

**MINUTES OF JULY 29, 2010**  
**K-IRPC FULL COMMISSION BOARD MEETING**

Present:	Ron Schmierer	White County Commissioners
	John Simmons	Starke County Commissioners
	Larry Wiley	Wolcott Town Council
	Eric Storm	City of Monticello
	Christine Chapman	Brook Town Council
	Jennifer Davis	Starke County Council
	Dan Dolezal	Pulaski County Representative
	Dick Dobbels	Warren County Council
	Rita Carpenter	Pulaski County Council
	Tiffany Berkshire	Early Childhood Consultant
	Bernard Gick	Benton County Council
	Leland Mayhew	Kentland Town Council
	Gerrit DeVries	Jasper County Council
	Pat Berger	Remington Town Council
	Sid Holderly	Reynolds Town Council
	Jim Walstra	Jasper County Commissioners
	Dan Anderson	North Judson Town Council
	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	Community Development Planner
	Belinda Gutwein	KIRPC Head Start Director
	Laurie Burton	KIRPC Secretary

Chairman, Larry Wiley, called the meeting to order at 7:05 p.m.

**Prior Meeting Minutes**

Christine Chapman moved to dispense with reading of the minutes of the May 27, 2010 Full Commission Board meeting and approve said minutes as presented. Dan Anderson seconded. Motion passed.

**Financial Report & Claims**

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of May and June. Ms. Carpenter indicated to members that there were no unusual expenses. The Board mileage was paid out and some furniture expenses from the ARRA

grant were incurred for Jasper county. Motion to approve the claims report was made by Bernard Gick and Christine Chapman seconded. Motion passed.

Lynette stated to members that we have been experiencing some ongoing problems with the air conditioner in the front portion of the building. She stated that it is quite old, as it was installed in 1978. Mr. Roger Young from Young and Son's Heating and Cooling indicated to Lynette that the air conditioner is very old and will continue to trip the breakers until the unit finally quits working. He also stated that it may last for a while or it may just quit working. Mr. Young provided Lynette with two quotes for a new unit. He quoted an R-22 Condensing unit like we currently have, although these units are currently obsolete, he can still purchase these. He indicated that there is only a 5 year warranty on the compressor for these since they are obsolete. The second quote is for a 410A unit, new coil, and new refrigeration lines (these would have to be replaced because the old refrigerant is also obsolete). There is a 10 year warranty on the compressor on this model.

Dan Dolezal made motion to replace the unit and accept Quote #2(the 410A unit). Dan Anderson seconded. Motion passed.

Lynette also asked the Board for guidance on a matter concerning a final project in which KIRPC had paid Mitch Jones Construction and did not receive the product. Lynette indicated that she had paid for a new garage door and opener in December of 2009. This amount was paid up front due to the project materials being all special order for the size of the door and the construction of the garage ceiling. Mitch Jones was also preparing another quote for KIRPC for a few new windows and a new front door pertaining to an energy grant that KIRPC was applying for through the Town of Monon. Mitch indicated that he would like to wait until the energy grant was received and do the projects all at one time. We did have a problem with this at the time since he had just completed the renovations on the conference room and garage and we were very happy with the outcome of the project. KIRPC found out in late March 2010 that our business did not qualify for the energy grant. Lynette stated that she then tried to contact Mr. Jones regarding the garage door project. She indicated that she left him numerous messages and never received a call back. Lynette then inquired at Dye Lumber, Inc to see if the special orders had been placed for the garage door or opener. She was informed that Mr. Jones had not placed the orders for the products. She was also told that he was having some personal issues and was not working in his construction business at the time. She was told that he was going through a divorce and that his wife had filed for bankruptcy. Lynette asked members for suggestions as to how KIRPC should go about recovering this expense. KIRPC Attorney, Dan Blaney, stated that he would write a letter and recommended that Lynette send him all the information pertaining to this matter. Members agreed.

### **Community/Economic Development Report**

Edwin reviewed the status of the grant applications in progress. Edwin stated to members that KIRPC is currently working on income surveys for the two CDBG Waterway Debris Removal grants.

