

MINUTES OF OCTOBER 28, 2010
K-IRPC FULL COMMISSION BOARD MEETING

Present:	Bernard Gick	Councilman, Benton County Council
	Rita Carpenter	Pulaski County Council
	Larry Wiley	Town of Wolcott
	Dan Dolezal	Pulaski County Representative
	Bryan Rinker	Town of Monon
	Pat Berger	Remington Town Council
	Brian Knill	Town of Boswell
	Eric Storm	City of Monticello
	Christine Chapman	Town of Brook
	John Simmermaker	Winamac Town Council
	Jim Walstra	Jasper County Commissioners
	Sid Holderly	Reynolds Town Council
	Leland Mayhew	Kentland town Council
	John Simms	Starke County Commissioners
	Rick Chambers	Mayor, City of Knox
	David Albaugh	Town of Flora
	Randy Strasser	Mayor, City of Delphi
	Gary DeVries	Jasper County Council
	Patrick Clawson	Carroll County Commissioners
	Mike Tiede	Pulaski County Commissioners
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Lynette Carpenter	KIRPC Financial Manager
	Kimberly Baker	KIRPC Grant Administrator
	Randy Mitchell	KIRPC Program Development Manager
	Nathan Origer	KIRPC Project Development Planner
	Belinda Gutwein	KIRPC Head Start Director
	Laurie Burton	KIRPC Administrative Assistant

Chairman, Larry Wiley, called the meeting to order at 7:03 p.m.

Prior Meeting Minutes

Christine Chapman moved to dispense with reading of the minutes of the July 29, 2010 Full Commission Board meeting and approve said minutes as presented. Bernard Gick seconded. Motion passed.

Community/Economic Development Report

Edwin reviewed the status of the grant applications in progress. The announcements for grants awarded have been delayed until the end of December. Edwin also stated to members that KIRPC has been selected to conduct labor standards by the City of Lafayette for a CDBG funded housing project. The amount of this contract is \$10,000.

KIRPC is getting ready for the 2011 CFF Round 1 grant submittal. The dates for next year's grant rounds have not been announced as of yet.

Edwin presented the KIRPC CFF Grant Administration Fee Schedule. The amount for out of region administration fees increased from \$ 26,000 to \$ 30,000. For counties and communities within the KIRPC Region, the fees will stay the same. Edwin stated to members that an addition to the fee schedule indicated that for projects that are \$ 5000,000 and over, there will be a \$ 20,000 grant administration fee applied.

The Hazard Mitigation Plan for Benton County has begun.

Traffic counts in Benton, Newton, and Warren counties have started. KIRPC will also be preparing transportation plans for Jasper and Starke counties.

The Small Business Administration will be holding a small business financing workshop on November 30th at KIRPC. This workshop is free and members were encouraged to attend.

Grant Administrator, Kimberly Baker, requested approvals for: Town of Remington upon receipt of a Community Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Remington Wastewater Project, Town of Fowler upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery grant for the Fowler Wastewater Project, City of Monticello upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Monticello Wastewater Project, Town of Kentland upon receipt of a Community Development Block Grant funds from the Indiana Office of Community and Rural Affairs Disaster Recovery grant for the Kentland Water Project, and White County Indiana upon receipt of a Financial Assistance Grant award from the Economic Development Administration (EDA) for the Wolcott Corridor Project.

Motion to approve the above stated resolutions was made by Dan Anderson and Patrick Clawson seconded. Motion passed.

The 3rd quarter drawdown for reimbursement has been submitted. The total reimbursement amount is \$ 134,369.

Randy stated to members that INDOT has approved the transportation 2011 budget. The total budget for 2011 is \$1,249,376. This will include the addition of Newton County and will begin January 1, 2011.

The ARRA stimulus funding for transportation is just about spent down. Randy indicated to members that there are still a few more items that need to be purchased including furniture and a computer for the part time position. Randy stated that KIRPC will attempt to spend all of the money allocated.

INDOT will be conducting a compliance review of KIRPC transportation in 2011.

Financial Report & Claims

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the months of July, August, and September. Motion to approve the claims report was made by Dan Dolezal and Pat Clawson seconded. Motion passed.

