

MINUTES OF THE MONROE COUNTY AGRICULTURAL EXTENSION COUNCIL MEETING

Monroe County Agricultural Extension Council held a meeting on Thursday, March 31, 2022, at the Monroe County Extension office.

Chairperson, Dien Judge, called the meeting to order at 6:00 P.M. with the following township representatives present:

X- Dien Judge	X-Josh Buckingham – by zoom
X- Amber Reed	X- Renee Peterson-Howell
X- Megan Evinger	X-Kim Wynn
X- Renee Peterson-Howell	X-Jon Bradley
Christine Wilson- absent	Jordon Haywood-absent

Others present: Gene Moling, Courtney Chapman, John Lawrence, Andrea Nelson, Courtney May, Brad Evinger, Jim Koffman, Amie Koffman, Angela Wilson, Lisa Shepard, Daryl Scholfield, Bryan Reed, Jayce Reed, and Erin Hall

Chairperson, Dien Judge, asked for approval of the agenda. Moved by Megan Evinger, seconded by Kim Wynn to approve the agenda. Motion carried 7 to 0.

Public Comments: Angela Wilson, Daryl Schofield, and Bryan Reed addressed the council on background checks for FFA Advisors. The Fairboard will be adding legal language about not being responsible for accidents during any 4-H events in the fair book.

Secretary's Report- Moved by Amber Reed, seconded by Megan Evinger to amend the minutes of the previous meeting on February 24, 2022 (approved and written or approved as corrected). Motion carried 7 to 0.

Treasurer's Report- Josh Buckingham read the monthly financial statement. Vouchers approved were; numbers 14592 through 14624, EFT totaling \$16,705.70 for the dates of 02/01/2022 through 02/28/2022. Moved by Jon Bradley, seconded by Amber Reed, that statements and vouchers be approved. Motion carried 7 to 0.

REPORTS

Chairperson- Dien Judge gave an update on the court hearing for Madison Kahoe. What was asked for in restitution will be rewarded except for the attorney fees. Mrs. Kahoe was given five years probation, fined \$1,000.00, and ordered to repay \$28,620.15 to Extension. Dien Judge stated he was not sure when that money would be paid.

Staff and Program Specialists- Staff reports are in the board packet.

EXTENSION COUNCIL COMMITTEES

Personnel- Completed Cicely Lawrence's 90-day review and interviewed Davis County CCP applicant. Committee will be setting up Amie Koffman's 90-day review since she accepted the CYC position. This review will be done in June.

Fiscal – Next meeting is on March 22, 2022.

Programming- Boots in the Barn and Healthy and Homemade were successful.

Regional- Courtney May gave an update. She attended the Iowa Extension Council Association Annual Conference (staff could not attend).

Iowa Extension Council Association- Dien Judge and Amber Reed attended the annual conference in Ames, and Dien presented at the meeting. All sessions were videotaped and will be available for everyone to watch.

Monroe County 4-H Foundation- Next meeting is on April 12, 2022.

Master Gardeners- They will be doing garden clubs and making arrangements.

Fair Board- Boats and campers are coming out on Saturday. Swine weigh-in will be Saturday. Arena material (tile and poles) has arrived. The Fairboard received a grant for a new bathroom, and the goal is to have new bathrooms hooked up by fair time.

Council Training- Amber Reed would like each council member to learn one thing and bring it back to the council to discuss.

OLD BUSINESS

Fair Book- General Rule #1 - Found better wording, and this will be updated in all departments section of the fair book. Kids can live anywhere but can only show in the county that they have ID'ed in the 4-H club, and this will need to be updated in each department. Moved by Jon Bradley, seconded by Amber Reed to approve the fair book changes. Motion carried 7 to 0.

Fee for Public Records Requests- Moved by Renee Peterson-Howell, seconded by Kim Wynn to have a person requesting public records fill out a request form and be charged \$0.25 per copy.

Direct Deposit - No action taken

NEW BUSINESS

Consideration of Bookkeeper Job Description- Motion by Renee Peterson-Howell, seconded by Megan Evinger to approve job description. Motion carried 7 to 0.

