

**MINUTES OF MAY 31, 2012**  
**K-IRPC FULL COMMISSION BOARD MEETING**

Present:	Bill Cheever	City of Monticello
	Bill Northcutt	Carroll County Council
	John Simmermaker	Winamac town Council
	JJ Selagy	Monon Town Council
	David Albaugh	Town of Flora
	Stephen Wood	Mayor, City of Rensselaer
	Nathan Origer	Pulaski County Representative
	Patricia Berger	Remington Town Council
	Jim Walstra	Jasper County Commissioners
	Russell Collins	Newton County Commissioners
	Lowell Mitchell	Kentland Town Council
	Randy Strasser	Mayor, City of Delphi
	Christine Chapman	Brook Town Council
	David Diener	White County Commissioners
	Chris Ramsey	Reynolds Town Council
	Dick Dobbels	Warren County Council
	Darlene Mellon	Francesville Town Council
	Fred Lang	Boswell Town Council
	Larry Wiley	Wolcott Town Council
	Ron Slavens	Carroll County Commissioners
	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

Chairman, Larry Wiley, called the meeting to order at 7:02 p.m.

**Prior Meeting Minutes**

Randy Strasser moved to dispense with reading of the minutes of the March 29, 2012 Executive Board meeting and approve said minutes as presented. Russell Collins seconded. Motion passed.

## **Financial Report & Claims**

Lynette Carpenter, Financial Manager, presented financial reports and corresponding claims for the month of March and April. 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 Ron Slavens and Nathan Origer seconded. Motion passed.

## **Community/Economic Development Report**

The Starke County Knox Industrial Park Intersection Improvements grant has been awarded. Goodland Water Tower Project has been awarded and it was reported that the tower is already going up.

Edwin stated that KIRPC has partnered with the City of Delphi to assist in the Stellar Communities program. KIRPC will be working with the City over the next three years on submitting and administrating the individual projects within the Stellar program. Members were viewed a video presenting the plans this program will cover for the City as well as to show the process for those communities who are interested in applying next year. Mayor Strasser expressed appreciation on behalf of Delphi and stated that the community is looking forward and is excited about this program they have been selected for.

Members were encouraged to contact their county's LEDO if they are interested in having a project listed in CEDS.

The application dates for the clearance grants from OCRA have been changed. Communities still have time to get started on a project for the second round.

Traffic counts are currently underway in White and Pulaski counties. Counts will be completed in Jasper and Starke counties. The 2012-13 proposal has been submitted and KIRPC is waiting for the contracts which are expected from INDOT in or around July.

KIRPC met with the consultant who will be assisting with the Brownfield Assessment Grant. KIRPC will be meeting with the counties to see if they want to participate in the program. The grant will be due this fall.

KIRPC has agreed to fund the completion of the lead remediation work on 4 houses of the Winamac housing projects due to the misinterpretation of the regulations that was given to the contractor on the project. The contractor based his bid on the project on performing lead remediation work on areas of the home that were previously disturbed. When the lead inspector inspected the homes it was stated that the work must be done on all areas of the home. After discussions, KIRPC felt it was not the responsibility of the community to cover the costs to correct, rather, decided that KIRPC will cover the costs using the administration fees and looking into asking the state for additional assistance. Members agreed. Motion to approve payment for the lead remediation costs was made by John Simmermaker and Nathan Origer seconded.

KIRPC has been notified by INDOT for the additional ARRA funding for two new vehicles. The new buses will be for Pulaski and Newton counties. It was reported that the new buses will be for the Head Start program based on the proper configurations required for the transportation of the children. Head Start Director, Belinda Gutwein, Transportation/Facilities Manager, Pat Korniak, and Provider Transportation Manager, Randy Mitchell will be looking at buses next week.

INDOT has approved and processed the first quarter expenses in the amount of \$208,847.

Transportation providers in Jasper county have been advertising for healthcare facilities, clinics, etc. on some of their vehicles. This is being considered a "pilot" for the other counties to see if it proves feasible to advertise within their communities. David Diener indicated that there are guidelines and costs the county endures by placing advertisement decals on the vehicles. He also stated that the county receives a percentage of the cost for the advertising.

A meeting on June 1, 2012 will review potential changes in compliance by INDOT. This mandatory meeting will take place in Rochester, IN.

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

There were no personnel changes made during the month of April.

The Winamac Nutrition Aid was terminated in early this month due to health and job description infractions which were not rectified within the two week notice given by the supervisor. Policy Council has approved the termination. The position has been placed in the Winamac site and is expected to be filled before the fall season the children return.

CACFP report: Members were given the total monthly breakfasts, lunches, and snacks for the month of April.

Enrollment: The program is at full enrollment. Members received the Day 1 and Day 30 enrollment report that is sent to Regional Office each month. It was stated that if a child were to drop now, the spot will not be filled until fall due to the summer close down weeks.

