

MINUTES OF THE MONROE COUNTY AGRICULTURAL EXTENSION COUNCIL
MEETING

Monroe County, Agricultural Extension Council, held a meeting on Thursday, January 26, 2023,
at the Monroe County Extension office.

Vice President Chairperson, Renee Peterson-Howell, called the meeting to order at 5:07 P.M.
with the following township representatives present:

X Renee Peterson Howell

X Kim Wynn

X Christine Crawford

X Joanne McDonald

X Stacy Haas

X Andrea Beary

X Megan Evinger arrived at 5:15 P.M.

Absent were: Jon Bradley, and Josh Simms

Others present: Gene Mohling, Amie Koffman, and Brittney McNeely. Jim Koffman
arrived at 5:53 P.M.

Vice President Chairperson, Renee Peterson-Howell, asked for approval of the
Organizational and Regular Meeting agenda. Motion by Christine Crawford, seconded
by Kim Wynn, to approve agenda. The motion carried unanimously.

Organization Meeting:

Election of Extension Council Officers-

President (Chair)-

Candidate #1- Kim Wynn nominated Joanne McDonald.

Motion by Kim Wynn, seconded by Renee Peterson-Howell, to elect Joanne McDonald
as President. The motion carried unanimously.

Vice President-

Candidate #1- Kim Wynn nominated Renee Peterson-Howell.

Motion by Christine Crawford, seconded by Kim Wynn, to elect Renee Peterson-Howell
as Vice President. The motion carried unanimously.

Secretary-

Candidate #1- Kim Wynn nominated Christine Crawford.

Motion by Kim Wynn, seconded by Megan Evinger, to elect Christine Crawford as Secretary. The motion carried unanimously.

Treasurer-

Candidate #1- Joanne McDonald nominated Stacy Haas.

Motion by Joanne McDonald, seconded by Renee Peterson-Howell, to elect Stacy Haas as Treasurer. The motion carried unanimously.

Approval of consent agenda items-

Motion by Christine Crawford, seconded by Kim Wynn, to approve meeting attendance expectations, adopting Robert's Rules of Order, financial reports provided before each meeting, and others as appropriated. The motion carried unanimously.

Regular Council meetings date and time

Date- Last Thursday of the month and time 6:00P.M

Motion by Christine Crawford, seconded by Megan Evinger, to set regular council meeting on the last Thursday of the month at 6:00 P.M. The motion carried unanimously.

Committee assignments- (* Designates Chair)

Fiscal/Legal

* Chair- Stacey Haas

Jon Bradley

Andrea Beary

Personnel

* Chair- Renee Peterson Howell

Christine Crawford

Joanne McDonald

Programming/Marketing

*Chair- Kim Wynn

Megan Evinger

Josh Simms

Moved by Renee Howell-Peterson, and seconded by Stacy Haas, to approve the assignments. The motion carried unanimously.

Appointments to other boards and committees-

Regional Council- Joanne McDonald

Iowa Extension Council Assn. Liaison- Renee Peterson-Howell

Other (Fairboard-4-H Committee) - Kim Wynn

MOU Partnership Agreement- Stacy Haas

Extension Council Liaison at County Fair- Megan Evinger

Motion by Kim Wynn, and seconded by Stacey Hass, to approve the above assignments. The motion carried unanimously.

Official Newspapers-

Motion by Stacy Hass, and seconded by Andrea Beary, to approve the official newspapers as Albia Newspaper Inc. and Chariton Leader. The motion carried unanimously.

Fiscal Procedures-

Depository-

The depository for the county extension district will be **First Iowa State Bank**, with all receipts in said bank. The maximum to be deposited is **\$250,000.00**. The County Extension District will not authorize an agency account. The duly elected treasurer is directed to use operating funds checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy-Section 3.4. Members authorized to sign checks: Renee Peterson-Howell, Joanne McDonald, and Stacy Haas.

Motion by Renee Peterson-Howell, seconded by Joanne McDonald, to approve depository.

The motion carried unanimously.

Members authorized to transfer funds and or access the bank account electronically-

Renee Peterson-Howell, Joanne McDonald, and Stacy Haas. Motion by Renee Peterson-Howell, seconded by Joanne McDonald, to approve the above. The motion carried unanimously.

Motion by Renee Peterson-Howell, seconded by Joanne McDonald to approve the EFT drafts of IPERS, Rent, State and Federal Withholdings. The motion carried unanimously.

Bonding of Treasurer- A group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters provides a \$20,000.00 bond for Treasurers as required by the state statutes and a \$250,000.00 Employee Dishonesty policy for all other council members, county employees, and volunteers. A Certificate of Insurance is available through LMC, and a Certificate is provided to the County Auditor. Motion by Renee Peterson-Howell, and seconded by Kim Wynn to approve the above. The motion carried unanimously.

Designate custodian of public record and open record requests- Motion by Megan Evinger, and seconded by Renee Peterson-Howell, to appoint Courtney May. The motion carried unanimously.

Approval of Fiscal Policy and Office Policy- Tabled until next meeting.