Consideration of IPERS Refund- Motion by Renee Peterson-Howell, seconded by Kim Wynn to have Courtney May get a refund on employees that have not been with us for less than six months. Motion carried 7 to 0.

Consideration of 4-H Hall of Fame- Due on May 31, 2022

Consideration of Master Gardener Scholarship- Combine efforts between counties to offer a \$100.00 scholarship to someone who completes the entire program. Cost of \$193.00 for the program, so we will cap at the first ten that enroll. Moved by Kim Wynn, seconded by Megan Evinger to approve the scholarships for the first ten applicants that enroll who will complete the program by 4/01/2023. Motion carried 7 to 0.

John Bradley left the meeting at 7:09 P.M.

Consideration of CYC Position- Moved by Amber Reed, seconded by Josh Buckingham to approve Amie Koffman as CYC at \$18.00 an hour effective as of March 20, 2022. Motion carried 6 to 0.

Consideration of OA Position- Moved by Renee Peterson-Howell, seconded by Megan Evinger to approve \$200.00 for advertising on social media and online job search for the OA position. The OA position will be advertised at \$15.00- \$18.00 an hour, and the summer intern position will be advertised at \$12.00 an hour. Motion carried 6 to 0.

Consideration of Extension and Outreach Week- Moved by Renee Peterson-Howell, seconded by Amber Reed to supply lunch and goodie bag on 04/20/2023 for our appreciation for everyone who makes Monroe County Extension so great. The budget for this lunch will be \$700.00. Motion carried 6 to 0.

Consideration of Council Approved Programming Funds- Moved by Renee Peterson-Howell seconded by Kim Wynn to approve NEST programming for FY2023 and will not apply for grant funds. Motion carried 6 to 0.

Consideration of YQCA Fees & Youth Fees - Discussion and no action taken.

Consideration of Approval of New Volunteers Dien Judge and Courteney Riley- Moved by Kim Wynn, seconded by Megan Evinger to approve the above volunteers. Motion carried 6 to 0.

Consideration of State Audit and County Exit Report- Council reviewed the audit report for the periods of July 1, 2019 through June 30, 2020 and signed exit review.

(1) Cash (b) Petty cash is not assigned to only one person.

(2) Receipts (a) opening mail, collecting, depositing, and recording.

(4) Financial Reporting (a) Bank statements and redeemed checks are not delivered to the reconciler unopened.

(B) Segregation of Duties Log 2) Segregation of Duties Log was not prepared at least bi-monthly.

(C) Bank Reconciliations- (1) A bank reconciliation is prepared monthly, however, there is no evidence of independent review or no evidence the independent review was timely.

(D) Payroll (2) Documentation was not available to support authorized pay rates for employees. (3) Employee timesheets were not reviewed and approved by a supervisor.

(I) 4-H Club Accounts All 4-H Club accounts have not been turned over to Extension District.

(J) Extension Council Meeting Minutes (3) Meeting minutes did not include a listing of disbursements approved by the extension council per Iowa Code Chapter 176A.8 (11).

Financial Reporting (a) Bank statements and redeemed checks are not delivered to the reconciler unopened.

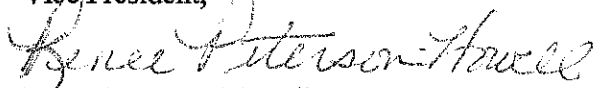
In addition to the items listed above, a special investigation performed on Monroe County Agricultural Extension District resulted in a separate report issued on June 17, 2021, which identified \$81,536.04 of improper disbursements, including \$69,151.31 of unauthorized charges to a PayPal account, \$9,225.13 of personal purchases from Amazon and other vendors, \$2,600 of unauthorized checks payable to either cash or the check signer and \$376.54 of late fees and finance charges related to credit card payments. The report also disclosed \$817.66 of unsupported disbursements. For further details, this report can be found at www.auditor.iowa.gov/reports/file/65905/embed

ITEMS FOR NEXT MEETING

The next meeting is on April 28, 2022, at 6:00 P.M.

Moved by Amber Reed, seconded by Renee Peterson-Howell to adjourn the meeting at 8:29 P.M.
Motion carried 6 to 0.

Vice President,


Renee Peterson-Howell