

MINUTES OF OCTOBER 29, 2009
K-IRPC FULL COMMISSION BOARD MEETING

Present:	Bernard Gick	Benton County Council
	Rita Carpenter	Pulaski County Council
	Larry Wiley	Town of Wolcott
	Dan Dolezal	Pulaski County Representative
	Pat Berger	Remington Town Council
	Eric Storm	City of Monticello
	Christine Chapman	Town of Brook
	Herbert Arihood	Mayor, City of Rensselaer
	John Simmermaker	Winamac Town Council
	Carole Hoff	Fowler Town Council
	Jim Walstra	Jasper County Commissioners
	Dick Dobbels	Warren County Council
	Sid Holderly	Reynolds Town Council
	Herbert Arihood	Mayor, City of Rensselaer
	Jim Gwin	Jasper County Commissioners
	Leland Mayhew	Kentland Town Council
	Beverly Frain	Starke County Commissioners
	Jennifer Davis	Starke County Council
	Patrick Clawson	Carroll County Commissioners
	Peggy Woods	DeMotte Town Council
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Kimberly Baker	KIRPC Grant Administrator
	Lynette Carpenter	KIRPC Financial 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 7:02 p.m.

Prior Meeting Minutes

Bernard Gick moved to dispense with reading of the minutes of the July 30, 2009 Full Commission Board meeting and approve said minutes as presented. Jim Gwin seconded. Motion passed.

Community/Economic Development Report

Edwin reviewed the status of the grant applications in process. He announced that two of the CDBG Disaster Recovery Grants had been awarded. These were for fire stations in Brook and

Remington. He stated that the projects listed are changing almost on a daily basis and there have been some changes to his report. Edwin indicated to members that the IHCDA Housing Grant for Winamac has not been awarded. KIRPC submitted 5 applications in the CDBG CFF Round 2. These grants awards will be announced on November 20, 2009. White County is still waiting to hear on the EDA Wolcott Corridor project application and Warren County is waiting on word as well for their ARRA application for a railroad project. Edwin stated the CDBG CFF 2010 Round 1 potential projects include Battle Ground, Carroll County, Koontz Lake, Goodland, Macy, and Starke County.

Edwin announced that OCRA will be having another round of Disaster Recovery grants sometime in the spring of 2010. He discussed what type of projects will be funded. Edwin stated to members there is no set due date and will find out in December when these projects are due. Communities should contact KIRPC as soon as possible if they are interested in one of these programs.

The Hazard Mitigation Plans for Newton, Pulaski, Starke and White counties are being finalized. Edwin indicated to members that Benton County has been approved for Hazard Mitigation Plan funding and KIRPC is currently working with the Polis Center from IUPUI to get that process started.

The traffic counting will be coming to an end for the season. Traffic counts have been underway in Jasper and Starke counties for 2009-2010 year. The traffic counting will resume in the spring.

The CEDS committee will be meeting on November 5th at the KIRPC offices to discuss the goals and objectives for the region's economic development strategy. Edwin stated that all counties and communities have been asked to submit a priority list of projects to KIRPC to be included.

EDA officials were at the KIRPC office in September to perform a review for the planning grant KIRPC receives. No official report has been received but the reviewers said there were no deficiencies when they were here.

OCRA will be holding a CDBG training class for local officials at the KIRPC in the spring. Members were encouraged to talk with their communities about attending.

Energy Efficiency grants are due on December 7th. The grant amounts have been increased. KIRPC has been working with consultants to work on the energy audits and writing the grants.

Edwin was pleased to announce that KIRPC has had 32 various grant applications have been submitted so far in 2009 and 17 have been awarded totaling roughly three million dollars. Eight were not funded and 7 are still being reviewed. Bernard Gick questioned why KIRPC was working with Battleground when they are in Tippecanoe County. Edwin replied that the Battleground Lions Club project was a Community Focus Fund Grant and the architect requested KIRPC's assistance since he has worked with KIRPC in the past. Edwin stated to Mr. Gick that KIRPC will be charging an additional \$10,000 for grant administration for this project.

