

MINUTES OF JULY 26, 2012
K-IRPC FULL COMMISSION BOARD MEETING

Present:	Nathan Origer	Pulaski County Representative
	Ron Slavens	Carroll County Commissioners
	Stephen Wood	Mayor, City of Rensselaer
	David Albaugh	Town of Flora
	Jim Walstra	Jasper County Commissioners
	Fred Lang	Boswell Town Council
	David Diener	White County Commissioners
	Randy Strasser	Mayor, City of Delphi
	Darlene Mellon	Francesville Town Council
	John Simmermaker	Winamac Town Council
	Dick Dobbels	Warren County Council
	Patricia Berger	Remington Town Council
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Belinda Gutwein	KIRPC Head Start Director
	Lynette Carpenter	KIRPC Finance Manager
	Shawn Cain	KIRPC Grant Administrator
	Laurie Burton	KIRPC Administrative Assistant

1st Vice-Chairman, Bernard Gick, called the meeting to order at 7:04 p.m.

Prior Meeting Minutes

Nathan Origer moved to dispense with reading of the minutes of the May 31, 2012 Full Commission Board meeting and approve said minutes as presented. Ron Slavens seconded. Motion passed.

Executive Director's Report

The Brook Water Utility Study and the Monterey Wastewater Study grants have been submitted and passed threshold review. The state is waiting for their federal funds to be transferred before officially awarding the grants.

Edwin stated the Flora Wastewater Project, the Goodland Stormwater Project, West Lebanon Water Project, and the Macy Community Center CFF applications have been submitted. Award announcements are scheduled for August 31, 2012. The Knox Owner Occupied Housing Rehabilitation Project has been submitted.

The Flora Clearance Project and the Knox Clearance Project are being developed and both are waiting for Historic Preservation clearance.

The Delphi Stellar projects are underway. The Delphi Opera House will be submitting two grants consisting of 2.5 million in grant funding. Mayor Strasser stated that the City of Delphi is very excited for this opportunity and is appreciative of the support this program has provided.

The City of Monticello and the Town of Kentland park plans will need to be approved by the state. Approval is expected by January.

Traffic counts have been completed in White and Pulaski counties. Counts are underway in Jasper and Starke counties. The 2012-13 contract from INDOT has been received in the amount of \$39,224.

Members were encouraged to contact KIRPC or their county's LEDO if their communities are interested in submitting a project in the CEDS. The CEDS update is due in December.

KIRPC has recently been invited to join the Northwest Indiana Forum.

Financial Report

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of May and June. It was reported that the budget is on track. Members were asked if there were any questions. There were none. Motion to approve the claims report was made by Randy Strasser and Fred Lang seconded. Motion passed

It was reported to members the budget summary shows an overage for contract services for the lead remediation completion that KIRPC has agreed to fund. The last payment will be made in the month of July.

Active Grants Report

It was reported there are forty active grants that are in the process of closing or are ready to be closed out.

Grant Administrator, Shawn Cain, asked for approval on three resolutions. The Starke County Commissioners, Starke County Indiana, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Iroquois River Debris Removal Project, for obtaining grant administration services, The City of Delphi Council, Delphi Indiana, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Downtown Business Façade Project, for obtaining grant administration services, and The City of Delphi, Delphi Indiana, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Delphi Opera House Project, in obtaining grant administration services.

Approval for the above listed resolutions was made by Nathan Origer and Dick Dobbels seconded. Motion passed.

Transportation Report

KIRPC Head Start was unable to purchase the two vehicles provided by the ARRA funding as the requirements designated by Head Start regulation would not pass state police inspection. It was noted that the 5311 vehicles would not support the seat belt installation necessary for the Head Start program. It was stated that the PO for the two vehicles will now go to Pulaski and Newton counties. Delivery is expected in November.

INDOT has approved and processed the second quarter expenses in the amount of \$201,502.

