

**MINUTES OF MARCH 29, 2012  
K-IRPC EXECUTIVE BOARD MEETING**

Present:	Nathan Origer	Pulaski County Representative
	Bernard Gick	Benton County Council
	Stephen Wood	Mayor, City of Rensselaer
	Russell Collins	Newton County Commissioner
	Dick Dobbels	Warren County Council
	David Diener	White County Commissioner
	Chris Ramsey	Reynolds Town Council
	Edwin Buswell	KIRPC Executive Director
	Shawn Cain	KIRPC Grant Administrator
	Verona Dewees	KIRPC Grant Support
	Randy Mitchell	KIRPC Program Development Manager
	Belinda Gutwein	KIRPC Head Start Director
	Laurie Burton	KIRPC Administrative Assistant

First Vice-Chairman, Bernard Gick, called the meeting to order at 7:00 p.m.

**Prior Meeting Minutes**

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

**Financial Report & Claims**

In the absence of Financial Manager, Lynette Carpenter, Edwin Buswell presented financial reports and corresponding claims for the months of January and February. Members were asked if there were any questions. There were none. Motion to approve the claims/financial report was made by Nathan Origer and David Deiner seconded. Motion passed.

## **Community/Economic Development Report**

The Newton County Iroquois River Debris Removal project and the Remington Park Plan have been awarded. Edwin indicated to members that the Starke County Knox Industrial Park Intersection Improvements grant has been submitted in January and is still waiting for approval.

Seven CFF proposals were submitted for this year's round of funding. We are also currently working on two planning grant applications.

Edwin stated that out of forty-four applicants, the City of Delphi has been one of seven finalists selected for the Stellar Communities program. This program will be selecting two communities for the Stellar program in which the selections will receive up to \$20 million dollars from three state agencies over a three year term. The Stellar Communities program is a multi-agency partnership designed to fund comprehensive community development projects in Indiana's smaller communities.

Traffic counts are underway in White and Pulaski counties and are expected to be completed by June. KIRPC has submitted a proposal for the 2012-2013 program year that will begin in July. Counts will then be completed in Jasper and Starke counties. Two new traffic counters have been hired and sent to the annual training in Elkhart, IN.

A new grant program has been announced by the state to fund Clearance and Demolition projects. There will be two rounds of funding in the amount of \$500,000, the first application due date is June 8<sup>th</sup> and the second will be due September 7<sup>th</sup>. Dick Dobbles stated that Warren County has an old Post Office and Gymnasium and questioned if the two buildings would qualify. Edwin stated that sites must be owned by a local government or not-for-profit agency.

KIRPC is nearing completion on the park plan update for the Town of Fowler and has been chosen to write the park plan for the City of Monticello.

The Ambia Storm Water project had their bids accepted and is waiting to be awarded. David Deiner questioned the progress on the Monticello Wastewater project. Shawn Cain stated that there were some minor issues that involved testing for certain acceptable oil types which has been resolved and the project is moving forward.

Transportation/Project manager, Randy Mitchell, stated that KIRPC has been notified of unspent funding from the ARRA program. INDOT has approved KIRPC to spend \$93,000 for the purchase of two vehicles. These purchases will go towards assisting the providers but also the KIRPC Head Start program. KIRPC is currently waiting on state pricing and purchase agreement.

With the support from INDOT, transportation providers have been discussing placing advertising on their passenger vans. An agency out of Indianapolis has agreed to help determine what types of ads to place on the vehicles, i.e. healthcare facilities/clinics etc. The purpose is to bring revenue into the provider's counties. Currently, Jasper County is advertising on two of their vehicles as a pilot run to determine if advertising proves feasible for the other counties.

INDOT conducted the compliance review on October 5<sup>th</sup> and 6<sup>th</sup>. The review covers KIRPC as well as the providers in Starke, Jasper, and Pulaski counties. KIRPC has received the report for all providers including KIRPC and responses/corrections have been made and sent to INDOT and has been approved.

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

Tiffany Berkshire has been interviewed and hired, pending Policy Council and Governing Board approval, for the Education, Disabilities, and Mental Health Manager. Tiffany has held the teacher's role in several Head Start programs and has an understanding of the Head Start program. Tiffany has served as the childhood consultant on the KIRPC Governing Board for the past two years. She is experienced in Zoo-phonics and the ChildPlus.net, which are two programs that KIRPC Head Start has implemented into the program. Both KIRPC Head Start and Tiffany are excited to become part of the program.

Members received the total monthly breakfasts, lunches, and snacks served for the month of February. The Fall 2012 program will transition into a two component a.m. snack (meeting the nutritional guidelines per the state), omitting breakfast, as this will allow for more educational time in the classroom for the children.

The program is at full enrollment. KIRPC Head Start serves 148 children.

