

MINUTES OF THE MONROE COUNTY AGRICULTURAL EXTENSION COUNCIL
MEETING

Monroe County, Agricultural Extension Council, held a meeting on Thursday, June 29, 2023, at
the Monroe County Extension office.

Vice President Chairperson, Renee Peterson-Howell called the meeting to order at 6:06 P.M. with the following township representatives present:

X Renee Peterson-Howell

X Kim Wynn

X Stacy Haas

X Aandrea Beary

X Christine Crawford

X Josh Simms-Zoom

Absent were: Jon Bradley, Megan Evinger, JoAnne McDonald

Others present: Amie Koffman, Brittney McNeeley, Lauren Bayer, and Courtney May.

Vice President Chairperson, Renee Peterson-Howell, asked for approval of the meeting agenda. Motion by Christine Crawford, seconded by Stacy Haas, to approve agenda. Motion carried unanimously.

Open Forum – an opportunity for any public present. No comments from the public.

The meeting includes the following:

Open Forum – an opportunity for any public to speak

The Monroe County Extension Council allows time for the public forum, where the public may present information or concerns to the council. Each participant will be limited to 3 minutes. If your concern is not listed in the agenda below, there will be no action taken at this meeting, but concerns may be an agenda item at future meetings. No defamation of character or slander 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.

Secretary's Report:

Motion by Stacy Haas, and seconded by Kim Wynn, to approve minutes of the previous meeting on May 25, 2023. (approved as written or approved as corrected). Motion carried unanimously.

Treasurer's Report:

Stacy Haas read the monthly financial statement. Vouchers approved were: number 15124 through number 15162, EFT totaling \$24,858.38 for the dates of 05-26-2023 through 06-29-2023. Motion by Christine Crawford, and seconded by Kimm Wynn, that vouchers be approved. Motion carried unanimously.

Review of Financial Statements- Motion by Stacy Haas, seconded by Aandrea Beary, to approve the financial statements. Motion carried unanimously.

REPORTS

Staff Reports- Staff updates were in the council packet.

Extension Council Committees:

Personnel: Renee Peterson-Howell gave an update.

Fiscal: Stacy Haas gave an update.

Programming: Kim Wynn gave an update.

Chairperson- Renee Peterson-Howell gave the Chairperson report.

Staff Reports- Staff updates were in the council packet.

Extension Council Committees:

Personnel: Renee Peterson-Howell gave an update.

Fiscal: Stacy Haas gave an update.

Programming: Kim Wynn gave an update.

Regional- Courtney May gave an update.

Iowa Extension Council Association- The Council watched an educational video on the consent agenda.

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

Master Gardeners- Brittney McNeeley gave an update.

Fair Board- Nothing to report at this time.

OLD BUSINESS:

Consideration of Wages- Personnel Committee recommended that Amie Koffman has a change of title to CYC/Office Manager along with an increase of \$1.50 an hour starting July 1, 2023. Motion by Josh Simms, seconded by Renee Peterson-Howell, to approve this recommendation. Motion carried unanimously.

Consideration of Credit Card Situation- Motion by Renee Peterson-Howell, seconded by Kim Wynn, to approve \$500.00 for the start of the credit card account. Motion carried unanimously.

Motion by Renee Peterson-Howell, seconded by Christine Crawford, to set the credit limit to 10,000.00 and Stacy Haas will have access to credit card statements electronically. The maximum total credit for the card may not exceed \$10,000.00 this is to be reflected in the fiscal policy. Motion carried unanimously.

Motion by Renee Peterson-Howell, seconded by Christine Crawford, that when the new credit card is issued the old Chase credit card will be canceled. Motion carried unanimously.

NEW BUSINESS:

Consideration of ACH for Rent- Motion by Chrisitne Crawford, and seconded by Stacy Hass, to have an ACH authorization to Solid Rock Real Estate LLC for monthly rent starting on 09/01/2023. Motion carried unanimously.

Consideration of Advertising for Fair- No action taken.

ITEMS FOR THE NEXT MEETING:

4-H Foundation quarterly earnings report.

Papers to withdraw funds for scholarships.

Group photo for council members.

NEXT MEETING:

The next meeting date is August 31, 2023, at 6:00 P.M.

Moved by Stacy Hass, and seconded by Renee Peterson-Howell, to adjourn the meeting at 7:09 P.M. Motion carried unanimously.

Secretary,

Christine Crawford