Benton County will be having their first hazard Mitigation Plan meeting on July 29<sup>th</sup>. The contract from the Polis Center has been received and is in the amount of \$16,838.

The 2009-2010 traffic counts have been completed in Starke and Jasper counties. KIRPC has received the new contract for the 2010-2011 year. Counts are underway in Benton, Newton, and Warren counties. KIRPC will also be preparing transportation plans for Jasper and Starke counties. Transportation plans will be prepared on a three-year cycle. Dan Dolezal requested the 2008-2009 Pulaski County traffic count data be sent to him as he would like to review the information.

KIRPC will be holding a Brownfield Workshop on August 18, 2010. The workshop will include speakers from several agencies and firms who will discuss how to develop Brownfield projects, what grants are available, and coalition projects. Edwin stated this workshop will help KIRPC's application for a Brownfield Assessment grant in the fall. Members were encouraged to attend.

KIRPC has received a quote with several options for the speaker system in the conference room. (see Financial report) Per ARRA funding requirement, KIRPC will need to obtain a second quote. Edwin indicated to members that he will be meeting with another company on Tuesday, August 3<sup>rd</sup> for a second quote. Board member, Gerrit DeVries stated that if KIRPC decides to purchase a wireless system, the batteries do not last long and must always be kept charged. Eric Storm does not recommend a portable system due to the fact of the constant rearranging of the conference room. Chairman Wiley recommended waiting on a second quote before making a decision on a system. Dan Dolezal made motion to hold off on purchasing a sound system until a second quote arrives and Dan Anderson seconded. Motion passed.

Grant Administrator, Kimberly Baker, requested approvals for: Starke County upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Koontz Lake Wastewater project. The Town of Hamlet upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Hamlet Storm Water Project. The Town of Reynolds upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster recovery Grant for the Reynolds Storm Water Project. The Town of Monon upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Monon Storm Water Project. The Town of Wolcott upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Wolcott Storm Water Project. The Town of Medaryville upon receipt of a Community Development Block Grant funds award from the Indiana Office of Community and Rural Affairs Disaster Recovery Grant for the Medaryville Storm Water Project.

Dan Anderson made motion to approve the above stated resolutions and Dick Dobbels seconded. Motion passed.

The 2<sup>nd</sup> quarter drawdown for reimbursement has been submitted. The total reimbursement amount is \$162,676.

Each Transportation provider has been asked to submit a budget for 2011 that is 15% lower than 2010. The instruction for the state share is to reduce the 2011 funding by 15 % from the approved 2010 budget. Transportation Manager, Randy Mitchell, indicated to members that the federal allocation has been lowered 11.75 % from 2010. The 2011 budget is due August 13, 2011.

Motion to approve the resolution authorizing of the Renewal Application Grant for 5311 was made by Dan Dolezal and Bernard Gick seconded. Motion passed.

Due to the ARRA vehicles that have been ordered, there will be no 2011 Capitol budget.

Over 90% of the ARRA stimulus finding for Transportation has been spent. Randy indicated to members that there are still more items to be purchased with this money. The goal is to spend every allocated dollar.

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

The 1.84% COLA award has been received. KIRPC Head start employees will continue to receive this amount which had previously been the ARRA funding.

The Family Development Specialist (FDS) positions have been reassigned in effort to keep retain the existing people. KIRPC Head Start Director, Belinda Gutwein, indicated to members that after meeting with other rural programs within the state, the following reassignments will occur in order to maintain reasonable caseloads and budget costs:

Garlene Brown will be at the Roselawn site three days per week and will be considered her primary site. Ms. Brown will be at the Goodland site the remaining two days per week and will carry a caseload of 43 families. This will make Garlene the FDS for Newton County.

Paula Gray will be reassigned to cover all of Jasper County. This will involve spending three days a week at the North Jasper. This will be her primary site. The remaining two days will be spent at the Rensselaer site. Ms. Gray's caseload will be roughly 47 families.

