

**MINUTES OF THE MARCH 25, 2010
K-IRPC EXECUTIVE BOARD MEETING**

Present:	Bernard Gick	Benton County Council
	Herbert Arihood	Mayor, City of Rensselaer
	Ronald Schmierer	White County Council
	Leland Mayhew	Kentland Town Council
	Dan Anderson	President, North Judson Town Council
	Dan Dolezal	Pulaski County Representative
	Randy Strasser	Mayor, City of Delphi
	Beverly Fraine	Starke County Representative
	Jennifer Davis	Starke County Council
	Rick Chambers	Mayor, City of Knox
	Fred Byers	Town of Fowler
	Eric Storm	Monticello City Council
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Randy Mitchell	KIRPC Project Development Manager
	Belinda Gutwein	KIRPC Head Start Director
	Nathan P. Origer	KIRPC Community Development Planner

First Vice-Chairman Bernard Gick called the meeting to order at 7:00 p.m.

Prior Meeting's Minutes

After roll was taken by roundtable introductions, Bernard Gick asked for approval of the minutes of the January 28, 2010 Full Commission Board meeting without reading. Fred Byers moved, and Mayor Arihood seconded. The motion passed.

Community/Economic Development Report

Edwin Buswell noted that KIRPC has two IHEDA housing-rehabilitation grants that have been awarded, for Remington and Winamac. A CDBG planning grant has been submitted for the Knox Park, as have seven CFF Round 1 grants. These will be announced on May 14. He then announced that 13 storm-water grant applications are in the works, with a due date of April 30, explaining that these are second-round Disaster-Recovery (DR2) grants that are exceptionally competitive.

He then discussed DR2 Water/Wastewater grants, which will be due on July 2, providing a tentative list of projects and noting that Knox needs to be added to, and Brook removed from, the list included in his report. Edwin mentioned that DR2 grants are a maximum \$1MM, and explained that although OCRA is not requiring local matches on DR2 grants, the highly

competitive nature thereof suggests that communities should be contributing something if they wish to apply successfully. Communities still have time to apply for these grants, and should contact KIRPC quickly.

KIRPC currently has three EDA grants in progress, as well as two planning grants. The FEMA property-buyout grant for Remington, for flooded properties, is at the appraisal stage. On June 1, the DNR Land and Water Conservation Fund grant application for Monticello is due. Wolcott has expressed interest in a housing grant, probably due in September.

The Hazard Mitigation Plans for Newton, Pulaski, Starke, and White Counties have been approved, and the Benton County plan is almost ready to begin.

Traffic counting has resumed in Jasper and Starke Counties; any road where traffic should still be counted should be mentioned to KIRPC, in these counties as well as in Benton, Newton, and Warren Counties, where counting will occur under the July 1, 2010-June 30, 2011 budget, which has been submitted. The budget for 2010-2011 is \$52,845, with a grant request of \$42,353, leaving for a match of just more than \$10,000. In addition to traffic counting, KIRPC will develop transportation plans with these funds, starting with Jasper and Starke Counties. The specific requirements of these plans are not yet known by KIRPC.

Edwin explained that the LaPorte district office of INDOT wants him to visit their office annually to talk about projects; anyone with a project that he would like Edwin to discuss with INDOT should inform Edwin. He also reminded everyone present that KIRPC's office will host OCRA's CDBG class for local officials from 8:00 until 5:30 EDT on April 8.

Having received proposals from two consulting firms, KIRPC will work with IWM Consulting, Inc., of Indianapolis on the brownfield-assessment grant. KIRPC has worked with IWM before, several KIRPC counties and communities used IWM to apply for energy-efficiency grants from the State, and IWM will offer free assistance in writing the grant. This application likely will be due in the fall.

Edwin brought up the possibility of using ARRA Transit funds to purchase a speaker system for the meeting room, an idea that had been proposed by some board members after the January full-commission meeting. After Randy Mitchell, Transit Manager explained the funding and purpose, Mayor Strasser moved to approve the purchase; Mayor Arihood seconded; the motion passed.

