

Minutes of the Regular Meeting of Wapello County Agricultural Extension District

DATE: 24 APRIL 2023 **TIME:** 6:30 PM **LOCATION:** WAPELLO COUNTY EXTENSION OFFICE

1. Call the meeting to order-Paul Cartwright, Chairperson

2. Roll Call and Introductions

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| <input checked="" type="checkbox"/> Angle, Allison | <input checked="" type="checkbox"/> Cartwright, Paul | <input checked="" type="checkbox"/> Conrad, Randy |
| <input type="checkbox"/> Kendrick, Clint | <input checked="" type="checkbox"/> Mach, Angie | <input checked="" type="checkbox"/> Reece, Lisa |
| <input checked="" type="checkbox"/> Reed-Appel, Melissa | <input checked="" type="checkbox"/> Sorak, Rachel | <input checked="" type="checkbox"/> Witt, Clint |
| <input type="checkbox"/> Hall, Cindy | <input checked="" type="checkbox"/> Heisdorffer, Jessica | <input type="checkbox"/> Emery, Cindy |
| <input type="checkbox"/> Ackerman, Karen | <input type="checkbox"/> Duff, Lisa | <input type="checkbox"/> McMillian-Sherwood, Karie |

Guests:

Elaine Heisdorffer

3. Approval of Agenda-Paul Cartwright, Chairperson

- Moved by:

Melissa Appel

- Seconded by:

Angie Mach

- Motion Carried:

8	TO	0
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4. Open Forum-An opportunity for any public present

None

5. Secretary's Report-Allison Angle, Secretary

- Minutes of the previous meeting

- Moved by:

Randy Conrad

- Seconded by:

Rachel Sorak

- Motion Carried:

8	TO	0
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6. Treasurer's Report-Clint Kendrick, Treasurer

- Approval of Vouchers and EFT Payments

VOUCHERS

15771	THROUGH	15790
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EFT PAYMENTS

IPERS	\$2704.61
US Dept. Treasury	\$3475.63

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

Treasurer, Iowa	\$1649.00
Payroll	\$13,698.52
Travel/Reimb.	\$858.73

- Moved by:
Clint Witt
- Seconded by:
Randy Conrad
- Motion Carried:
8 TO 0

- Approval of Financial Statements

- Moved by:
Randy Conrad
- Seconded by:
Lisa Reece
- Motion Carried:
8 TO 0

7. Reports

- Staff and Program Specialists
Reports were emailed to Extension Council
- Regional Director
Ginny Kjer has been hired as the new 4-H Program Coordinator. She starts May 1, first day in the Wapello Office on May 3. She will be sharing an office with Cindy Emery.
- Iowa Extension Council Association
- Extension Council Committees
 - Personnel
Will make a proposal for policy
 - Fiscal
Looking at the budget for rent to Expo Board
 - Programming
NO meeting yet, looking at Powerful Tools for Caregivers
- 4-H Foundation
None
- Expo Board
Working on the Roof, Cindy and Jeff Emery will be 2023 Hall of Fame Recipients
- Master Gardeners
Met in April
- MOU Committee
No meeting

8. Old Business

- New Volunteers
Randy Conrad made the motion to approve Aletha Hall as a new volunteer to assist with the State Fair Day Camp trip. Angie Mach seconded the motion. Motion carried 8 to 0.
- Approve Summer Program Assistant
Randy Conrad made the motion to approve Heather Burgess as the summer program assistant at the rate of \$13.00/hour for up to 270 hours (240 hrs-day camp/EXPO assistance, 30 hrs-NEST), starting after June 1 and ending Mid August. Motion seconded by Lisa Reece. Motion carried 8 to 0.

c. Personnel Policy

Angie Mach made the motion to approve the updated personnel policy with the following authorizations. Randy Conrad seconded the motion. Motion carried 8 to 0.

Proposal #1

Short Term Disability Protection (**DELETE**, can revisit next year)

Employees who are unable to work due to their own medical conditions, including birth of child, are eligible to receive 200 hours of additional leave with pay at a rate of 60% of their pay (in addition to accrued PTO). To receive this compensation, they must present their supervisor with a written note from their medical care provider stating that they, for medical reasons, are unable to work. This leave is intended for serious illness when more than 56 consecutive hours of leave are required. The first 56 hours of absence due to the employee's illness must be taken from the PTO balance. After using 56 hours of PTO, they are eligible for this additional pay (up to 200 hours per qualifying event). To be eligible for this type of leave, individual must have been employed by the district(s) for at least six months. If employee does not have 56 hours of PTO to use, the council may approve leave without pay. Recurrences of related conditions occurring within 30 days of the end of the previous event will be considered a continuation of that same event. Available PTO may be used to supplement the remaining 40% of their pay if elected by the employee.

Proposal #2

Bereavement Leave (**ACCEPT** as written)

Council employees are allotted up to three (3) days paid bereavement leave upon a death in the immediate family. "Immediate" is defined as and limited to employee's spouse, children (foster, step, grand), parents, (foster, step, grand), brothers/sisters (foster, step), aunts, uncles, nieces, nephews, and corresponding relatives of the employee's spouse. Bereavement leave does not count against sick/vacation time and is not accrued or paid out upon separation of employment.

Proposal #3

Remote Work (**ACCEPT** as written)

Employees may be allowed to work remotely with prior approval from regional director. Documentation of work planned and accomplished may be requested.

Proposal #4

Animals in the Office (**DELETE**, as this is not an issue, but can revisit if becomes an issue)
Pets are not allowed in the office. Employees needing service animals will formally request permission through the disability accommodation process.

Proposal #5

Leave for Office Closings (**ACCEPT** as written)

Employees may work from home in the event of adverse road conditions caused by weather with prior approval from regional director. In the event that Indian Hills Community College (IHCC) closes for bad weather, our office will close. If bad weather occurs on Friday, the Regional Director and council chair will make the call on whether to close the office (IHCC is not open on Fridays). If the office is closed due to weather or mechanical reasons, employees must notify the regional director if they are going to a) work from home, b) take unpaid time off, or c) use vacation time (if eligible).

9. New Business

a. Strengthening Families Training

Angie Mach made a motion to send Karie McMillian Sherwood to the Strengthening Families training. She is approved to spend no more than \$1200 on registration and travel fees. Rachel Sorak seconded the motion. Motion carried 8 to 0.

Registration \$600
Hotel \$300 (3 nights)

Meal \$60 (3 dinners)

Mileage \$230

b. **Sale of 2 trailers**

Clint Witt made a motion to sell the 2015 Aluminum trailer and the 2015 cargo trailer via closed bids with the Fiscal Committee making the final decision. Randy Conrad seconded the motion. Motion carried 8 to 0.

10. Agenda items for the next meeting

11. Next Meeting

- June 26, 2023, at 6:30 PM at the Wapello County Extension Office

12. Adjourned

- **Moved by:**

Lisa Reece

- **Seconded by:**

Randy Conrad

- **Motion Carried:**

8	TO	0
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Secretary, Wapello County Agricultural Extension District

Allison Angle