

**MINUTES OF OCTOBER 25, 2012**  
**K-IRPC FULL COMMISSION BOARD MEETING**

Present:	Nathan Origer	Pulaski County Representative
	Dick Dobbels	Warren County Council
	Derrick Stalbaum	Town of Medaryville
	John Simmermaker	Winamac Town Council
	JJ Selagy	Monon Town Council
	Lowell Mitchell	Kentland Town Council
	Larry Wiley	Wolcott Town Council
	Patricia Berger	Remington Town Council
	Jim Walstra	Jasper County Commissioners
	Bill Cheever	City of Monticello
	David Albaugh	Town of Flora
	Rick Chambers	City of Knox
	Gerrit DeVries	Jasper County Council
	Randy Strasser	Mayor, City of Delphi
	Steve Eberly	Warren County Commissioners
	Stephen Wood	Mayor, City of Rensselaer
	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

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

**Prior Meeting Minutes**

Randy Strasser moved to dispense with reading of the minutes of the July 26, 2012 Full Commission Board meeting and approve said minutes as presented. Nathan Origer seconded. Motion passed.

## **Executive Director's Report**

The Brook Water Utility Study and the Monterey Wastewater Study grants have been awarded.

Edwin stated the Flora Wastewater Project, the Goodland Stormwater Project, West Lebanon Water Project, and the Macy Community Center CFF applications have been awarded. Part I of the Knox Owner Occupied Housing Rehabilitation Project has been approved. KIRPC is now waiting for part II to be approved.

The Flora Clearance Project and the Knox Clearance Project have been submitted and awaiting award announcements.

The first of the Delphi Stellar applications has been awarded for the owner occupied housing project. The Opera House and Façade Improvement applications have been submitted.

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

Traffic counts are being completed in Jasper and Starke counties. The 2012-13 contract will run until June 2013.

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.

It was reported that the state would like to partner with KIRPC on the Brownfield environmental projects. Edwin stated KIRPC would have a better funding chance with the state and encouraged members to contact KIRPC if they know of any brownfields in their communities they would like tested by November.

## **Financial Report**

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the months of July, August, and September. She asked if there were any questions regarding the claims reports for the three months. There were none. She then stated that the September Budget Report showed that the budget was right on track. Members were asked if there were any questions. Chairman Wiley asked why the lead remediation line item still showed over budget. Lynette reminded the board that the lead remediation contract was not a line item in the original 2012 budget, but that the board approved payment of this at the May 31, 2012 Governing Board Meeting. Therefore, this line item will show over budget for the remainder of the year. Lynette also stated that the only other line item that is showing over budget was due to the timing of local grant money coming in from The Northwest Solid Waste District for the rubber carpet poured on the playgrounds at the Winamac and North Jasper sites. The invoices were paid in September and the local grant money was received in October. Chairman Wiley asked if there were any more questions regarding the July through September Financial Reports.

There were none. Motion to approve the Financial Reports was made by Nathan Origer and Derrick Stalbaum seconded. Motion passed

Lynette stated that the Full Commission was mailed the 2013 Budget Reports including the minutes from the September Executive Board/Budget Committee meeting, and the 2013 Salary Ordinance. Lynette indicated that the local match requirement on each grant was shown as an expense to the General Fund. She also indicated that the \$45,000 in local match for the Head Start Grant was not a grant requirement, but that Belinda and Lynette were asking that the board award Head Start these funds to purchase a bus in this grant year. It was also stated that these funds would be used toward the Non-Federal Match requirement for the Head Start Grant. The Non-Federal Match requirement for this grant is \$283,440. Members were asked if there were any questions/recommendations to the 2013 Budget as proposed. There were none. Nathan Origer made motion to accept the 2013 KIRPC Budget as presented and Dick Dobbels seconded. Motion passed. Motion to approve the 2013 Salary Ordinance was made by Derrick Stalbaum and Randy Strasser seconded. Motion passed.

