

# Minutes of the Organizational and Regular Meeting of Wapello County Agricultural Extension District Council

**DATE:** 29 JANUARY 2024    **TIME:** 6:30 PM    **LOCATION:** WAPELLO COUNTY EXTENSION OFFICE

## 1. Call the meeting to order

## 2. Roll Call and Introductions

☒ Ammenhauser, Laura

☒ Conrad, Randy

☒ Reed-Appel, Melissa

☒ Hall, Cindy

☐ Sherwood-McMillian, Karie

☐ Angle, Allison

☒ Mach, Angie

☒ Sorak, Rachel

☒ Heisdorffer, Jessica

☐ Duff, Lisa

☒ Cartwright, Paul

☒ Reece, Lisa

☐ Witt, Clint

☐ Emery, Cindy

☐ Burgess, Heather

**Guests:**

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## 3. Approval of Agenda

Moved by:

**Conrad**

Seconded by:

**Sorak**

Motion Carried:

**7**

**TO**

**0**

## 4. Election of Officers

**Nominations do not require a second.**

**General Consent:** Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says: "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

**Note to Secretary:** Chair will call for Ayes, Nays, and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", All those voting "Nay, and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

### A. Chair

**Cartwright**

Nominated by:

**Conrad**

**Motion Carried:**

**7**

**TO**

**0**

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).

**Elected:**

Cartwright

**Meeting handed over to duly elected chairperson**

Cartwright

**B. Vice Chair**

Witt

Nominated by:

Conrad

**Motion Carried:**

7	TO	0
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**Elected:**

Witt

**C. Secretary**

Angle

Nominated by:

Conrad

**Motion Carried:**

7	TO	0
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**Elected:**

Angle

**D. Treasurer**

Mach

Nominated by:

Conrad

**Motion Carried:**

7	TO	0
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**Elected:**

Mach

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**5. Regular Council Meeting date and time**

Currently:

2024:

**Date:** Last Monday of the month

**Date:** Same

**Time:** 6:30 PM

**Time:** Same

Moved by:

**Mach**

Seconded by:

**Conrad**

Motion Carried:

7	TO	0
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**6. Public Notice of Meetings-requests staff to post public notices of council meeting in Office Location, e.g., front door, bulletin board**

Currently:

2024:

**Location:** Bulletin board and website

**Location:** Same

Moved by:

**Conrad**

Seconded by:

**Mach**

Motion Carried:

**7 TO 0**

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## 7. Committee Assignments-**No more than 3 per committee**

### **Fiscal Currently**

### **Fiscal 2024**

Mach, Angie	Mach
Angle, Allison	Angle
Ammenhauser, Laura	Ammenhauser

### **Programming Currently**

### **Programming 2024**

Reece, Lisa	Reece
Cartwright, Paul	Cartwright
Conrad, Randy	Conrad

### **Personnel Currently**

### **Personnel 2024**

Witt, Clint	Witt
Sorak, Rachel	Sorak
Reed-Appel, Melissa	Reed-Appel

Moved by:

**Conrad**

Seconded by:

**Mach**

Motion Carried:

**7 TO 0**

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## 8. Appointments to Other Committees and Boards

### **Fair board Currently**

### **2024**

Conrad, Randy	Conrad
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### **MOU Committee Currently**

### **2024**

Cartwright, Paul	Cartwright
Angle, Allison	Angle
Witt, Clint	Witt

Moved by:

**Reed-Appel**

Seconded by:

**Mach**

Motion Carried:

**7 TO 0**

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## 9. Approval of Master Volunteer List

Moved by:

**Mach**

Seconded by:

**Conrad**

Motion Carried:

7	TO	0
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**10. Approval of Provisional Volunteers**

☒ **Allow** ☐ **Not Allow** County Director or Regional Director to provisionally approve volunteers between council meetings. Provisional volunteers could begin work if they've completed their paperwork and had a successful background check. All provisional volunteers would need to be approved at the next council meeting.

Moved by:

**Conrad**

Seconded by:

**Sorak**

Motion Carried:

7	TO	0
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**11. Designate Custodian of Public Record and Open Record Requests (Identify 1 staff member)**  
**The official custodian of public record and open record requests for the county agricultural extension district will be:**

Currently:

**Cindy Hall**

2024:

**Same**

Moved by:

**Mach**

Seconded by:

**Ammenhauser**

Motion Carried:

7	TO	0
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**12. Official Newspapers (identify 2 for publication of published reports)**

Currently

**Ottumwa Courier**

2024

**Same**

**Southeast Iowa Union**

**same**

Moved by:

**Mach**

Seconded by:

**Sorak**

Motion Carried:

7	TO	0
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**13. Fiscal Procedures (all of the following into one motion)**