Notice was sent of a recall on the newest bus. The parts to fix the recall are in and the bus is ready for repairs. It will be delivered to Jasper County.

During a center call with Regional Office, the program officer indicated there have been issues surrounding children not being accounted for at all times within several systems around the state. She cautioned the director to stress the importance double checks on the bus, playground, etc. to know at all times how many children are present.

The Head Start Director and Education Manager will be attending a CLASS Training. This training focuses on observations in the classroom that must be kept objective and neutral in ten different areas. Belinda and Tiffany will be attending The Classroom Assessment Scoring System in Indianapolis in order to be able to review each classroom's teaching style and evaluate

each learning environment during monitoring in the spring. Each must pass a test in order to qualify as a reviewer.

Training and Technical Assistance contact, Missy Hahn, will be conducting a training on April 5<sup>th</sup> with the Family and Community Partnership Manager and other Head Start Grantee staff in order to prepare a Family Engagement Plan for the program. The Family Engagement Plan is a comprehensive plan that demonstrates engagement between child, parent, and program. A draft of the plan will be submitted at the time of Missy's visit. The plan is to be an evolving, fluid plan that adapts as the program changes. Parents need to be seen as the first teacher and learners themselves. Changes have already been made within the program to help demonstrate parent engagement.

The results of the Self Assessment were presented. Each member received a copy of the Self Assessment and the results. Belinda stated to members that eighteen booklets were used in the Self Assessment covering all areas of the program. Teams included Policy Council members and parents as well as Head Start staff from other sites. Several Governing Board members gave their input to demonstrate understanding of the Governing Board responsibilities. (See Self Assessment Report from March)

Members each received a copy of the Head Start Work Service Plans. These Work Plans cover over 1800 Head Start Performance Standards including policies and procedures in which the program must operate in order to be compliant. Each manager including the Head Start Director is responsible for updating/revising on an annual basis. Belinda briefly went through each work plan and included the updates/revisions. Policy Council has approved the Work Plans. Once the KIRPC Governing Board approves the plans, each classroom will receive a new Service Work Plan binder for their sites. At Staff Orientation the plans be reviewed with the total staff.

Following Governing Board approval, KIRPC Head Start will apply for the COLA increase that was passed on December 23, 2011. This .72% per Cost of Living Increase will aid in maintaining quality Head Start services, retaining qualified Head Start staff, and aiding in the increased operating expenses. KIRPC Head Start may apply for \$7,977 for distribution to any employee who has worked for the program since February 1<sup>st</sup>. This COLA increase will be retroactive to February 1, 2012 for current employees.

Three KIRPC Head Start classes will end on May 17<sup>th</sup> with an End of the Year Celebration and awards ceremony. The two Winamac sites and one North Jasper sites will complete their year. Staff will stay another week to do clean up and organization.

Policy Council will meet May 10<sup>th</sup> followed by Health Advisory in order to be free on May 17<sup>th</sup> to attend the celebrations at the site.

June 21<sup>st</sup> will be the last day for the other five classrooms. Policy Council will attend as many of the celebrations in the park as possible. The staff will work another week and end June 29<sup>th</sup>.

Any business that must be conducted over the summer, will be in the form of telephone contacts/proxy letters to Policy Council.

The KIRPC Head Start staff is out during the month of July and will return August 1, 2012. New fall classes will begin at all sites August 20, 2012.

Motion to accept the KIRPC Head Start Director's Report including the hiring of Tiffany Berkshire, Work Service Plans, and COLA application was made by Nathan Origer and Russell Collins seconded. Motion passed.

### **Other Business**

Grant Administrator, Kimberly Baker, has resigned. It was decided that with the disaster funding is receding, it was more logical to make this position part-time and will be geared toward a Grant Support position. Verona Dewees has been hired for this part-time position. Grant Administrator, Shawn Cain, stated that this transition is going smoothly and is confident in Ms. Dewees' abilities. Verona stated to members that she is looking forward to becoming part of the KIRPC agency.

KIRPC held a luncheon for Rita Carpenter Herbert Arihood. Ms. Carpenter and Mr. Arihood have been on the KIRPC Board for well over 12 years. A Long-Time Service Award was presented to each of them followed by a luncheon.

KIRPC has purchased two new vehicles. Edwin indicated to members that with the volume of meetings that each individual staff members have, it was affordable, and somewhat necessary for the purchase. Edwin also stated that he was involved in hitting a deer on the way back to the office from a meeting recently causing zero damage to the vehicle.

### **Chairman's Corner**

Members were asked if there was any other business to attend to. There was none.

A motion to adjourn the meeting was made by Dick Dobbels and David Deiner seconded. The meeting was adjourned at 8:00 p.m. The next meeting will be May 31, 2012 at 7:00 EST / 6:00 CST. **THIS WILL BE A FULL COMMISSION MEETING**