Vickie Bruce will remain covering Pulaski County. Vickie will now be working ten months out of the year and will be on leave when the Pulaski County nine month staff out in the summer. Ms. Bruce will have a caseload of 40 families.

Wanda Monjon will take on all of the Hispanic families at the Roselawn, North Jasper, Goodland and Rensselaer sites. Wanda will have an approximate caseload of 18 families and will travel from site to site daily/weekly. Ms. Monjon will be training for this added role. KIRPC Head

Start feels that this will help keep a translator in the program since that was a position created from the ARRA grant funding that will run out in September. Ms. Monjon will still be responsible for translating menus, calendars, and newsletters for the program.

Another area of reorganization will be parent meetings. It was discussed that all Parent Meetings will be conducted during the daytime hours and will begin in August 2010.

KIRPC Head Start received the insurance settlement check for \$10,500 for the bus that was totaled in Newton County. This has gone toward the purchase of one bus. The cost to purchase the two buses came to \$22,000. Belinda and Transportation/Facilities Manager, Pat Korniak, looked at two newer busses that were located in southern IN. The cost for both busses came to less than half the cost for one new bus. Ms. Gutwein indicated to members that these buses are in need of some repairs, tires, and will need to be painted white. It was stated that the money to complete the repairs, new tires and paint job is not in the budget. It is expected that it will take approximately \$20,000 to have the buses ready for transportation. This has not been budgeted.

At the last Policy Council meeting held on June 17, 2010, Belinda asked members for budget recommendations for the program to continue to operate. Belinda stated to members that budget spending must become more tight and reorganized. PC Community Representative, Jackie Rawlins recommended the possibility of looking at consolidating or eliminating management positions. Jackie felt that in looking at the line items, the salaries are the major portion of the budget. Ms. Rawlins, who is a retired art teacher who has worked in the school system for many years, expressed an understanding of reorganization of staff and feels that it is the purpose of the program to consolidate when necessary. Belinda stated that KIRPC has been consulting with other programs and received the same recommendation. It was decided that the best option was to eliminate the Health Service Manager position and to redistribute those job duties to other positions as well as streamlining these duties through an online tracking system. Chairman Wiley indicated to members that eliminating this position and the purchase of the tracking system was the right choice. With the approval from Regional Office, Policy Council, and the KIRPC Governing Board, this position was eliminated on July 26, 2010. The employee who held this position was offered an 11 week severance with insurance through the end of August. Chairman Wiley stated that the handbook shows no guidelines for reduction of force and would like to place that handbook discussion on the next agenda.

The Risk Management conference call was conducted on July 27, 2010. Regional found one action item regarding medical information. Belinda stated that once the online tracking system is in place this information will be clear and immediately available.

Motion to accept the KIRPC Head Start Director's Report was made by James Walstra and Gerrit Devries seconded. Motion passed.

## **Chairman's Corner**

Chairman Wiley asked if there was any other business to discuss. There was none. Chairman Wiley thanked all of the KIRPC staff for the hard work and dedication they have shown. Mr. Wiley indicated that the figures in finance are reflecting the great job the KRIPC staff are doing. Board member Pat Berger expressed her appreciation to KIRPC for sending meeting information in advance and also for attending the Fire Station Ground Breaking.

Mr. Wiley stated to members that the next meeting will be the Budget meeting in September and will reflect many changes in the next budget year. All members are strongly encouraged to attend.

The next Full Commission Board Meeting will be in October. Chairman Wiley stated to members that if they see any other board member that does not attend the KIRPC Board Meetings to stress the importance of attendance to them. Mr. Wiley stated that in order for KRIPC to excel as an agency as well as for their communities, attendance is important in order to conduct business.

## **Adjournment**

A motion to adjourn the meeting was made by Dan Dolezal and Christine Chapman seconded. The meeting was adjourned at 8:00 p.m. EST. The next meeting will be October 28, 2010. This will be a FULL COMMISSION MEETING and will begin at 7:00 p.m. EST/6:00 p.m. CST.