

MINUTES OF MAY 29, 2014
K-IRPC FULL COMMISSION BOARD MEETING

Present:	Brian Jordan	Warren County
	Alan Adwell	Benton County
	Nathan Origer	Pulaski County
	Stephen Wood	Mayor, City of Rensselaer
	Marvin McLaughlin	Starke County
	Larry Wiley	Town of Wolcott
	David Albaugh	Town of Flora
	Randy Strasser	Mayor, City of Delphi
	Andrew Andree	Jasper County
	Derrick Stalbaum	Town of Medaryville
	David Diener	White County Commissioners
	John Simmermaker	Town of Winamac
	Christine Chapman	Town of Brook
	Patricia Berger	Town of Remington
	Dean Stalbaum	Town on Wheatfield
	Jim Davis	White County
	Darlene Mellon	Town of Francesville
	Dan Blaney	KIRPC Attorney
	Edwin Buswell	KIRPC Executive Director
	Lynette Carpenter	KIRPC Financial Manager
	Shawn Cain	KIRPC Grant Administrator
	Belinda Gutwein	KIRPC Head Start Director
	Laurie Burton	KIRPC Secretary

Chairman, Larry Wiley, called the meeting to order at 7:01 p.m.

Prior Meeting Minutes

Derrick Stalbaum moved to dispense with reading of the minutes of the March 27, 2014 Executive Board meeting and approve said minutes as presented. Nathan Origer seconded. Motion passed.

Community/Economic Development Report

Edwin reviewed the status of the grant applications in progress and grants awarded. The Delphi Façade Restoration project and the Knox Comprehensive Plan have been awarded.

The CDBG Public Facilities will be awarded on June 27, 2014. There were also eight water/wastewater project applications that were submitted on May 16, 2014.

It was reported that Rensselaer decided not to submit the Rensselaer Park project.

Edwin stated that the Brownfield Assessment Program application that was submitted in January has not been funded. KIRPC is waiting on the EPA to hear the reason why the application was not accepted. The next round to submit will be in the fall of this year.

EDA is still looking for projects. There is still funding for projects that will create jobs and/or private investments.

OCRA is looking at another clearance round for disaster relief. These projects focus on the demolition of buildings.

Traffic counting for program year 2013-14 has been completed in Benton, Newton, and Warren counties. Counts for program year 2014-15 will begin in White and Pulaski counties in July. Edwin stated that the State traffic counting is currently underway in Benton, Pulaski, and Starke counties.

Grant Administrator, Shawn Cain, requested approval for two resolutions. The City of Delphi, Indiana, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the Delphi Façade Construction Project, to obtain grant administration services, and the City of Knox, Indiana, upon receipt of an award from the Indiana Office of Community and Rural Affairs, for the City of Knox Comprehensive Plan, to obtain grant administration services. Motion to approve the two resolutions was made by Dave Albaugh and Derrick Stalbaum seconded. Motion passed.

Grant Administrator, Shawn Cain, and Community Development Planner, Emily Gross, presented the grant awards in progress and asked if there were any questions regarding the projects listed. There were none.

K-IRPC Financial Reports

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 as should be and there

were no unusual or unexpected expenses. Motion to approve the claims report was made by Nathan Origer and Bryan Jordan seconded. Motion passed.

K-IRPC Transportation Report

Lynette Carpenter presented the Transportation Report and stated that the Transportation providers received the first quarter reimbursement last week. The first quarter reimbursement was in the amount of \$200,892.

A letter of intent has been submitted for capitol purchases for the 2015 grant year. Pulaski county has expressed interest in purchasing one vehicle and Newton county has requested three vehicles. Lynette stated that the counties are each responsible for 20% of the purchase price for local match.

Edwin and Lynette will be attending the 5311 Transportation meeting on June 4, 2014 in Rochester, IN. This meeting will cover any regulation changes and any new information pertinent to the transportation program.

K-IRPC Head Start Program Report

Director, Belinda Gutwein, introduced the revised Mission and Vision statements to the Governing Board which were posted in the training area.

Goodland Teacher, Maureen Inman has been hired as the Family Engagement Specialist for Newton County. Ms. Inman will be covering the Goodland and Roselawn sites. Currently, the position for the Goodland Teacher is open. Interviews are underway.

Goodland Teacher Assistant, Heather Oliver, has resigned. Other resignations include North Jasper Teacher Assistant, Rachel Stevens, and Goodland Nutrition Aid, Tiffinee Honn. Float, Trina Vogt, has been filling in as the Nutrition Aid in Goodland.

Governing Board Chairperson, Larry Wiley made the recommendation of the hiring committee for the KIRPC Head Start Director's position. Larry Wiley indicated that on May 7, 2014 three candidates had been interviewed for the position. KIRPC Early Childhood Education/Disabilities/Mental Health Manager, Tiffany Stigers, was the chosen candidate to be hired as the KIRPC Head Start Director. The decision was unanimous.

The hiring committee was identified and thanked for their efforts.

Nathan Origer made motion to accept Tiffany Stigers as the KIRPC Head Start Director and Derrick Stalbaum seconded. Motion passed.