Grant Administrator, Kimberly Baker, requested approvals for: The County of Pulaski, upon receipt of a Community Development Block grant award from the Indiana Office of Community and Rural affairs to complete the Pulaski County Economic Development Strategic Action Study. Dan Dolezal made motion to accept the resolution and John Simmermaker seconded. Motion passed. The Town of Ambia, Benton County, Indiana, upon receipt of a Community Development Block Grant award from the Indiana Office of Community and Rural Affairs to complete the Town of Ambia Storm Drainage Plan. Carol Hoff made motion to accept the resolution and Peggy Woods seconded. Motion passed. The Town of West Lebanon, Warren County, Indiana, upon receipt of a Community Development Block Grant award from the Indiana Office of Community Affairs and Rural Affairs to complete the Master Utility (Water and Storm Drainage) Study. Bernard Gick made motion to accept the resolution and Rita Carpenter seconded. Motion passed. The Town of Remington, Jasper County, Indiana, upon receipt of a Community Development Block Grant Disaster award from the Indiana Office of Community and Rural Affairs to complete the Remington Fire Station. Bernard Gick made motion to accept the resolution and Dan Dolezal seconded. Motion passed. The Town of Brook, Newton County, Indiana, upon receipt of a Community Development Block Grant Disaster award from the Indiana Office of Community and Rural Affairs to complete the Brook Fire Station. Motion to accept the resolution was made by Jim Gwin and Rita Carpenter seconded. Motion passed. The Town of Goodland, Newton County, Indiana, upon receipt of a Community Development Block Grant Homeowner Repair and Improvement award from the Indiana Housing and Community Development Authority to complete the Town of Goodland Homeowner Repair and Improvement Project. Patrick Clawson made motion to accept the resolution and Eric Storm seconded. Motion passed.

Financial Report & Claims

Financial Manager, Lynette Carpenter, presented the financial reports and corresponding claims for the months of July, August, and September 2009. Members were asked if there were any questions on the claims that were mailed to them for the three months. Lynette stated that there were many additions to the current operating budget and she wanted to use the time to discuss those changes. Lynette stated there were no unusual expenses and that the only out of the ordinary expenses were related to the construction project. There were no questions posed over the three months of claims reports. Lynette explained that the current operating budget additions were listed at the bottom of the Budget Summary Report by grant award, and in total on the report by line item. She also stated that the back page showed each line item in detail by grant award for the additions. Members were asked if there were any questions over the additions or the Budget vs. Actual Summary Report as of September 30, 2009. Board member Larry Wiley asked why there was a carryover of Teacher credentialing dollars of \$3,000. Lynette explained that Head Start was awarded this funding in late September of 2008. At that time it was too late for our staff to enroll in the fall semester of college courses to further their degrees. Since the money had to be spent by the grant year end of January 31, 2009, we applied for and were approved to have the money rolled over to the current 2009-2010 Grant year. Lynette also stated that there are currently two staff members enrolled in courses using this

rollover money to further their degrees. There were no other questions regarding the Financial Reports for the corresponding months. A motion to approve the reports was made by Herbert Arihood and Beverly Frain seconded. Motion passed.

Mrs. Carpenter stated that the board was also mailed the KIRPC 2010 Proposed Budget Report Package which included the minutes from the September 24, 2009 Executive Board/Budget Meeting. As stated in the minutes, the KIRPC Executive Board/Budget Committee approved the 2010 Budget and Salary Ordinance as mailed, with one change of a 5% increase given to Edwin Buswell, Executive Director, for the additional grants and responsibilities of adding two additional counties. Board member Jennifer Davis questioned why Mr. Buswell was the only employee to receive an increase. Financial Manager, Lynette Carpenter stated that the entire KIRPC staff had just received the mandatory COLA increase of 3.06%(permanent increase)along with the ARRA increase totaling 1.84 %(temporary increase ending 9/30/2010) which totals a roughly 5% increase in salary in August of this year. Lynette also stated that Mr. Buswell had been working many nights and most weekends in order to accomplish the thirty-two grant submission, way over and above the normal workload. Members had no other questions regarding the 2010 KIRPC Budget.

Motion to approve the 2010 KIRPC Budget was made by Jennifer Davis and Jim Gwin seconded. Motion passed.

Members also were mailed the 2010 Salary Ordinance. The Salary Ordinance indicates a range of salary for each position and must be approved every year as per the requirements of the State Board of Accounts.

Bernard Gick made motion for approval of the 2010 Salary Ordinance and Dan Dolezal seconded. Motion passed.

Transportation

KIRPC submitted their third quarter reimbursement expenses. Transportation/Project Development Manager, Randy Mitchell, indicated to members the funding should be arriving in the near future.

KIRPC will be purchasing eight new vehicles under INDOT's ARRA stimulus program over the next several weeks. This procurement will also include miscellaneous items including computers, and/or benches, useful items each provider may be able to utilize within their agencies.

Randy stated to members the 2010 Transportation budget for the Transit service has been approved. The budget year starts January 1.

KIRPC decided that after conducting an Engineering study on the proposed building in Winamac to be purchased and renovated with the ARRA funds, it was determined that the project be dropped due to excessive renovation costs exceeding the approved amount.

