

MINUTES OF OCTOBER 27, 2011
K-IRPC FULL COMMISSION BOARD MEETING

Present:	Bernard Gick	Benton County Council
	Larry Wiley	Wolcott Town Council
	Erick Storm	City of Monticello
	Jerry Sullivan	Pulaski County Council
	Jennifer Davis	Starke County Commissioners
	Brian Knill	Boswell Town Council
	Lowell Mitchell	Kentland Town Council
	Dan Anderson	North Judson Town Council
	Tiffany Berkshire	Early Childhood Consultant
	Christine Chapman	Brook Town Council
	Dick Dobbels	Warren County Council
	Jacob Taulman	Representative for Dan Blaney
	Sid Holderly	Reynolds Town Council
	David Diener	White County Commissioners
	Darlene Mellon	Francesville Town Council
	David Albaugh	Representative for Town of Flora
	Jim Walstra	Jasper County Commissioners
	John Simmermaker	Winamac Town Council
	Patrick Clawson	Carroll County Commissioners
	Randy Strasser	Mayor, City of Delphi
	Edwin Buswell	KIRPC Executive Director
	Lynette Carpenter	KIRPC Financial Manager
	Kimberly Baker	KIRPC Grant Administrator
	Randy Mitchell	KIRPC Program Development Manager
	Belinda Gutwein	KIRPC Head Start Director
	Laurie Burton	KIRPC Administrative Assistant

Chairman, Larry Wiley, called the meeting to order at 7:00 p.m.

Prior Meeting Minutes

Bernard Gick moved to dispense with reading of the minutes of the July 28, 2011 Full Commission Board meeting and approve said minutes as presented. Jennifer Davis seconded. Motion passed.

Community/Economic Development Report

Three grants have been awarded. Two CDBG Downtown Revitalization Study grants for Morocco and Remington and EDA Public Works grant for the Fulton County Rochester Industrial Park Infrastructure Project.

Two Starke County grants have been submitted, the Starke County Knox Industrial Park Intersection Improvements project and the Starke County Yellow River Debris Removal project. KIRPC has also submitted a grant for the Carroll County EMS Station study. There are seven CFF Round 2 grants submitted as well as a CDBG grant for the Wolcott Downtown Streetscape Project.

The 2012 CFF Round 1 proposals are due in January. Communities that are interested in applying for a project will need to let KIRPC know no later than the end of November.

Edwin recently attended the National Association of Development Organization Conference. At the conference a legislative update on federal programs was given. Edwin stated that the Senate is proposing a \$450 million decrease in funding for CDBG funding while the House is proposing a small increase. Both the House and Senate are proposing a \$257 million EDA grant budget, down from the current \$283 million. Both are proposing to keep the same amount of funding for the planning grant program. KIRPC receives approximately \$65,000 per year through a planning grant.

Traffic counts are now being conducted in White and Pulaski counties. If you are in those counties and want counts conducted at specific locations please let KIRPC know.

Due to the lack of time, KIRPC will reapply for the Brownfield Assessment grant next year.

Grant Administrator, Kimberly Baker, requested approval for three Resolutions: the Town of Remington, upon receipt of a FEMA Hazard Mitigation Grant award from the Indiana Department of Homeland Security, for the Property Acquisition Project, the Town of Remington, upon receipt of a Community Development Block Grant fund award from the Indiana Office of Community and Rural Affairs, for a Planning Grant for a Downtown Revitalization Plan, and the Town of Morocco, upon receipt of a Community Development Grant fund award from the Indiana Office of Community and Rural Affairs, for a Planning Grant for a Downtown Revitalization Plan.

Motion to approve the above stated resolutions was made by Christine Chapman and Darlene Mellon seconded. Motion passed.

KIRPC submitted the 3rd quarter drawdown for reimbursement for the transit program. Transportation Manager, Randy Mitchell, stated that the transit budget is where it should be.

The 2012 Transportation budget has been allocated \$581,967 for the year. This represents an increase from the federal allocation. However, the state has decreased their allocation. All in all, providers will need to continue to be frugal with their expenses.

There are still unspent dollars from the ARRA program. INDOT has asked that a list of additional vehicles be submitted. INDOT will take a look at all submittals to determine request approvals. Randy stated to members that KIRPC has been looking at an opportunity to help out

the KIRPC Head Start program by partially funding a bus for their program in either Jasper, Newton, or Pulaski County.

KIRPC and providers had their Compliance Review on October 5 – 7, 2012. This review covered Jasper, Newton, Pulaski, and Starke Counties. A detailed report will be sent to the Grantee as soon as all the review information has been compiled.

2012 Budget / Financial Reports & Claims

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of July, August, and September 2011. Motion to approve the claims reports was made by Dick Dobbels and Dan Anderson seconded. Motion passed.

Board members were mailed the 2012 Budget Report package that included the minutes from the September 29, 2011 Budget meeting. The minutes indicated Executive Board/Budget Committee approval for the 2012 Budget and Salary Ordinances that were presented.