Lynette stated that the last item for discussion was that KIRPC is requesting to trade the vehicle that has been used in the RPO/Traffic counting program. Lynette indicated to members that the vehicle is a 1993 Buick LeSabre, originally donated to KIRPC in 2001, the vehicle was totaled by the insurance company in 2002 after being damaged in an accident. KIRPC decided to repair this vehicle to be used in the traffic counting program. The vehicle has 138,158 miles on it and has been having electrical issues. Lynette stated that they did not want the traffic counters to get stranded on remote county roads with this vehicle. Lynette also provided the board with income that had been transferred to the General Fund from the RPO/ Traffic counting program over the last three years. She indicated that they had been able to keep costs of this program low and it had paid off. Randy Strasser questioned how many miles are put on the vehicle per year. Lynette stated that it changes from year to year depending on which counties are being counted, but that she didn't think it would exceed 5,000 miles per year. Randy Strasser made motion to purchase a replacement vehicle not to exceed \$18,000 and Nathan Origer seconded. Motion passed.

### **Active Grants Report**

Grant Administrator, Shawn Cain, presented the active grants in progress as well as the grants which are ready for closeout.

Members were asked for approval on six resolutions. The city of Delphi, IN upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Delphi Housing Project, for grant administration, the Town of Flora, IN upon receipt of an award from the Indiana Office of Community and Rural Affairs for the Flora Waste Water Project, for grant administration, the Town of Goodland, Goodland, IN, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Goodland Stormwater Project, for grant administration, the Town of West Lebanon, West Lebanon, IN, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the West Lebanon Water Project, for grant administration,

the Town of Monterey, Monterey IN, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Monterey Waste Water Study Plan, for grant administration, and the Town of Brook, Brook, IN, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Brook Water Utilities Study Plan, for grant administration.

Approval for the above listed resolutions was made by JJ Selagy and William Cheever seconded. Motion passed.

### **Transportation Report**

KIRPC submitted the PO for the two vehicles that will go to Pulaski and Newton counties. Delivery is expected in November. Randy indicated that this is the last of the ARRA money and there will be an 80-20 match from now on.

The 2013 Transportation budget has been submitted. It was stated that federal funding was reduced from 2012 by 24% and state funding was reduced by 9.5% for a total of \$165,158 for the 2013 program year. It was noted that providers may be asking their counties for additional funding and will have increased local match.

Randy attended a mandatory INDOT meeting on October 3<sup>rd</sup> to discuss potential changes in compliance regarding ADA, motor carrier issues, fitness for duty changes and general rural public transit issues.

### **K-IRPC Head Start Director's Report**

KIRPC Head Start Director, Belinda Gutwein, reported to members of the personnel changes have occurred since July. Upon staff's August 1<sup>st</sup> return, the following resignations took place:

- North Jasper T.A., Margaret Kundrat resigned effective August 1, 2012.
- Goodland T.A., Tammie Harmon resigned effective August 31, 2012.
- North Jasper Nutrition Aid, Samantha Colee resigned effective August 31, 2012.
- Roselawn Nutrition Aid, Teresa Robison, resigned effective October 8, 2012.

Internal moves that have taken place:

- Teacher Assistant, Jennifer Packwood has transferred from the Roselawn B classroom to the North Jasper B classroom.
- Program Float, Heather Oliver, has been placed as the Teacher Assistant at the Goodland site.
- Nutrition Aid, Tonya McCalister, requested and was granted the Float position.
- Prior to Samantha Colee's resignation, Ms. Colee was switched from the Float to the Nutrition Aid at the North Jasper site.

Members of the KIRPC Head Start team welcomed the following new hires pending KIRPC Governing Board approval:

- Katina Brownfield accepted the Float position.
- Charlene Spence has been hired as the Nutrition Aid at Winamac.
- Autumn Clark accepted the Teacher Assistant position for the Roselawn B classroom.
- Staci Nelson was originally hired for the North Jasper Nutrition Aid position but has since requested being transferred to the Roselawn site. Transfer was granted.
- Tera Krupchak has been hired for the North Jasper Nutrition Aid position.

The program enrolled 148 children and maintains a waiting list for each classroom. The program lost roughly 9 children through moves, withdraws, etc. since the start of the program year. Each of the openings have been filled. It was reported that as of October 29<sup>th</sup>, the program will be at full enrollment.

A new food vendor for Newton and Jasper counties has been selected for the program. Devons, based out of Rensselaer, will be partnering with KIRPC Head Start to provide a more child-friendly menu to ensure that the children eat more and waste less. Devons also delivers meals to the senior centers that are in the same Head Start locations. Belinda indicated to members that breakfast has been eliminated this year and replaced with an a.m. snack. Making this change has added 15 additional minutes to class time.

