

## **Notice of Organizational Meeting of the Clarke County Agricultural Extension Council**

In compliance with the County Agricultural Extension Law, the organizational meeting of the Clarke County Agricultural Extension Council will be held at 5 p.m. on the 22 day of January, 2024 at 709 Furnas Drive, Suite 1 in Osceola, Iowa.

### **Organizational Meeting includes the following:**

Call the meeting to order

Approval of agenda

Election of extension council officers

Approval of consent agenda items (could include the following)

- Personnel and fiscal policies
- Meeting attendance expectations
- Adopting Roberts Rules of Order
- Financial reports provided before each meeting
- Other as appropriate

Regular council meetings date and time

Public notice of meetings

Council committee assignments

Appointments to other boards and committees

Approval of master volunteer list

Approval of provisional volunteers

Designate custodian of public record and open record requests

Official newspapers

Fiscal procedures

- Depository
- Agency account (most counties do not have this)
- Authorization for signing checks and electronically transferring funds
- Bonding of treasurer and staff

Approval of county fiscal policy

Approval of financial reports to come before the council at each meeting

Approval of county personnel policy

Approve meeting method

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## Extension and Outreach

**The regular monthly meeting is held after the organizational meeting agenda.**

**Agenda includes:**

Clarke County Extension  
Council Meeting  
Agenda  
January 22, 2024  
5:00 PM

- Call to Order
- Roll Call
- Open Forum - Public Comment - Opportunity for visitors to address Council.

The Clarke County Extension Council allows time for the public to present information or opinions on any topic to the elected council. Each participant will be limited to two (2) minutes. This is not a discussion with the council and no action will be taken at this meeting. Ideas shared may become agenda items at future meetings. No defamation of character or profanity will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum. The person addressing the council will be required to share their name and address. The Extension Council Chairperson has the right to modify or combine speakers if the same information or opinion is being delivered.

- Approval of minutes from 12/18/2023
- Written staff narrative reports- County Director & CYC
- Old Business
  - Shooting Sports Equipment
- New Business
  - The Iowa Extension Council Association board of directors has been doing research on the Calm app as a potential membership benefit.
- 4-H
  - Cattle Weigh-In December 30th (42)
  - Enrollment Update
- Youth Council
- Youth Committee
  - Senior scholarship
- Council Committee Reports
  - Personnel
    - IRS Mileage rate increase from \$0.65 to \$0.67
    - New Staff Orientation April 11, 2024 Ames, Iowa- Katie and Carolyn to attend
    - Program Assistants
  - Finance
    - Approval of Vouchers #13329-13350, Direct Deposits, Electronic Payments, Transfers (XFR, Shazam, FED, IPERS)
    - FY 25 Budget Discussion
    - Voided Check # #13169 3/03/2023 Iowa State University \$117.30
- Fair board

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## Extension and Outreach

- Programming
  - Council discussion/approval Latino's Willing Well
  - Spring Master Gardener Training (3 interested)
    - MG Volunteer Trainee: \$150 (county keeps \$50)
    - Horticulture Fundamentals (non-volunteer) Trainee: \$300 (county keeps \$150)
  - Cookies & Canvas December 28th 9-Noon
  - Private Pesticide January 18th 9:30-Noon (30)
  - Estate Planning and Succession Farm Planning (13)  
January 18th and 25th 6-9pm
- Regional Director's Report- Chris Freland
- Next meeting: Monday, February 19, 2024 @ 5 pm
  - Conduct a Budget Hearing and approve budget for FY25
  - Year-end carryover estimate
  - Review fiscal and personnel policies if not already done in January
  - Program Planning
- Adjourn