Lynette stated to members that she had also included a letter in the Budget packet regarding the proposed bonuses that the Budget Committee had approved. She stated that Edwin, Belinda, and herself, felt like they came to the budget meeting unprepared for the bonus question regarding allocations among the staff. Therefore, they were unable to adequately provide the budget committee with the various levels of staff members regarding education, job responsibility, and time worked. She also stated that they felt this would have made it a great deal easier for the committee to respond. She stated that after reviewing these items, they came up with a proposal that is equitable and rewarding to the various staff levels. She asked the members to review the attached spreadsheet which shows the original proposal from the budget committee and the revised proposal by management. She stated that the total cost was very similar, but that they felt this was a more equitable and rewarding measure to the various staff levels. Christine Chapman stated that she thought the management proposal was a good idea. The governing board liked the idea of the bonuses being awarded based on education, job responsibility, and time worked. Members questioned why the bonus would be given in January as opposed to December. Lynette stated that the budget committee had approved the bonuses in the 2012 Budget, so it was proposed that they would be awarded in January. Members asked if the 2011 Budget could pay the proposed bonuses and Lynette stated that it could. Randy Strasser made motion to include the bonuses in the December 15, 2011 payroll and charge to the 2011 Budget, and Dan Anderson seconded. Motion passed.

Jerry Sullivan questioned leaving the bonus line in the 2012 Budget to be paid December 2012. After much discussion, Randy Strasser made motion to keep the line item in the budget for the next year and Jerry Sullivan seconded. Motion passed.

The 2012 Salary Ordinance was also presented. Lynette stated that the Salary Ordinance indicates a range of salary for each position and must be approved every year per the

requirements of the Indiana State Board of Accounts. Motion to approve the 2012 Salary Ordinance was made by Randy Strasser and Bernard Gick seconded. Motion passed.

Lynette stated that the final item discussed at the Budget meeting was the purchase of another vehicle for the Grant Writing and Grant Administration staff. The Budget Committee had asked Edwin and Lynette to choose a few vehicles and get pricing for the governing board meeting. Members were presented with three separate quotes on vehicles from Gutwein Motor Co. Lynette explained to members that the quotes presented included the Government Discount that White County is eligible for. David Diener stated that he felt that it would be better if the board approved an amount that could be used toward the purchase of a new vehicle. After much discussion, the board was in agreement and Randy Strasser made a motion to allow up to \$25,000 to be spent on the purchase of a KIRPC vehicle and Dan Anderson seconded. Motion passed.

Lynette asked if there were any more questions regarding the 2012 KIRPC Budget. There were none. Motion to approve the 2012 KIRPC Budget as presented was made by Jerry Sullivan and Christine Chapman seconded. Motion passed.

K-IRPC Head Start Program Report

Site staff and managers had been covering the FDS position at the Winamac site. FDS Specialist, Vickie Bruce, has been ill since March. Former Head Start parent, Olivia Taff, has been temporarily hired to assist staff at the Winamac site. Olivia's position will be re-assessed at the end of the year.

North Jasper Teacher Assistant, Melissa Delaney, has been replaced. Ms. Delaney did not complete her CDA credentials as she had exceeded the appropriate timeframe for completion. Margaret Kundrat, Float, has been placed in the position and has been doing an excellent job. Present Head Start parent, Heather Oliver, has accepted the position to replace Ms. Kundrat as a Float.

The KIRPC Head Start program is at full enrollment. The program serves 148 children and maintains an on-going waiting list. Once a child drops out of the program, the program has 30 days to fill that child's spot. Head Start Director, Belinda Gutwein, explained the Selection Criteria process and showed the paperwork required. Each application is ranked based on a point system in six categories.

It was reported the vision and hearing screenings have been completed. Belinda stated the Winamac Lyons Club screened for the children at the Winamac site in September. Belinda has screened the other four sites. Three children referred for glasses have received them. Belinda stated that the local health departments and clinics have been working with the program to ensure that all of the children in the program receive their immunizations and to maintain their health records. Hearing screenings have been completed on all of the children in partnership

with the three local county Cooperative Services. Belinda expressed appreciation to the members and their communities for the help and support these partnerships have given the Head Start program. KIRPC Head Start is thankful to the local communities that have assisted in the progression of the program. Belinda stated that without the partnerships and cooperation of those at the local levels, the children would miss out on vital screenings to ensure school readiness.

The Head Start Director and managers will be attending the “Charting You Course to Excellence” in Chicago, IL on October 31st – November 3rd, 2012. This conference will focus on professional development as well as including legislative updates.

Head Start was awarded a grant from REMC in the amount of \$2,000 in August to be used toward the replacement of playground fencing and gate at the Rensselaer site. The work was completed in September.

A grant was submitted to the Jasper County Community Foundation for a play structure at the North Jasper site. Members were shown pictures of the current deteriorating structure and it was stated that the wood has roughly another year or two left before it is declared unsafe.

The Pulaski County Community Foundation has denied the grant application for a request toward a rubber pour to be placed under the fall areas on the Winamac playground. Belinda has submitted a grant to the Northwest Indiana Solid Waste District for the additional funding for both North Jasper and Winamac. Notification will come by the end of the month.

Motion to accept the Director’s Report was made Christine Chapman and John Simmermaker seconded. Motion passed.

Chairman’s Corner

Chairman Wiley asked if there was any new business to conduct. There was none. Chairman Wiley reminded members of the importance of attendance and were asked to stress the importance to those members who are not attending as board meeting attendance is a crucial piece in conducting business for the communities that KIRPC serves.

A motion to adjourn the meeting was made by Randy Strasser and Darlene Mellon seconded. The meeting was adjourned at 8:00 p.m. the next meeting will be January 26, 2012, at 7:00 EST/6:00 CST. THIS WILL BE A FULL COMMISSION MEETING.