Nutrition Services, Inc. from Warsaw and KIRPC Head Start have partnered together in order to ensure that the CACFP guidelines are being met and followed for the program. Two registered dietitians will be reviewing the six week cycle lunch and snack menus. One representative will also sit on the Health Advisory Committee.

Two mental health partnership agreements have been established for the program. Amanda Shelton from Four County Counseling is the consultant who will cover the Winamac site and Todd Willis, from Porter Starke Services of Valparaiso, is the consultant to cover Jasper and Newton counties. The mental health consultants will observe the children, make recommendations, and participate in parent trainings. It was noted that there has positive parent feedback on the trainings.

A call from the REMC grant funding team indicated that Head Start would be unable to receive the full \$5,000 grant amount that was applied for. REMC stated that there were many applicants and the food bank needed assistance. Belinda told REMC that the grant request could wait another season, and will she reapply at a different time.

The Northwest Solid Waste District (NWISWD) has a school grant available in the amount of \$5,000. Head Start would like to have the rubber safety carpeting poured on this playground as well. The estimated cost to complete this project is \$23,106.33. Belinda indicated to members that the program is looking at any/all funding sources available to complete this upgrade.

The Lion's Club of Pulaski County is partnering with KIRPC Head Start to complete the vision screenings at the Winamac site. Belinda stated that she will be completing screenings for the Jasper and Newton county program children. The vision screening is required along with many other health screenings within a specified time frame for all enrollees. It was noted that there are

sometimes children that, until these screenings, will struggle with developmental, behavioral, vision, hearing, and sensory issues because they are unaware of any problems. The vision screening is an accurate and easy tool that assures a child sees correctly or fitted for glasses.

The minutes of the Child Development Sub-Committee were provided in member's packets. The October meeting involved the "transitioning section" of the School Readiness Plan. Belinda encouraged members to recommend any kindergarten teachers they may have in their communities to sharing ideas they use when transitioning children to kindergarten. One Newton County kindergarten teacher attended this meeting. Randy Strasser questioned how they are gauging the children with the School Readiness Plan. Belinda stated that this is the first year for the plan and staff will meet in November to discuss for the first time their assessments for each child. Three DATA DAYS have been established where the entire staff will look at specific data on children and families. Aggregated data will show where individual or program improvement needs to take place. School Readiness and Family Engagement will eventually be one plan. The partnership with the parents to meet the child's needs is a goal.

The Health Advisory Committee is scheduled to meet on November 15, 2012. The KIRPC Head Start Wellness Policy will be discussed at the November meeting.

Changes to the Enrollment Selection Criteria form were discussed. Belinda indicated to members that the program would like to add grandparents to the Parental Status and adjust the section giving points to grandparents. The Family and Community Partnership Manager and the Family Development Specialists will be discussing this at next Tuesday's meeting. John Simmermaker asked if grandparents shouldn't get more points since it is much more difficult for them to raise the children. Belinda indicated that she thought the team would decide that Guardian/Grandparents would be just after Foster Parent on the points given. She also said the program is seeing more grandparents who are raising grandchildren this season than in previous years.

The Head Start Continuation grant application is due November 1, 2012. The Program Operations to fund 148 Head Start children in Jasper, Newton, and Pulaski counties will be \$1,115,852 with Training and Technical Assistance funding of \$17,906 for a total of \$1,133,758 to operate the 2013-2014 KIRPC Head Start program year.

Motion to approve the KIRPC Head Start Director's Report, including the personnel changes, Enrollment Selection Criteria form, and submittal of the 2013 Head Start grant was made by Nathan Origer and Derrick Stalbaum seconded. Motion passed.

### **Chairman's Corner**

Chairman Wiley asked if members if there was any new business to attend to. There was none. Mr. Wiley announced that Bernard Gick will be awarded with an engraved clock award for serving on the KIRPC Governing Board from 2000-2012. Mr. Gick was unable to attend the meeting.

Mr. Wiley strongly encouraged members to stress the importance of attendance to those who are not attending the KIRPC meetings. Mr. Wiley stated that 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 Nathan Origer and Dick Dobbels seconded. Motion passed. The meeting was adjourned at 7:00 p.m. The next meeting will be January 31, 2013 and will begin at 7:00 EST/6:00 CST. **THIS WILL BE FULL COMMISSION MEETING**

**Note: There was not a quorum at this meeting. Governing Board members were contacted by Proxy Letter by Belinda Gutwein, Laurie Burton, and Pat Korniak. Quorum was received on October 31, 2012.**