

**MINUTES OF MARCH 31, 2011
K-IRPC EXECUTIVE BOARD MEETING**

Present:	Herbert Arihood	Mayor, City of Rensselaer
	Jim Gwin	Jasper County Commissioners
	Jennifer Davis	Starke County Commissioners
	Russell Collins	Newton County Commissioners
	John Berry	Fowler Town Council
	Rick Chambers	Mayor, City of Knox
	Bernard Gick	Benton County Council
	Dick Dobbels	Warren County Council
	Sid Holderly	Reynolds Town Council
	Darlene Mellon	Francesville Town council
	Patrick Clawson	Carroll County Commissioners
	Mike Tiede	Pulaski County Commissioners
	Dan Anderson	North Judson Town Council
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Nathan Origer	KIRPC Community Development Planner
	Randy Mitchell	KIRPC Project Development
	Lynette Carpenter	KIRPC Finance Manager
	Kimberly Baker	KIRPC Grant Administrator
	Belinda Gutwein	KIRP Head Start Director
	Laurie Burton	KIRPC Administrative Assistant

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

Prior Meeting Minutes

Russell Collins moved to dispense with reading of the minutes of the January 28, 2011 Full Commission Board meeting and approve said minutes as presented. Herbert Arihood seconded. Motion passed.

Community/Economic Development Report

KIRPC has been asked to take over administration for the Lake County Lake Dalecarlia Dam Project. The county was using a private grant writer who was no longer able to administer the grant. KIRPC agreed to take over the administration for \$55,000.

Nine CFF grants that were submitted on March 18, 2011. Awards are scheduled for May, although this date is dependent upon passage of the federal budget for 2011.

The Rochester Industrial Park Infrastructure was not awarded and will be re-applied for in June.

Edwin stated to members that if there are any new CFF projects, KIRPC will need the information by the end of May. Proposals are due July 22, 2011 and applications on September 30th. We currently have 7 potential projects for 2nd round.

Traffic Counts are underway in Benton, Newton, and Warren counties and the Transportation plans are being compiled and submitted. The traffic counting staff attended a two-day traffic counting certification course. This class will certify counters in reporting and transferring data to INDOT. The proposal for the 2011-2012 funding cycle has been submitted. This will allow for counts to be conducted in Pulaski and White counties. Funding request is in the amount of \$35,772 with a local match of \$8,729

KIRPC has been awarded the EDA planning grant for 2011-13. The amount was \$166,884. This was decreased \$30,000 due to the federal budget not being passed. This may be restored once the budget is passed.

KIRPC has requested approvals for resolutions to enter into administration contracts for the following projects: the County of Pulaski, upon receipt of a Community Development Block Grant fund award from the Indianan Office of Community and Rural affairs Disaster Recovery Grant , for the Start City Wastewater Project; The County of Lake, upon receipt of a Community Development Block Grant fund award from the Indianan Office of Community and Rural Affairs Disaster Recovery Grant, for the Lake Dalecarlia Dam Rehabilitation and Improvements Project; The County of White, upon the receipt of a Community Development Block Grant fund award from the Indiana Office of Community and Rural Affairs, for the Economic Development Strategy Study; The Town of Boswell, upon receipt of a Community Development Block Grant fund award from the Indiana Office of Community and Rural Affairs, for the Boswell Water & Wastewater Study.

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

KIRPC submitted the 4th quarter drawdown in the amount of \$154,527.

The ARRA grant has been closed. Randy stated to members that the ARRA funds allowed the transportation providers to afford many enhancements. Of the \$544,524 received in ARRA funding, \$458,252 was spent leaving the remainder of the funds to be returned to INDOT.

INDOT will be conducting a compliance review for KIRPC transportation in 2011. Randy stated that KIRPC is unsure if Newton County will be involved with the review since they entered into the program late in the year. Notification of the review may happen within a week's time.

Financial Report & Claims

Financial Manager, Lynette Carpenter, presented financial reports and corresponding claims for the months of January and February 2011.

Lynette stated that there were no unusual expenses for these months. It was pointed out that there are final expenses from the 2010 budget on the 2011 budget report as they are the final expenses for the 2010-2011 grant cycle.

Motion to accept the claims and financial report as presented was made by Herbert Arihood and Jim Gwin seconded. Motion passed.