Brief discussion followed regarding the brownfield-assessment grant and possible sites, and then Edwin mentioned that another round of energy-efficiency grants is underway, and that KIRPC would refer any interested parties to the aforementioned IWM.

Financial Report & Claims

Edwin spoke on behalf of Financial Manager Lynette Carpenter, who was on vacation. He opened the floor for questions, and Bernard Gick inquired as to why a new copier/printer was purchased for \$25,000. Edwin explained that this was a reimbursable expenditure under ARRA

funding, and that the color-copying and printing abilities of the machine have been helpful in preparing grant applications. Randy provided more explanation regarding the process of receiving reimbursements on ARRA purchases.

Mayor Arihood moved to approve the report, Fred Byers seconded, and the motion passed.

Active-Grants Report

Edwin spoke on behalf of Grant Administrator Kimberly Baker, who was on vacation. The Kentland Library and Burnettsville storm-sewer projects have closed, and the Knox wastewater plant-rehabilitation project is underway. Two fire-station projects are going out to bid, and bids received last week for the Monon fire truck were on budget.

Re-inspections have been completed for the Goodland housing grant, which is the first housing grant that KIRPC has done; Edwin noted that lead-based-paint inspection is the next step in the process.

Mayor Strasser inquired as to what goes into housing-rehabilitation grants; Edwin explained that KIRPC writes the grants and verifies incomes; Randy explained eligibility for these grants, particularly the low-income requirement. Edwin asked if anyone had further questions; no one had.

Transportation Report

Transportation/Project Development Manager Randy Mitchell noted that four of the eight vehicles purchased under INDOT's ARRA stimulus program, at a cost of \$335,951, are expected to be delivered by April 15. He reminded all that no match was required for this program.

Further, he noted that the second drawdown against the ARRA grant has been submitted; the \$26,308 covers various office equipment and furniture, and communications equipment.

Randy expressed his need for the signatures of executive-board members on claims, and noted further that annual service contracts between KIRPC and providers in Jasper, Pulaski, and Starke Counties are being sent for signatures.

Randy then presented a brief follow-up to Edwin's remarks on current projects.

Comprehensive Economic Development Strategy (CEDS) Report

Community Development Planner Nathan P. Origer updated the executive board on the status of the KIRPC CEDS, explaining that — now that the CEDS Committee has come to consensus on the Strategy's "Vital Regional Projects," "Plan of Action," and "Performance Measures" sections (Friday, March 12 meeting) — the document will soon be published on KIRPC's Website for public comment. If publishing it online is not feasible, then copies will be left in each county, at

an appropriate location; either way, a public notice will be printed in each county's newspaper of record.

Mayor Strasser expressed his pleasure with the CEDS process and spoke highly of the potential good to come of the Strategy's implementation in the future.

KIRPC Head Start Program Report

Head Start (HS) Director Belinda Gutwein stated that the Stimulus-funded 1.84% COLA will be retained as per recent notification from HHS.. HS is facing an April 30 deadline for the application to justify the retention of these funds. HS has experienced no personnel changes during the past month.. Belinda reiterated that HS enrollment remains at 148, with a waiting list; newly opened spots must be filled within 30 days, but usually are filled within three to four days. She reported that the Child and Adult Care Food program provided 1,588 breakfasts, 1,666 lunches, and 144 snacks in February.

The HS Director announced that the Jasper County REMC has made a \$850 grant to HS. The money will be used to offset the cost of nationally known speaker for April 14th.

