

MINUTES OF MAY 27, 2010
K-IRPC FULL COMMISSION BOARD MEETING

Present:	James Gwin	Jasper County Commissioners
	Christine Chapman	Brook Town Council
	Rita Carpenter	Pulaski County Council
	David Albaugh	Town of Flora
	Bernard Gick	Benton County Council
	Eric Storm	City of Monticello
	Dan Anderson	Town of North Judson
	Sid Holderly	Reynolds Town Council
	John Simmermaker	Winamac Town Council
	Dick Dobbels	Warren County Council
	Bryan Rinker	Monon Town Council
	Herbert Arihood	Mayor, City of Rensselaer
	Patrick Clawson	Carroll County Commissioners
	John Simmons	Starke County Commissioners
	Leland Mayhew	Kentland Town Council
	Brian Knill	Boswell Town Council
	Tiffany Berkshire	Early Childhood Consultant
	Peggy Woods	DeMotte Town Council
	Randy Strasser	Mayor, City of Delphi
	Jennifer Davis	Starke County Council
	Ann Brown	Carroll County
	James Walstra	Jasper County Commissioners
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Kimberly Baker	KIRPC Grant Administrator
	Patricia Korniak	KIRPC Head Start Transportation/Facilities Manager
	Laurie Burton	KIRPC Secretary

Vice Chairman Bernard Gick, called the meeting to order at 7:04 p.m.

Prior Meeting Minutes

Herbert Arihood moved to dispense with reading of the minutes of the March 25, 2010 Executive Board meeting and approve said minutes as presented. Dan Anderson seconded. Motion passed.

Community/Economic Development Report

Edwin reviewed the status of the grant applications in progress. He announced that two CDBG Grants have been awarded and one EECBG Energy Efficiency Grant for Pine Village has been awarded.

KIRPC will know the grant awards for the DR2 stormwater applications in June 2010. Edwin indicated to members that the Monticello Park Grant is due to be submitted next week.

KIRPC has been asked to write and administer and IHEDA Housing Rehabilitation Grant for the Town of Macy in Miami County. Edwin stated that even though they are out of the region, KIRPC could work with Macy and would of course charge a higher fee to do so. Board member, Dan Anderson, stated that if KIRPC is keeping up with the current and "in region" work load, he would recommend working with the Town of Macy on the project. Edwin indicated to members that KIRPC is up to date on their projects. Dan Anderson made motion to work with the Town of Macy on the IHEDA Housing Rehabilitation Grant and Christine Chapman seconded. Motion passed.

Hazard Mitigation plans for Benton County will be beginning soon. Newton, Pulaski, Starke, and White counties have been approved.

Traffic counts for 2009-2010 are almost completed. The 2010-2011 grant has been submitted to INDOT but we have not yet received the contract. KIRPC will be conducting counts in Benton, Newton, and Warren counties. KIRPC will also be preparing transportation plans for Jasper and Starke counties. These plans will be on a three year cycle and will start next year.

A meeting was held with the brownfield consultant and KIRPC will be beginning the process of preparing a region wide brownfield assessment grant application in the fall. Edwin indicated to members that each county will need to decide if they want to participate in the program but there will be no local match required for the grant.

Grant Administrator, Kimberly Baker, requested approvals for: Town of Winamac upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs for the Winamac Fire Truck. The Town of Macy, upon receipt of a Community Development Block Grant funds from the Indiana Office of Community and Rural Affairs for the Macy Wastewater Project. The City of Knox, upon receipt of a Community Development Block Grant funds for the City of Knox Park Planning Grant. The Town of Winamac upon receipt of a Community Development Block Grant funds award from the Indiana Housing Authority for the

Town of Winamac Owner Occupied Repair/Rehab Grant, the Town of Remington upon receipt of a Community Development Block Grant funds award from the Indiana Housing Authority for the Town of Remington Owner Occupied Repair/Rehab Grant.

John Simmermaker made motion to approve the above stated resolutions and Pat Clawson seconded. Motion passed.

Financial Report & Claims

In the absence of Financial Manager, Lynette Carpenter, KIRPC Executive Director, Edwin Buswell, presented Lynette's financial reports and corresponding claims for the months of March and April 2010. Edwin stated to members there were no unusual expenditures for these months and asked if there were any questions. There were none. Herbert Arihood made motion to accept the claims report and Randy Strasser seconded. Motion passed.

Lynette submitted a written financial report regarding an increase in KIRPC's group medical insurance. The report stated to members that the group insurance renewal came in with a 19% increase effective May 1, 2010. This came out to a \$ 29,000 increase to the budget. Edwin indicated to members that KIRPC looked into four options and that Lynette's report explains each option in detail. The first option was to stay with the current plan and try to absorb the \$29,000 increase. Edwin explained that this really was not possible with the current budget situation. The second option was to change the plan by adding a 10 % coinsurance after the deductible is met. The third option was to raise the current deductibles and finally, the fourth option was to increase the deductibles and add the 10% coinsurance after the deductible is met. After looking at all the options, Edwin, Belinda, and Lynette chose option 2, which is to raise the deductibles. By choosing this option, the plan stays the same for most employees. The only change is to employees that actually meet the deductible each year. Lynette explained in her report that this option is affordable given that there is a 10% increase built into the current budget and that the remainder of the 1.84% COLA award will be enough to make up the 2% increase difference. It was also stated that the plan still pays 100% of preventative services and 100% of accidental within 30 Days of occurrence. Members were asked if there were any questions. There were none. Motion to accept the increase in deductible to the group health insurance plan was made by Brian Rinker and Dick Dobbles seconded. Motion passed.