The Regional Office will approve this position following the Policy Council and the Governing Board recommendation. This is to take approximately three to five business days. Ms. Stigers will serve as “Acting Director” until this approval is received since Dr. Gutwein’s last day is slated as May 30, 2014. She will transition the new Education Manager until the approval comes from Regional Office.

Upon Governing Board approval of the Head Start Director, it was recommended that Winamac Teacher, Monica Kolish, take the position of Early Childhood Education/Disabilities/Mental Health Manager. Ms. Kolish has twelve years of Head Start experience as a Teacher.

KIRPC Head Start received the results from the Federal review conducted March 16-20, 2014. The program was found to have one non-compliance regarding conduct of responsibilities under program governance. The program has 120 days to correct the noncompliance. Regional Office needs to see progress in this timeframe of the correction. A new policy was presented titled: **Program Governance Administration Reporting Policy. This policy stated that all monthly financial statements, including credit card expenditures, monthly program information summaries, monthly enrollment reports and monthly meal and snack counts be sent to the Governing Board and Policy Council each month.** Belinda stated that this information will be sent to members via email and for those who do not have email capability, the information will be mailed. Members questioned if the reports would be available on the KIRPC website. It was stated that KIRPC is currently working on putting all KIRPC, and KIRPC information on the website. The mayor of Delphi asked if this system was meaningful since the children and teaching staff were not present in June and July. The director responded that there those months were planning periods but that a brief summary of program activities could be emailed to the members that would include zero enrollment, zero meals, and financials to meet the non compliance. Several board members indicated that they had already been receiving multiple months at once and did not feel this was really necessary. Someone indicated that it is difficult enough to get board members to attend the meeting and giving them more information and reports would not help the situation.

Belinda indicated that the Restoration Fund/COLA grant had been submitted by the end of April as per the deadline; however, as late as May 29, 2014, the Regional Office was requesting a change of wording and detail in the financials. The COLA will be retroactive to the first day of the new grant, February 1, 2014.

The Director also indicated that the winter weather waiver had been approved for lost days to classroom time during January – March winter.

KIRPC Head Start received instructions for the Five Year Grant Application submittal. The five year grant applications will cover baseline and continuation grant applications. It was stated that the Office of Head Start is transitioning grants to provide Head Start and Early Head Start services from indefinite project periods to five year project periods in accordance with Section

641 of the Improving Head Start for School Readiness Act of 2007. These instructions provide a detailed outline of the requirements for submittal. KIRPC Head Start will submit their first by November 1, 2014.

Community Assessments have been returned and results were tallied. The purpose of conducting the community assessment is to recognize the challenges within the communities the program serves and to look for something i.e. population, the program can change. The Community Assessment is conducted every three years. The final Community Assessment Report was available for members to review. Out of over one thousand assessments handed out, 248 were returned. Results indicated the needs of their communities were more shopping, medical care, more activities, more jobs, drug and alcohol counseling. Strengths of their communities were the people, schools, churches and parks, and indicated a great place to raise children.

Program enrollment ended at 147 children. Belinda stated that the children's last day was May 15th. The last day for staff was May 23rd.

Members received the CACFP report indicating the total number of lunches and snacks for the months of April and May.

The KIRPC Head Start March newsletter was included in each member's packets containing the results from the last Data Day conducted May 19 & 20, 2014.

Results from the January Self Assessment indicated new action implementations. These corrections focused mainly in the health content area. Corrections involving proper and timely documentation of follow ups and making sure proper serving techniques and cleaning charts are maintained daily. Belinda stated that all corrections were completed within the two weeks of receiving corrective actions from the Grantee. Follow up was completed to assure compliance. The director had the Community Assessment available for review by the Governing Board. She also invited members to look at the Health Advisory Report from May.

The revised Service Work Plans for KIRPC Head Start have been completed and copies were made available for members to have. Service Work Plans are updated annually to stay current and in compliance with Head Start regulations. Two changes have been made this year to the plans. Family Development Specialists will now be called Family Engagement Specialists and the Family and Community Partnership Manager will now be called Family Engagement Manager.

The Roselawn and Winamac sites have received new climbing structures for their playgrounds.

Staff will return from shutdown on August 4, 2014. Staff orientation will be August 6th, 7th, 8th, and 20th. Children will return on August 25, 2014.

A thank you from the Governing Board was extended to the outgoing director for her years of service.

Motion to accept the KIRPC Head Start Director's Report was made by Nathan Origer and Bryan Jordan seconded. Motion passed.

Chairman's Corner

Members were asked if there was any other business to discuss. There was none. Chairman Wiley stated he was pleased to see the members who attended and encouraged those members to stress the importance of attendance to those who are not attending.

The KIRPC website is up and working. Edwin stated that there is some outdated information on the website that is being updated. Passwords and login information is also being determined. The goal is to have all minutes, KIRPC and KIRPC Head Start projects and information on the website for members and communities to view.

IARC will be organizing representatives from Indiana Association of Cities and Towns and the Association of Indiana Counties to speak to regional planning commission boards about all of the tax changes that the state has passed. Edwin stated that they are looking to speak at the next KIRPC meeting.

A motion to adjourn the meeting was made by Bryan Jordan and Randy Strasser seconded. The meeting was adjourned at 7:45 p.m. The next meeting will be July 31, 2014 and will begin at 7:00 p.m. EST / 6:00 p.m.CST.