

**MINUTES OF THE MONROE COUNTY AGRICULTURAL EXTENSION COUNCIL
MEETING**

Monroe County, Agricultural Extension Council, held a meeting on Thursday, May 25, 2023, at the Monroe County Extension office.

President Chairperson, JoAnne McDonald called the meeting to order at 6:00 P.M. with the following township representatives present:

X Renee Peterson Howell

X Kim Wynn -Via Zoom

X JoAnne McDonald

X Megan Evinger joined at 6:05

X Stacy Haas

X Aandrea Beary

X Christine Crawford

Absent were: Jon Bradley, Josh Simms

Others present: Amie Koffman, Courtney Chapman, and Courtney May.

President Chairperson, JoAnne McDonald, asked for approval of the meeting agenda. Motion by Stacy Haas, seconded by Christine Crawford, 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 Christine Crawford, to approve minutes of the previous meeting on April 27, 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 15104 through number 15121, check number 15123, and voided check 15122, EFT totaling \$17,696.29

for the dates of 04-28-2023 through 05-25-2023. Moved by Christine Crawford, and seconded by Renee Peterson-Howell, that vouchers be approved. Motion carried unanimously.

Review of Financial Statements- Motion by Renee Peterson-Howell, seconded by Stacy Haas, to approve the financial statements. Motion carried unanimously.

REPORTS

Chairperson- JoAnne McDonald gave the Chairperson report.

Staff Reports- Staff updates were in the council packet. Courtney Chapman gave an update on 4-H in Monroe County.

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- Nothing to report at this time.

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

Master Gardeners- Nothing to report at this time.

Fair Board- Nothing to report at this time.

OLD BUSINESS:

Consideration of Wages- Tabled until next month.

Consideration of Credit Card Situation- Stacy Haas gave an update. Motion by Christine Crawford, seconded by Renee Peterson-Howell, to start the application. One card employee will sign the card in and sign out when using. Motion carried unanimously.

Motion by Stacy Hass, seconded by Renee Peterson-Howell, to have the following depository: The depository for the county extension district will be **South Ottumwa Savings 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 operating funds checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy. Section 3.4 Authorized users will be Amie Koffman, and Brittney McNeeley. Motion carried unanimously.

Consideration of Updated Personnel Policy- Motion by Stacy Hass, seconded by Christine Crawford, to approve updated items in personal policy. Motion carried unanimously.

Consideration of Quote for Office Cleaning- Motion by Stacy Haas, seconded by Christine Crawford, to approve the bid from Absolute Cleaning. Motion carried unanimously.

Consideration of 4-H Alumni and Honorary Awards- Motion by Renee Peterson-Howell, seconded by Stacy Haas, to approve the following award winners.

Honorary-Glen and Vicki Harter

Alumni Awards-Jenny Klyn and Lisa Keeton

Motion carried unanimously.

NEW BUSINESS:

Consideration of Negative Program Fee Sub Funds- Motion by Renee Peterson, and seconded by Stacy Hass, to approve journal entries to correct program fee sub-fund balances. Journal entries will move expenses from the program fee sub-fund accounts to the corresponding non-fee project account. Including consolidation of completed grant accounts from program area #3: Community and Economic Development and grants for program area #3 Community and Economic Development. Motion carried unanimously.

Consideration of Approval of Scholarship- Motion by Stacy Hass, seconded by JoAnne McDonald, to approve scholarship. Motion carried 6 to 0. Christine Crawford abstained from voting.

Consideration of EID Scanner- Motion by Christine Crawford, seconded by Renee Peterson Howell, to purchase the scanner for \$1,448.00. Motion carried unanimously.

ITEMS FOR THE NEXT MEETING:

Wages

NEXT MEETING:

The next meeting date is June 29, 2023, at 6:00 P.M.

Moved by Stacy Hass, and seconded by Megan Evinger, to adjourn the meeting at 7:39 P.M. Motion carried unanimously.

Secretary,

Christine Crawford