KIRPC received the 2013 Budget package from INDOT minus the federal and state figures. It was reported that KIRPC will receive the federal portion figures at the end of July and the state PMTF by mid-September. The 2013 Budget is due August 17, 2012.

Transportation Manager, Randy Mitchell, stated that he received notice indicating that the federal allocation has been reduced 24.3% for 2013 and will affect KIRPC's four counties as well as other counties throughout the state. Randy mentioned that providers may be looking for assistance within their communities and may have to cut back to a four day-per week run time schedule. Randy Strasser questioned if this will be a permanent reduction. Randy stated that no, although this year's budget is the same as the 2007-08 budget, funding may increase in 2014.

The annual Drug and Alcohol compliance audit took place on July 11 & 12, 2012. INDOT also conducted a mandatory meeting to discuss potential changes in compliance on July 1, 2012.

Randy asked for approval on the transportation budget: A Resolution authorizing the filing of an application for a grant under Section 5311 of the Federal Transit Act, as amended. Motion to approve this resolution was made by Dick Dobbels and Randy Strasser seconded. Motion passed.

K-IRPC Head Start Director's Report

Interviews for the Nutrition Aid position are underway. This position was posted for two weeks during the month of July.

Enrollment: the enrollment report indicated the 88 enrollees for the month of June due to the three nine month classes that ended in May.

The Winamac playground was completed on July 13th. Members from Pulaski county commented on how wonderful this improvement looks. Belinda stated that the rubber cushioned playground, which is made from recycled tires, is virtually maintenance free on the inside. Head Start will be asking the town of Winamac to mow on the outside of the fence during the summer months.

The DeMotte playground project was completed by July 13th and has greatly improved the safety for the children. A new climber was installed as well as the rubber carpet in the fall areas.

The Boy Scouts in the Rensselaer area pulled together in effort to complete their Eagle Scout Badges and painted the wooden climbing equipment and spread a truck load of mulch at the Rensselaer site. KIRPC Head Start is very thankful and appreciative for their hard work and dedication to this improvement project.

With all the other playgrounds completed with the recycled tire pour, KIRPC Head Start will seek out funding to have the Rensselaer playground done with this pour in the 2012-2013 program year.

The buses which had been expected to come through the Rural Transportation to be used for Head Start did not materialize. The safety aspects of the public buses did not meet the standards for the transporting children.

The return date for all staff will be August 1st. Head Start staff was out for the month of July. Staff Orientation will be on August 9th and 10th for the ChilPlus.net software and on August 13-15, for the annual trainings/certifications. Open Houses and Parent Orientations will occur in the weeks following staff return and all children will be back to class on August 20th.

Head Start has revised their policies regarding emergency situations. This revised form will indicate to parents that 911 will immediately be called first, prior to the parents being contacted in the event of a child emergency. It was stated that this will be an updated policy due to the DeMotte incident that happened at the end of this past program year. The child was diagnosed with severe chronic asthma.

The Family Engagement Plan is being developed and will be a work in progress. It will be linked to the School readiness Plan in order to demonstrate that parents are engaged in their children's educational experiences and are seeking to improve their child's lives. Although the Family Engagement Plan is not required currently, KIRPC Head Start is actively working to have it ready. Training and Technical Assistant consultant, Missy Hahn, will be at the Grantee on August 24, 2012 to assist in the development of this plan.

Motion to accept the Head Start Director's Report was made by David Albaugh and Jim Walstra seconded. Motion passed.

Chairman's Corner

Vice-Chairman Gick asked if members if there was any new business to attend to. There was none. It was sadly reported that former KIRPC Board Members, Jim Gwin and Mike Haugh, passed away last week. Mr. Gwin had been a dedicated KIRPC Board member for more than 15 years as was Mr. Haugh.

A motion to adjourn the meeting was made by Randy Strasser and David Albaugh seconded. Motion passed. The meeting was adjourned at 7:36 p.m. The next meeting will be September 27, 2012 and will begin at 7:00 EST/6:00 CST. **THIS WILL BE AN EXECUTIVE BOARD MEETING.**