Regular Meeting

Open Forum- an opportunity for any public to speak. No comments from the public.

Secretary's Report- Moved by Kim Wynn, and seconded by Christine Crawford, to amend minutes of the previous meeting on December 20, 2022. (approved as written or approved as corrected). Motion carried unanimously.

Treasurer's Report- Gene Mohling read the monthly financial statement. Vouchers approved were: number 14996 through number 15034, EFT totaling \$30,386.57 for the dates of 12/21/2022 through 01/26/2023. Motion by Joanne McDonald, and seconded by Christine Crawford, that statements and vouchers be approved. The motion carried unanimously.

Reports

Chairperson's Report- Gene Mohling gave a report. Board will go over the Fiscal Report, credit card limits, and access at the next meeting.

Staff and Programming Specialists- Staff reports were in the board packets.

Extension Council Committees-

Personnel- Nothing to report at this time.

Fiscal- Gene Mohling went over budget for FY24.

Programming- Programming committee is working on new workshops and programs.

Regional Director- Gene Mohling gave an update.

Iowa Extension Council Association- Gene Mohling discussed upcoming conferences and training.

4-H Foundation- Nothing to report at this time.

Master Gardeners- Nothing to report at this time.

Fair Board- Jim Koffman gave an update.

Old Business- Nothing at this time.

New Business-

Review of FY21, FY22, and FY23 Budgets- Gene Mohling reviewed the previous budgets and the proposed FY24 budget.

Consideration of the FY24 Budget Estimate, Wage Rates for County Paid Staff-Mileage Reimbursement (\$.655), Consideration of FY24 Budget Proposal and Public Hearing Notice- Motion by Renee Peterson- Howell, and seconded by Megan Evinger, that the FY2024 operating budget draft be approved for \$232,222.00 in expenditures with a tax request of \$172,638.00 with \$170,018.00 from property tax and \$2,620.00 from utility excise tax, and that the Council Treasurer or designee be directed to officially publish the FY2024 budget for Public Hearing on February 23, 2023, at the Monroe County Extension Office in Albia, Iowa. Motion carried unanimously.

Consideration of Tort

Motion by Stacy Haas, seconded by Kim Wynn, that the FY2024 tort budget draft be approved for \$4,400.00 in expenditures, with a tax request of \$4,200.00 and with \$4,137.00 from property tax and \$63.00 from utility excise tax, and that the Council Treasurer or designee be directed to officially publish the FY 2024 budget for Public Hearing on February 23, 2023, at the Monroe County Extension Office, in Albia, Iowa. Motion carried unanimously.

Unemployment

Motion by Kim Wynn, seconded by Renee Peterson-Howell, that the FY2024 unemployment budget draft be approved for \$0.00 in expenditures, with a tax request of \$0.00 and with \$0.00 from property tax and \$0.00 from utility excise tax, and that the Council Treasurer or designee be directed to officially publish the FY 2024 budget for

Public Hearing on February 23, 2023, at the Monroe County Extension Office, in Albia, Iowa. Motion carried unanimously.

Consideration of Summer Assistant- Motion by Christine Crawford, seconded by Megan Evinger, to advertise for summer assistance. Motion carried unanimously.

Consideration of MOU and ISUEO- Tabled at this time.

Review of ADA, EEO, Title IX & VI, Meetings Law- Gene Mohling went over these.

Staff and Volunteers Policy/Background Check Policy Review- Gene Mohling reviewed this.

Consideration of IECA Annual Conference on February 2, 2023, and February 7, 2023, Gene Mohling encouraged all board members to attend one or both of these sessions.

Consideration of Fair Entry Training- Motion by Christine Crawford, seconded by Stacy Haas, to allow Amie Koffman to attend this training session. The motion carried unanimously.

Consideration of Fair Book 2023- Motion by Christine Crawford, seconded by Stacy Haas, to approve the 2023 Fair book except for the wording on page six (South Central Iowa Showdown) in paragraph three. The motion carried unanimously.

Consideration of Council Agendas and Minutes on Webpage- Motion by Stacy Hass, seconded by Joanne McDonald, to add agendas and minutes when the new website is available. The motion carried unanimously.

Consideration of Scholarships- Motion by Renee Peterson-Howell, seconded by Kim Wynn, to approve the following payments: Jayce Reed \$1,100.00, Lauren Bayer \$1,000.00, and Jenna Gronewald \$950.00. Also, Amie Koffman can publish 2023 scholarship information. The motion carried unanimously.

Consideration of Possible Council Member Resignation- Nothing to report at this time.

ITEMS FOR THE NEXT MEETING

Consideration of credit card limits and access and Fiscal Policy.

The next meeting date is February 23, 2023, at 6:00 P.M.

Moved by Megan Evinger and seconded by Stacy Haas to adjourn the meeting at 8:07 P.M. The motion carried unanimously.

Secretary,

A handwritten signature in black ink, appearing to read 'Christine Crawford', is written over the printed name. The signature is fluid and cursive, with a large loop at the end.

Christine Crawford