

Notice of Organizational Meeting of the Lucas County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Lucas County Agricultural Extension Council will be held at 6 p.m. on the 24 day of January, 2024 at 48293 Hy-Vee Road in Chariton, Iowa.

Zoom: Please click this URL to start or join.

<https://iastate.zoom.us/j/96651749107?pwd=cEx0WEI0Q1hwTWpZSnBGWU9MY09jQT09>

Or, go to <https://iastate.zoom.us/join> and enter meeting ID: 966 5174 9107 and password: 962338

Organizational Meeting includes the following:

1. **Call the meeting to order**
2. **Roll Call**
3. **Approval of agenda**
 - a. Election of extension council officers
 - b. Regular council meetings date and time
 - c. Public notice of meetings
 - d. Council committee assignments
 - e. Appointments to other boards and committees
 - f. Approval of master volunteer list
 - g. Approval of provisional volunteers
 - h. Designate custodian of public record and open record requests
 - i. Official newspapers
 - j. Fiscal procedures
 - i. Depository
 - ii. Agency account (most counties do not have this)
 - iii. Authorization for signing checks and electronically transferring funds
 - iv. Bonding of treasurer and staff
 - k. Approval of county fiscal policy (**Blue**)
 - l. Approval of financial reports to come before the council at each meeting
 - m. Approval of county personnel policy (**Pink**)
 - n. Approve meeting method

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

Agenda includes:

4. Open for Public Comments:

The 2024 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 five (5) 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.

5. Secretary's Report:

- a. Approval of minutes from November 29th, 2023 meeting (**yellow**)

6. Treasurer's Report:

- a. Approval of November vouchers Check #14938 to #14956, EFT's totaling \$1,009.02, and payroll totaling \$3,917.14 (**green**)
- b. Approval of November financial statements (**green**)
- c. Approval of December vouchers Check #14957 to #14971, EFT's totaling \$2,094.43, and payroll totaling \$3,768.89 (**purple**)
- d. Approval of December financial statements (**purple**)

7. Reports:

- a. Staff (**gray**)
- b. Regional Director
- c. Council Committees:
 - i. Personal
 - ii. Fiscal
 - iii. Programming
- d. Iowa Extension Council Association
- e. Subcommittee
- f. Fair Board

8. Unfinished business

9. New business

- a. Consideration of Fiscal Year 2025 Budget

IOWA STATE UNIVERSITY

Extension and Outreach

_____ moved and _____ seconded that the FY25 Extension Education Operating Budget estimate be approved for \$183,226.00 in expenditures with a total tax request of \$130,237.00 with \$126,971.00 from property tax and \$3,266.00 from utility excise tax, and that the council secretary or designee be directed to officially publish the FY25 Budget Public Hearing for February __, 2024, at ____ at the Lucas County Extension Office, Hy-Vee Road, Chariton, Iowa 50049. Motion seconded by _____. Motion carried by a vote of ____ to ____.

_____ moved and _____ seconded that the FY25 Unemployment Compensation Fund Budget estimate be approved for \$11,000.00 in expenditures with a total tax request of \$4,000.00, with \$3,898.00 from property tax and \$102.00 from utility excise tax, and that the council secretary or designee be directed to officially publish the FY25 Budget Public Hearing for February __, 2024, at ____ at the Lucas County Extension Office, Hy-Vee Road, Chariton, Iowa 50049. Motion seconded by _____. Motion carried by a vote of ____ to ____.

_____ moved and _____ seconded that the FY25 Tort Liability Budget estimate be approved for \$4,000.00 in expenditures with a total tax request of \$3,000.00, with \$2,925.00 from property tax and \$75.00 from utility excise tax, and that the council secretary or designee be directed to officially publish the FY25 Budget Public Hearing for February __, 2024, at ____ at the Lucas County Extension Office, Hy-Vee Road, Chariton, Iowa 50049. Motion seconded by _____. Motion carried by a vote of ____ to ____.

- b. Consideration of fiscal policy updates (**light blue**)
- c. Consideration of personal policy updates (**pink**)
- d. Consideration of AmeriCorps/summer help
- e. Consideration of Food Stand Lease (**dark blue**)
- f. Consideration of Food Stand Manager Job Description (**tan**)
- g. Consideration of Food Stand Equipment Purchase
- h. Consideration of waxing floors
- i. Consideration of fair book
- j. Review of Stakeholder Report

10. Motion to adjourn

- a. Next Meeting will be: _____ at _____

_____ (signature)
Secretary, Lucas Agricultural Extension Council

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