Edwin also reported to members that, after much correspondence, Lynette was notified via phone and email on April 5, 2010 that KIRPC is not required to have annual audits. Edwin stated that Lynette is trying to obtain written confirmation. This is good news for KIRPC in that the agency will not have to hire an outside auditing firm.

Transportation

In the absence of Transportation/Project Development Manager, Randy Mitchell, KIRPC Executive Director, Edwin Buswell, presented the Transportation report.

KIRPC has ordered eight new vehicles under INDOT's ARRA stimulus program. These purchases are under INDOT's ARRA Stimulus program carries no match requirements for the providers. KIRPC received the last four buses this week for Jasper County.

KIRPC submitted the 3rd and 4th quarter drawdown against the ARRA stimulus grant for miscellaneous equipment. KIRPC has also submitted the drawdown for the first quarter reimbursement expenses.

The 2010 Transportation Budget has been approved.

K-IRPC Head Start Program Report

In the absence of KIRPC Head Start Director, Belinda Gutwein, Transportation/Facilities Manager, Patricia Korniak presented the Head start Director's report.

Family Development Specialist (FDS), Juanita Saucedo, has resigned from the North Jasper site as of May 17, 2010. Patricia stated to members that the program will be taking a slow approach and examining alternatives to filling this position. KIRPC Head Start has been gathering information from other programs as to how they're utilizing the staff/resources they have. Currently, all management staff and bi-lingual staff member, Wanda Monjon, are covering this FDS position. There are budget and work load issues to be discussed and perhaps redistributed.

A Head Start bus in Newton County had been in an accident and has been declared totaled. The driver was alone, no children were involved. Patricia stated to members that this bus had recently received the new bus restraints. As per standard, a letter was sent to Regional Office asking permission to "scrap" the totaled bus since it is no longer useful or operable. Regional Office sent a letter indicating their approval to discard the bus. The insurance settlement to Head Start will be \$10,500. Patricia indicated to members that a new bus will cost at least \$45,000, and at this time, the Head Start budget is unable to cover this loss. Newton County is using a spare bus that has been repaired to accommodate.

At the last full Staff Meeting, employees were reminded they must use their accrued vacation time before the end of the grant cycle.

KIRPC Head Start is at full enrollment and class selections have been completed for all sites. Patricia stated that Open Houses and Orientations are scheduled for August and September at all sites.

KIRPC Head Start Staff Orientation will begin on Friday, August 20, 2010. All staff will receive their TB Mantoux on that first day and will have it read the following Monday, August 23rd. During the two day orientation, mandatory trainings will be given to keep staff current. In October, staff will receive the Poverty Simulation training brought to the program by Purdue University. KIRPC Head Start will attempt to make as much of the training and technical fund

portion of the grant available to those staff members who need to obtain their degrees. The deadline for B.S. degree for teachers is 2013.

Jasper County Community Service Director, Sharon Colee, and Head Start staff had a meeting to discuss the scheduling for new floor tile, carpeting, and sinks for the Rensselaer classroom as well as the installation of new cabinets, and flooring in the kitchen, foyer, and classrooms at the North Jasper site.

Regional Office has indicated to KIRPC Head Start that the Risk Management meeting will be held on July 27, 2010, beginning at 11:00 CST/12:00 EST. KIRPC Governing Board Chairperson, Larry Wiley, and Policy Council Chairperson, Dawn Hagen have been notified along with Finance Manager, Lynette Carpenter, Health Services Manager, Jeannie Polakovic, and Head Start Director Belinda Gutwein for the conference call at the Grantee Office. This meeting is to discuss areas of concern/risk to the program seven months prior to the end of the grant year.

A Cultural Diversity Training was held for the Head Start Staff on May 14, 2010. Mr. Armando Saucedo, who is from a Latino family, discussed the differences in culture and encouraged tolerance and sensitivity. He provided many examples of how food, family, and religion are the center of most cultures and gave examples of his experiences in living in two cultures. Staff stated they left the training with more of an increased understanding of the Hispanic culture.

Members received a copy of the Summary of the Self Assessment 2010 findings. Patricia stated that each area of concern has been addressed, corrected or correction is ongoing. Members were asked if there were any questions. There were none.

Members received a copy of the Monitoring Protocol Questions at the last meeting in order to help prepare them for the Federal Review that will occur after October 1, 2010. Patricia handed out the review sheet to those questions and encouraged members to ask questions to clarify understanding. The next full commission board meeting will entail a more concentrated discussion of the questions and answers. Randy Strasser questioned Patricia if all the board members would be contacted during the review. Patricia stated that Ms. Gutwein is asking for volunteers during federal review week and reminded members that the KIRPC Governing Board as well as the Policy Council are the decision making bodies of the program and hold the financial responsibility to ensure the program's success.

Motion to accept the KIRPC Head Start Director's Report was made by Jim Gwin and Christine Chapman seconded. Motion passed.

Chairman's Corner

Vice Chairman Gick asked members if there was any new business to attend to. There was none. John Simmermaker questioned the progress of the speaker system that has been recommended to be installed. Edwin stated that KIRPC has contacted three different companies and are still

waiting on more information as to what these companies offer equipment wise as well as installation.

A motion to adjourn the meeting was made by Herbert Arihood and Rita Carpenter seconded.

The meeting was adjourned at 7:35 p.m. The next meeting will be July 29, 2010 at 7:00 EST / 6:00 CST.