K-IRPC Head Start Program Report

KIRPC Head Start Director, Belinda Gutwein, reported to members that Tonya McCalister has accepted the position as a temporary Float/Teacher Assistant at the North Jasper site. Tonya will be filling in while Teacher Assistant, Brittany Klemz is on maternity leave. Belinda stated to members that the Policy Council has approved this position and pending KIRPC Governing Board approval, Ms. McCalister will be hired.

The Head Start grant application is completed and ready to be submitted November 1, 2009. Belinda indicated to members that Policy Council has approved the 2010 Budget at their October meeting. Belinda also stated that the Policy Council Chairperson is in her second serving as Chairperson on the Policy Council board. Policy Council has been vocal in their playground repair requests. The budget is unchanged except for COLA. The playground repairs will come from the Program Improvement Funds.

A representative from the Regional Office in Chicago was sent for a follow-up to the Federal Review in August. This visit centered on up-to-date TB test that an employee did not have. A new tracking system has been instituted within the program. Belinda stated to members that Head Start has received the final report from Regional Office stating that KIRPC Head Start is no longer in a non-compliance state. "...the program is now in full compliance with all applicable Head Start Program Performance Standards, laws, regulations, and policy requirements."

As discussed at the last full commission board meeting, KIRPC Head Start applied for One Time Program Improvement Funds in the amount of \$41,000. Belinda stated the program was awarded \$6,000. These funds will be used to purchase playground equipment and shade structures for the playgrounds.

It was also reported that the Roselawn site had expressed interest in putting in a sidewalk at the Generations Center for the children to be able to ride their riding toys. Newton County Commissioners have given their approval for the sidewalk. The parents received donations from the community for the project. Some of the Program Improvement Funds will be used on this addition.

The Rensselaer Head Start classroom has been shut down for deep cleaning. Belinda stated to members that attendance has dropped below 70% due to illness. The Head Start Communicable Disease Policy states that in the event class attendance drops below 70% for three consecutive days, the classroom will be closed for a deep cleaning of the classroom as well as the buses.

Belinda also informed members that face masks have been given to each classroom in order to contain the spread of H1N1 if it occurs.

Head Start will be bringing in Science Guru, Mary-Jo Huff to the next full staff meeting on November 13, 2009. Policy Council and KIRPC Governing Board members have been invited to attend the staff meeting and also enjoy lunch that will be provided. The teaching staff have requested more training in the area of science.

The KIRPC Head Start staff met on September 11th and October 9th to discuss the updates of the Strategic Plan. Included in each member's packet was a copy of the 2009 Strategic Plan which detailed the goals that had been developed, revised, and updated for the program.

Strategic Plan Update: Belinda stated the program will attempt to replace the seatbelts in all the buses with newer ones that allow for adjustments as the child grows. The new seatbelts have been placed in one bus and have received positive feedback. The goal is to purchase these new belts for all buses within the next three years.

Strategic Plan Update: Currently, Randy Schrock is the mental health consultant for the entire program. He is able to visit each classroom at least once a year and attend the Parent Meetings in January. Efforts to find more consultants for the program have not been successful. The few that are in the area have indicated they simply do not have the time to make themselves available to the program.

Strategic Plan Update: Staff decided that while the program may still continue to provide volunteer opportunities, the program will not provide a list of current job postings for youth. Staff feels this reaches outside the realm of Head Start responsibilities and is too time consuming to be effective. Providing volunteer opportunities in the classroom is the way this program will meet the youth need.

Strategic Plan Update: A Community Partnership Luncheon has been scheduled for November 6, 2009. Those invited have been asked to bring brochures from their programs to help strengthen the community partnerships. KIRPC Head Start will be giving a Power Point presentation. Policy Council and the KIRPC Governing Board have been invited to attend. Members were asked to call the Grantee Office for an accurate lunch count.

Motion to accept the Director's Report in its entirety was made by Beverly Frain and John Simmermaker seconded. Motion passed.

Chairman's Corner

Chairperson, Larry Wiley asked members if there was any new or further business to attend to. There was none. Mr. Wiley took this opportunity to commend KIRPC for continuing to keep the agency running smoothly and encouraged staff to keep up the great job.

Edwin indicated to members that the next Full Commission Board meeting will be held in January 2010 and the board Appointment Sheets will be going out in December. Mr. Buswell encouraged and suggested that community members that have the time and are willing to attend the KIRPC Board meetings be appointed as quorum is necessary to conduct business. Ms. Carpenter stated that this evening's meeting did not meet quorum and that proxy letters will need to be sent to those who did not attend in order to approve the issues discussed at the meeting.

Adjournment

Motion to adjourn the meeting was made by James Walstra and Dan Dolezal seconded. The meeting was adjourned at 7:55 p.m. EST. The next meeting will be January 29, 2010. This will be a Full Commission Meeting and will begin at 7:00 EST / 6:00 CST.