The Executive Board met in September to discuss and approve the 2011 budget. Members of the Executive Board made recommendations as stated in the minutes of the September 30, 2010 Executive Board 2011 Budget Meeting. Lynette stated that these minutes were included in the budget packet that was mailed to the Governing Board members.

Lynette stated to members that one of the items that was recommended for approval was the addition of a part-time grant support person. This addition is due to the increased workload of the grant writers and grant administrator. This position will work a 21 hour work week at the rate of \$ 12.00 per hour. This position would be paid from the General Fund. Motion to hire a part-time person at the presented per hour rate was made by Randy Strasser and Patrick Clawson seconded. Motion passed.

Lynette then stated that the second item recommended for approval was in the Head Start Budget and asked for an additional \$20K from the General Fund to purchase a new Head Start bus in the 2011 budget. Lynette stated that we need to continue to update our fleet each year because we have many buses that have over 100,000 miles. The transportation is crucial to the Head Start program. Lynette also reminded the board that Head Start is the only grant that doesn't require a local match. The grant does require an in-kind match and this amount can be used toward it, but it doesn't require a real money match like the other grants. In the past, the board has approved \$10K from the General Fund, however, this amount has never been needed, and therefore, has never been used. Motion to approve the \$20K to be awarded to the Head Start Program from the General Fund to purchase a new bus was made by Bernard Gick. Bryan Rinker Seconded. Motion passed.

Lynette then stated that she, Edwin, and Belinda had asked the board for some guidance on a few administrative issues and that there was much discussion regarding these issues at the Executive Board meeting as stated in the minutes. Lynette then asked if there were any questions regarding the Executive Boards recommendations for these administrative issues.

Lynette explained that the first issue was relating to the KIRPC handbook policy that states that any employee who is terminated due to reduction in force is entitled to receive one week of compensation per each complete year worked. Lynette explained to members that an employee that had been with the program for eleven years, was let go over the summer due to an eliminated position, thus, granting this employee a eleven week severance payout. After much discussion, it was the recommendation of the Executive Board members at the September budget meeting that there be a change to the policy stating there will be no severance granted to any employee who has been terminated due to reduction in force. Members stated that they did not think their counties offered severance pay and agreed in favor of the Executive Board's recommendation to eliminate severance pay. Motion to accept the Executive Board's recommendation was made by Dan Dolezal and Dan Anderson seconded. Motion passed.

Lynette then stated that the second issue was regarding compensatory time that was accrued due to the extra grant workload that was absorbed this past year. The KIRPC handbook states that salaried exempt employees are ineligible for overtime, but may be granted compensatory time provided that time be used within the same work week as the accrued time. Edwin stated at the Executive Board budget meeting that this has been an unusual grant year and two employees have kept an accrual of their comp time because they were unable to adjust that time within one week in accordance with the handbook and still complete their work. Lynette and Edwin asked the Executive Board members if these employees could be paid for their comp time as a one-time bonus for the extra hours worked. The Executive members stated that they did not want to set a precedent of paying out comp time and it was the opinion of the Executive Board to continue to follow policy and procedure of the handbook. Members of the Governing Board discussed this issue and ultimately decided that these employees deserved to have their extra hours worked recognized. Mike Tiede made a motion to pay the two employees their accrued comp time as a one-time pay out and to follow handbook procedure thereafter, and therefore not accrue any compensatory time. Patrick Clawson seconded. Motion passed.

Lastly, members discussed the issue regarding Executive Director, Edwin Buswell's, accrued vacation time. Lynette stated to members that this has been an on-going issue for some time and that Edwin has been unable to use the 375 hours that he has accrued. She also stated that he had not been accruing any additional hours for over a year because he could not use what he currently had accrued. Lynette asked the Executive Board members at the budget meeting if Edwin could receive a reduced payout for the vacation time in order to bring those hours down to a manageable amount. It was stated that all other staff is at and maintains a manageable vacation accrual. Executive Board members recommended that Edwin be paid \$ 5,000 and leave him with a one week vacation accrual for the remained of the year. The Executive Board also requested that it be added to the KIRPC Handbook, for the Executive Director position only, that a payout be offered at the end of each year for any unused vacation time. Edwin stated that this

would be acceptable. The Governing Board members discussed this issue and agreed with the recommendation of the Executive Board. Motion to pay Edwin Buswell the reduced rate of \$ 5,000.00, leave him with a one week vacation accrual balance for the remainder of the year, and make the requested additions to the KIRPC Handbook was made by Mike Tiede. Bryan Rinker seconded. Motion passed.