The COLA (Cost of Living Adjustment) grant was submitted and awarded. The amount offered to all Head Start staff employed as of February 1, 2012 will reflect a .72% increase and will be retroactive to February 1, 2012.

A grant was submitted to the PACE (Pulaski Alliance for Community Education) program and KIRPC Head Start was awarded \$1,000 to be used for the School Readiness Plan. These funds will be used for the purchase of educational software/books for the Winamac site.

Each classroom planned activities for the Week of the Young Child. Many of the activities centered around learning lessons involving science, social studies, math, and literacy. Examples included releasing message filled balloons indicating Week of the Young Child on a windy day, art and magic shows, and field trips to the dairy farm.

The Rensselaer and Goodland staff along with the Education Manager attended the IAEYC (Indiana Association for the Education of Young Children) conference. Education Manager, Tiffany Berkshire, stated the conference was extremely informative and staff attended several of the over 200 workshops offered on Friday and Saturday. The IAEYC conference is offered each year to Head Start staff and parents.

KIRPC Head Start Director, Belinda Gutwein, and Education Manager, Tiffany Berkshire, took a two day course in Indianapolis in April to become reliable in the use of the CLASS system. CLASS stands for Classroom Assessment Scoring System. CLASS is an observation instrument that uses ten different dimensions to assess, observe and score teachers based on interactions in a twenty minute session within the classroom. The classroom teachers will be evaluated using this instrument twice per year. It is expected that at Federal Review, a reviewer would be within a point of the person who has become reliable in their scoring. Both Belinda and Tiffany completed the training and took a five session exam. Each received a passing score. Their scores were both above the 80% passing requirement. Certification is good for one year and then each must be tested again.

Indiana University will be using the Goodland and both Roselawn classrooms to observe and video CLASS to determine the effectiveness of the teacher/classroom. Each teacher will receive feedback on her strengths as well as improvements needed.

Grants were awarded for the completion of the North Jasper playground. The grants that were awarded were from REMC, the Northwest Solid Waste District, the Town of Demotte, and the Jasper County Community Foundation. The playground project will be started in June 2012.

Winamac will also receive the rubber poured playground under the fall area on their climber. This project is not fully funded. The Town of Winamac partnered with KIRPC Head Start for funding from the Northwest Indiana Solid Waste District. A proposal was submitted to the Governing Board members asking for permission to move money budgeted for a new Head Start bus to finance the remaining cost to finish the Winamac and North Jasper playgrounds. Belinda explained to members that due to the ARRA funding two new buses for the program were expected from Rural Transit. The \$45,000 originally slated to fund a new bus in the KIRPC budget would not be needed for a new vehicle, but would finish the sites playground enhancements at two locations.

Motion to approve moving the budgeted Head Start money for a new bus to finance the remaining cost to complete the Winamac and North Jasper playgrounds was made by John Simmermaker and Nathan Origer seconded. Motion passed.

The North Jasper B and Winamac A & B classes ended on May 17<sup>th</sup>. Staff at these sites worked an additional week

The additional five classes will end classes on June 21<sup>st</sup>. Staff at these sites will continue to work an additional week. The staff will be out during July.

The return date for all staff will be August 1st. Open Houses and Parent Orientations will occur in the weeks following staff return and all children will be back to class on August 20<sup>th</sup>.

The Head Start Policy Council Health Advisory Sub-Committee meetings were held on May 10<sup>th</sup>. The Policy Council will conduct all business via telephone or proxy letter in lieu of scheduling meetings during the summer months. Health Advisory holds two meetings per year and will meet again in October.

The Board viewed a revised copy of the child health record that had been revised/approved at the Health Advisory Meeting. This revised four page form replaces the original eight page form. Members were asked if there were any recommendations to be made on the new form. There were none. Belinda stated that the program has been fortunate to have the help and cooperation of the community health departments and clinics on the Health Advisory board as well as at the sites to review the children's immunization records and keep them updated.

According to the report generated by Teaching Strategies Gold, all KIRPC Head Start children are on target in fine motor skills. Many are at the expected or above level in literacy which has been heavily emphasized this year. However, 45 children are under the expected level in math abilities. Belinda stated that additional emphasis will be placed on mathematics next year. The Child Development Sub Committee will meet June 8<sup>th</sup> to determine goals for the classrooms for next year.

Motion to accept the KIRPC Head Start Director's Report including the termination of the Winamac Nutrition Aid was made by Christine Chapman and Ron Slavens seconded. Motion passed.

### **Chairman's Corner**

Chairman Wiley asked if members if there was any new business to attend to. There was none. Chairman Wiley thanked the members present for their attendance and encouraged them to stress the importance to those members who are not attending that as a board, attendance is a crucial piece in conducting business for the communities that KIRPC serves.

A motion to adjourn the meeting was made by Dick Dobbels and William Cheever seconded. Motion passed. The meeting was adjourned at 7:54 p.m. The next meeting will be

July 26, 2012 and will begin at 7:00 EST/6:00 CST. **THIS WILL BE A FULL COMMISSION MEETING.**