Belinda then proceeded to discuss HS Self-Assessment. This process involves about 1,800 standards and 214 pages of monitoring protocol questions. Following the January Self Assessment, the KIRPC Governing Board received copies of the results. HS held an all-staff meeting at on March 12 where the team determined the Program Improvement Plan from the Self Assessment results. Four primary areas were identified as being in need of improvement:

1. Improving the transition process to kindergarten including more parental involvement as well as transitioning with the kindergarten teachers and principals.
2. Providing better training for the governing board and policy council to increase understanding of their responsibilities as overseers of the program and finances.
3. Per national directives, HS needs to improve its cultural diversity training. Plans are being made to hold a training for staff before the end of the year.
4. Strengthening Interagency Agreements with LEAs, First Steps, and elementary schools.

The federal Office of Head Start has informed KIRPC HS that DANYA, a third-party reviewer, will conduct HS's triennial review after October 1, 2010. The program will receive a thirty day notification. The HS Director asked that several board members plan to be part of the process.

As part of the Governing Board Training, Belinda provided a list of potential interview questions to the board regarding the KIRPC Head Start program. These same questions will be mailed to all members of the Commission before the May meeting. She then reviewed the questions and answers with the members and asked for the members to be ready for the training at the May meeting.

One risk-management issue was addressed, that dentals are not at 100%. Follow-up appointments are sometimes required, but not made. Head Start is asking for 100% follow up. Ms. Gutwein explained that this is sometimes difficult since families move away prior to the completion. However, reaching 100% is the goal.

Conflicting demands are being made upon KIRPC Head Start. The national offices of Head Start is requiring an annual audit, but at the State level, KIRPC is only required to have a bi-annual audit. There have been pages of emails generated by the Fiscal Manager to the state and to the Regional Office of Head Start. The Fiscal Manager and the Head Start Director desire a decision in writing prior to the next federal review. The entities are now talking to each other.

Randy Mitchell stepped in to explain ARRA reimbursements. The Head Start Director outlined the times the Governing Board has received training on Head Start matters. She indicated that providing questions and answers tonight regarding the program constituted a training.

Fred Byers, Benton County, indicated that he hopes that the HS director for Benton County is “as intense as Belinda” with concern for serving children and families in his county. He then asked three questions. He first inquired about the 148-student maximum capacity. Belinda explained that this is the allowable number for KIRPC HS. Surrounding counties are served by other programs, and she named a couple. KIRPC HS started with 128 slots in the three counties in 1997. An expansion grant early in the next decade added twenty more slots. She said that filling and maintaining the 148 slots is extremely important and monthly enrollment reports are filed at the Regional Office. He then asked about the size of the waiting lists. Belinda reported that each county has approximately 50 students waiting. Finally, he asked about applicant qualifications, referring to the sixth question from the “Questions for Governing Board”. (See enclosure.) Belinda explained that following an intake interview, the Family Development Specialist transfers the information from the family onto an Enrollment Selection Criteria form. They are given points for income, age, social service factors, transferring, disabilities, and parental status. The highest number of points are considered the most needy. Attempts to place those children in the system are given priority. Mr. Byers attempted to move to approve Belinda’s report, but Bernard Gick continued the conversation, probing these requirements. Belinda explained that families must meet low-income requirements. Over income families may apply, and the program can accept 10% over income. However, our program rarely needs to accept over income due to the availability of very needy families in our three counties.

Mr. Byers moved to approve Belinda’s report, Dan Anderson seconded, and the motion carried.

Other Pertinent Business

Edwin returned conversation to the CEDS, noting that David Terrell, Executive Director of OCRA, was impressed with the February CEDS Committee meeting at which he spoke. Both the process used for developing the CEDS and the representation were encouraging to him. In the future, regional impact may be a scoring criterion for CDBG projects. County and municipal officials will need to submit updated proposed-project lists for the year-end update to the CEDS. USDA, HUD, and DOT are all implementing regional-project programs.

Bernard Gick mentioned that he received an e-mail from the governor's office regarding a grant awarded in Ambia.

Chairman's Corner

This part of the meeting was skipped.

Dan Dolezal motioned to adjourn the meeting, and the meeting was adjourned.