Currently

2024

<b>A. Depository:</b> Community First Credit Union; \$400,000 maximum to be on deposit.	<b>Depository:</b> Same
<b>B. Authorization of signing Checks &amp; Transferring Funds:</b> Clint Witt, Allison Angle, Paul Cartwright, Angie Mach, Jessica Heisdorffer (deposits, transferring funds, and general account questions)	<b>Authorizing signing Checks &amp; Transferring funds:</b> Same
<b>C. Bonding Treasurer &amp; Staff:</b> Assured Partners- \$250,000	<b>Bonding Treasurer &amp; Staff:</b> Same

treasurers bond and \$250,000 employee dishonesty bond policy for all Extension Council Members and staff.	
<b>D. Agency Account:</b> <input type="checkbox"/> Will <input checked="" type="checkbox"/> Will Not authorize an agency account.	<b>Agency Account:</b> Same

Moved by:

**Conrad**

Seconded by:

**Sorak**

Motion Carried:

**7 TO 0**

#### 14. Approval of County Fiscal Policy

Moved by:

**Mach**

Seconded by:

**Ammenhauser**

Motion Carried:

**7 TO 0**

#### 15. Approval of financial reports to come before the council at each meeting

**Balance Sheet**

**Voucher Report**

**Revenue & Expense**

Moved by:

**Conrad**

Seconded by:

**Mach**

Motion Carried:

**7 TO 0**

#### 16. Approval of County Personnel Policy

Moved by:

**Mach**

Seconded by:

**Conrad**

Motion Carried:

**7 TO 0**

#### 17. Approve meeting method-adopt Robert's Rules of Order

Moved by:

**Conrad**

Seconded by:

**Sorak**

Motion Carried:

**7 TO 0**

#### 18. Regular Meeting

**A. Public Comments**-An opportunity for any public present

None

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## B. Secretary's Report

Minutes of the previous meeting

Moved by:

Conrad

Seconded by:

Sorak

Motion Carried:

7 TO 0

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## C. Treasurer's Report

i. Approval of Vouchers and EFT Payments

### VOUCHERS

15942	THROUGH	15997
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### EFT PAYMENTS

IPERS	\$5003.74
US Dept. Treasury	\$6434.40
Treasurer State of IA	\$1732.00
Payroll	\$25,415.80
Travel Reimbursement	\$1650.71

### VOID(s)

Voided payments	Cody Carroll Payroll, hours were incorrect
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Moved by:

Sorak

Seconded by:

Conrad

Motion Carried:

7 TO 0

ii. Approval of Financial Statements

Moved by:

Conrad

Seconded by:

Sorak

Motion Carried:

7 TO 0

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## D. Reports

i. Staff and Program Specialists

Staff reports were emailed out.

ii. Regional Director

- Budget Prep & Timeline

Meeting with Fiscal Committee in the next week or so to finalize the budget. Budget proposal will be done at February Meeting, Budget Hearing will be done a March Meeting and budget must be finalized by April 30. This is a new layout this year.

- ISU Extension and Outreach Strategic Vision

Dr. Henderson is rolling this out. You are encourage to attend the zoom to learn more about it. The next zoom is February 2 at 11 Am.

iii. Iowa Extension Council Association

- Property Tax impacts on Extension Districts Workshop (2-7)

**Upcoming workshop that may be beneficial for council members.**

- Extension Council Conference on the Road (3-26, Oskaloosa)

**Instead of having a conference on campus, they are hitting the road. The closest one to us is being held in Oskaloosa.**

iv. Extension Council Committees

- Personnel

**None**

- Fiscal

**None**

- Program

**None**

v. 4-H Foundation

**None**

vi. Expo Board

**No Meeting**

vii. Master Gardeners

- Growing together Garden Grant

**We were awarded this grant again this year.**

viii. MOU Committee

**None**

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**E. Approval of New Volunteers**

**None**

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**F. Unfinished/Ongoing Business**

i. NONE

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**G. New Business**

i. CALM App Employee Benefit

**Ammenhauser made a motion to try out the CALM app for 1 year. Mach seconded the motion. Motion carried 7 to 0. The council would like to some feedback at the end of the year to see how much the staff is utilizing the app.**

ii. Office Space for AmeriCorps Person

**Conrad made a motion to allow the AmeriCorps person that is working with Ginny on Career Pathways to be housed here when needed. Sorak seconded the motion. Motion carried 7 to 0.**

iii. Fridge

**Mach made a motion to try out having only 1 fridge and looking to see if we have any carryover at the end of the year to purchase another fridge. Sorak seconded the motion. Motion carried 7 to 0.**

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**H. Agenda items for the next meeting**

**Budget**

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**I. Next Meeting**

- February 26, 2024 at 6:30 PM at the Wapello County Extension Office

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**J. Adjourned**

Moved by:

**Sorak**

Seconded by:

**Mach**

Motion Carried:

<b>7</b>	<b>TO</b>	<b>0</b>
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**Office Coordinator, Wapello County Agricultural Extension District**

*Jessica Heisdorffer*