policy Council Roster, minutes for twelve months, P.C. By-laws, the most recent Self-Assessment/findings, staff /management minutes, and the Internal Dispute Resolutions. The HS director is anticipating a summer review. Members will be notified as soon as the dates are announced.

The Reauthorization Bill for Head Start was passed for a five year period. This bill contains significant changes that will affect the KRIPC Head Start program including program governance, roles and responsibilities of the Governing Board and Policy Councils as well as state qualifications for staff. Qualifications that will require each teacher to have their Associates Degree by 2011. By 2013, it will be required that 50% of teachers have their Bachelors Degree while 100% of teacher assistants obtain their associates degree along with their CDA. Ms. Gutwein passed handouts to members regarding the changes and new requirements.

One additional change in the bill is the emphasis on homeless children and/or children who have no permanent home at night. The Grantee may serve up to 35% of their enrollment whose incomes are between 100 – 130% of poverty. This is an increase to the program guidelines. There will be a category on the KIRPC Head Start Enrollment Guideline Sheet for homeless children with points awarded when considering enrollment. Any child who does not have a permanent nighttime residence is considered homeless.

Members received the most recent Enrollment Data for 2007-2008. It was noted in mid-January the program had 98 children on the waiting list for the Center-Based Head Start program. Due to the increase in accountability, there will be more emphasis on programs being at full enrollment, emphasis on how time is spent, and how funding is utilized. Ms. Gutwein stated to members that KIRPC Head Start has never had difficulty at maintaining full enrollment. Currently, the program is at full enrollment. With the ending of PACE, there will be a much leaner budget, and changes will need to occur as a result. More accountability will mean that the system needs to do a self examination to determine the areas that need to be tightened.

The bus that has been purchased for Newton County has been inspected by the State Police and taken to be lettered today. Once the lettering is completed, it will be released to Newton County. That county is in desperate need of this vehicle.

The Francesville site slated to close on May 30<sup>th</sup>. Their playground equipment will be moved to the Winamac site. The town of Winamac has given permission to extend the existing playground by twenty five feet. Belinda will be meeting with A.L.L. Soil Consulting of Rochester to take a soil sample. The ground will be tested for lead and other chemicals in the soil. Testing will take approximately two weeks to complete. Belinda and Facilities Manager, Pat Korniak will be meeting with playground experts regarding mulch, storage, and placement of the playground equipment. Estimates for fencing are being gathered. Minor excavating work may have to be done. Head Start will be utilizing the remainder of the PACE dollars to complete this enhancement project.

Motion to accept the Head Start Director's report as presented was made by Mike Haugh and Dan Dolezal seconded. Motion passed.

### **Chairman's Corner**

Chairman Larry Wiley took the opportunity on behalf of the KRIPC organization to welcome the new Grant Administrator, Kimberly Baker. Chairman Wiley stated the both he and the board are looking forward to working with Kimberly and feel that her abilities and knowledge are beneficial as well as an asset to this organization. Ms. Baker responded by saying that she is excited and confident with her future at KRIPC and is looking forward to working for KIRPC and the communities the organization serves.

A motion to adjourn the meeting was made by Dan Dolezal and Mike Haugh seconded. The meeting was adjourned at 8:04 p.m. The next meeting will be May 29, 2008 at 7:00 EST / 6:00 CST.