Motion to accept the 2011 Budget including the salary ordinance and any changes required from the above mentioned motions was made by Christine Chapman. Dan Anderson seconded. Motion passed.

K-IRPC Head Start Program Report

Elections for Policy Council Chairperson and Vice Chairperson were conducted on October 14, 2010. The following members were elected for the positions: Gustave Salyer, Chairperson, and Norma Bridgeman, Vice Chairperson. Both members indicated they are excited and looking forward to a great program year.

Belinda presented some revisions to the Policy Council by-Laws. Belinda and former Policy Council chairperson, Dawn Hagen, had worked on the revisions in the summer to “clean up some of the wording” to prevent misunderstanding. Belinda asked if there were any objections and/or questions to the revisions. There were none.

Personnel - Goodland Teacher Assistant, Daniele Fording, North Jasper B Teacher, Bev Bachota, and Rensselaer Nutrition Aid, Christina Hoover, resigned.
North Jasper Teacher Assistant, Tonya McCalister, has been transferred to the Goodland site, and Melissa Delaney has been transferred from Rensselaer to North Jasper.
Katrina Hull has been offered the teaching position at North Jasper.
Rayne Kemp, a parent has offered Ms. Hoover’s place as Nutrition Aid at Rensselaer. Pending Governing Board approval, these changes will be permanent.

Members received an addition to the Volunteer Confidentiality Policies and Procedures. Belinda stated that KIRPC Head Start would like to include a section on sex offender being excluded from volunteering in the classrooms. Belinda indicated to members that once this section is reviewed and approved, the updated material will be given to the parents to sign and return. Members were asked if there were and comments and/or questions, there none.

Executive Director from the Indiana Head Start Association, Cheryl Miller, presented the shared governance training to the Policy Council and Governing Board members on October 14th. Governing Board members Larry Wiley, Jennifer Davis, and Rita Carpenter attended the training.

The Federal Review will be taking place November 1-5, 2010. The Federal Review Team will be meeting with parents, staff and attending meetings regarding the program. Belinda indicated to members that Governing Board members Larry Wiley, Jennifer Davis, Rita Carpenter, and Bryan Rinker will be

attending the interview which will cover the FY2011 Office of Head Start Monitoring Protocol at 10:00 a.m. CST.

KIPRC Head Start is at full enrollment. The program serves 148 children and maintains a waiting list at each site.

Members received a handout indicating the total CACFP monthly meals. The handout indicated breakfast, lunch, and snack totals for August and September.

The Head Start Grant Application for 2011-2012 is due November 1, 2010. The grant amount that will be submitted will be for a total of \$ 1,125,781. The Executive Committee met in September to approve the budget for this continuation grant.

Motion to accept the Head Start Director's report including approval to submit the 2011-2012 grant application was made by Patrick Clawson and Gary DeVires seconded. Motion passed.

Chairman's Corner

Chairman Wiley asked if there was any other business to discuss. Lynette stated to members that she received a phone call from Mitch Jones, the contractor who had done the renovations on the KIRPC building. Lynette indicated that Mr. Jones stated that he will be in within the next thirty days to complete the installation of a garage door in the warehouse to fulfill the contract with KIRPC.

Chairman Wiley stated to members that if they see any other board members who do not attend the KIRPC Board meetings to stress the importance of attendance to them as it is a crucial piece in conducting business for the communities served.

A motion to adjourn the meeting was made by randy Strasser and Patrick Clawson seconded. The meeting was adjourned at 8:20 p.m. The next meeting will be January 28, 2011 at 7:00 EST / 6:00 CST. This will be a FULL COMMISSION MEETING.