Lynette indicated to members that KIRPC would like to update the Maintenance of Benefits During Leaves of Absences portion of the handbook to restate our current policy. She indicated that the handbook states that the employee will remain covered under KIRPC's group insurance plan until the end of the month in which they start the unpaid leave. This is correct for an unpaid leave of absence in which the employee is not covered under the Commission's short-term disability plan. However, when an employee is covered under the Commission's short-term disability plan, they generally remain covered under the Commission's plan for (2) months. This is due to the nature of the leave of absences normally being for a surgery or the delivery of a baby etc. The doctor generally states that the recovery time is 6 weeks. KIRPC has been allowing (2) months coverage due to the return to work dates being stated in advance, and the large amount of paperwork involved in having someone elect COBRA for (1) month and then return to the group insurance plan the next month. Lynette indicated that she would like the handbook to be restated to reflect this practice.

Motion to restate the Maintenance of Benefits During Leaves of Absences portion of the handbook was made by Dan Anderson and Dick Dobbels seconded. Motion passed.

K-IRPC Head Start Program Report

North Jasper Nutrition Aid, Sherry Bulington, has resigned. Belinda stated that Sherry's new position will benefit the Head Start program as she will be the bus driver for Jasper County Community Services. Tonya McCalister has requested a transfer from the Goodland site where she was the Teacher Assistant, to fill Sherry's position.

Previous Float, and avid Goodland volunteer, Tammie Harmon, has interviewed for the Teacher Assistant position at Goodland and has accepted the position pending Governing Board and Policy Council approvals.

KIRPC Head Start is at full enrollment. The KIRPC Head start program enrolls 148 children and maintains waiting lists at each site. Belinda stated that recruiting efforts begin immediately if the Family and Community Partnerships Manager sees that the waiting lists are low. Recruitment takes on many forms such as door knockers, grocery bags, radio spots, etc.

Belinda reported on the CACFP numbers for the program. The number of meals indicates the total number of breakfasts, lunches and snacks served for the month of February.

KIRPC Head Start received the report from DANYA stating the results of the Federal Review that was conducted October 31 – November 5, 2010. KIRPC Head Start's areas of strength were identified as having strong community partnerships including providing funding resources to create safe environments for the children.

The Review Team found that the Grantee did not implement procedures for the ongoing monitoring of its Transportation Services to ensure the proper Federal regulations were being followed. The Team found that the Grantee did not ensure that the transportation providers received an annual refresher training course that includes safely running a route, conducting routine maintenance and safety checks of each vehicle, and maintaining accurate records as required. Belinda stated to members that these corrections have been made. It will be the responsibility of Transportation/Facilities/Nutrition Manager to maintain the record keeping. KIRPC Head Start has 120 days to correct the non-compliance issues. Belinda stated to members that there will be a follow up visit to ensure the corrections have been made and that the program is in full compliance.

Members were strongly encouraged to contact the legislators regarding a bill that would affect our part-year teaching staff. During the shutdown month in July, Head Start staff is eligible to collect unemployment for that month. An appeal has been made to the legislature to consider the impact on the Indiana Head Start programs who will suffer as a result if the bill passes the State Senate. Many of the teaching staff may not be able to continue to work for the program as this will represent a 15% pay cut.

Playground enhancements are scheduled for the springtime. Rensselaer will receive a wooden shade structure over their sandbox. Goodland will be receiving the ground carpet made from recycled tires. The Goodland grant is a combination of funds mentioned in the Federal Review as an Area of Strength. The Newton County Community Foundation, Head Start/Body Start, and the Northwest Indiana Solid Waste District have provided the funding for the Goodland Head Start site.

KIRPC Head Start is applied for a PACE grant in Pulaski County and was turned down. Members of the deciding group felt that the grant did not meet the educational criteria for funding.

It was reported that the KIRPC Head Start teachers are right on track with their teaching credentials. The Office of Head Start has designated 2013 to be the deadline year for teacher credentials to be at 50%. KIRPC Head Start is already at that 50% mark.

Members were offered a copy of the Self Assessment that was conducted in January. There were no outstanding corrections that needed to be made in this review.

The IAEEYC (Indiana association for the Education of Young Children) will be held at the Indiana Convention Center this year on April 7-9th. Several staff members will be attending one day of the conference. Head Start staff will also be participating in a full day in service on April 13th. This will be a Body Safety for Young Children and will be held at the Newton County Government Center. This event is being held on a Wednesday, April 13th, therefore, there will be no class on that day.

KIRPC Head Start's spring break March 21-25 for all the sites except Roselawn. Roselawn will have their spring break March 28-April 1.

Motion to accept the Personnel changes along with the Head Start Director's report was made by Rick Chambers and Sid Holderly seconded. Motion passed.

Chairman's Corner

Vice Chairman Gick asked if members if there was any new business to attend to. There was none.

A motion to adjourn the meeting was made by Jim Gwin and Dick Dobbles seconded. The meeting was adjourned at 7:46 p.m. The next meeting will be May 26, 2011 at 7:00 EST / 6:00 CST. **THIS WILL BE A FULL COMMISSION MEETING**

