

# Minutes of the Regular Meeting of Wapello County Agricultural Extension District

**DATE:** 30 OCTOBER 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"/> Vacant                         | <input type="checkbox"/> Mach, Angie                     | <input type="checkbox"/> Reece, Lisa               |
| <input checked="" type="checkbox"/> Reed-Appel, Melissa | <input checked="" type="checkbox"/> Sorak, Rachel        | <input type="checkbox"/> Witt, Clint               |
| <input checked="" type="checkbox"/> Hall, Cindy         | <input checked="" type="checkbox"/> Heisdorffer, Jessica | <input checked="" type="checkbox"/> Emery, Cindy   |
| <input type="checkbox"/> Burgess, Heather               | <input type="checkbox"/> Duff, Lisa                      | <input type="checkbox"/> McMillian-Sherwood, Karie |

### Guests:

Duane Bass

## 3. Approval of Agenda-Paul Cartwright, Chairperson

- Moved by:

Reed

- Seconded by:

Conrad

- Motion Carried:

5 TO 0

## 4. Forum-An opportunity for any public present

## 5. Secretary's Report-Allison Angle, Secretary

- Minutes of the previous meeting

Under new business, letter C, it should read "add Angie Mach to committee with Clint Witt" instead of Kendrick.

- Moved by:

Conrad

- Seconded by:

Sorak

- Motion Carried:

5 TO 0

## 6. Treasurer's Report-Clint Kendrick, Treasurer

- Approval of Vouchers and EFT Payments

### VOUCHERS

15919	THROUGH	15941
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### EFT PAYMENTS

IPERS	\$5109.42
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US Dept. Treasury	<b>\$6447.83</b>
Treasurer, Iowa	<b>\$1726.00</b>
Payroll	<b>\$25,473.17</b>
Travel/Reimb.	<b>\$2622.14</b>

- Moved by:  
**Randy Conrad**
- Seconded by:  
**Rachel Sorak**
- Motion Carried:  
**5 TO 0**

- Approval of Financial Statements

- Moved by:  
**Rachel Sorak**
- Seconded by:  
**Randy Conrad**
- Motion Carried:  
**5 TO 0**

## 7. Reports

- Staff and Program Specialists  
**Emailed all staff reports out to the council.**
- Regional Director  
**Starting to work on budgets. Governor has given 2 additional holidays in the past and this year if given the process will look different. Our personnel policy states we follow state holidays.**
- Iowa Extension Council Association  
**No updates**
- Extension Council Committees
  - Personnel  
**None**
  - Fiscal  
**Will be meeting in the next month or so.**
  - Programming  
**None**
- 4-H Foundation  
**No updates**
- Expo Board  
**Award banquet at 3 pm on November 5. Haunted House had around 5000 in attendance. Enchanted Forest being worked on. November 11 will be filling buildings with boats and campers.**
- Master Gardeners  
**none**
- MOU Committee  
**none**

## 8. Old Business

- New Volunteers  
**None**
- Appoint new council member  
**Tabled**

**9. New Business**

**a. 2024 Expo Book**

**Motion to approve the 2024 Expo Book by Randy Conrad, seconded by Melissa Appel.  
Motion carried 5 to 0.**

**b. Crucial Accountability Training**

**Motion to approve Karie Sherwood to attend virtually for \$200 by Rachel Sorak, seconded by Randy Conrad. Motion carried 5 to 0.**

**c. Temporary Employee Sharing Agreement with Davis County**

**Rachel Sorak made a motion to enter a staff sharing agreement with Davis County Extension to utilize Jessica Heisdorffer Wapello County Office Coordinator to assist with administrative duties as needed after November 1, 2023. Wapello County will invoice Davis County \$21.02/hour plus benefits and mileage, Randy Conrad seconded the motion.  
Motion carried 5 to 0.**

**d. Civil Rights Training**

**Extension Council watched required video ADA and Reasonable Accommodations.**

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

**Appoint new council member.**

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**11. Next Meeting**

- November 27, 2023, at 6:30 PM at the Wapello County Extension Office

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**12. Adjourned**

- Moved by:

**Randy Conrad**

- Seconded by:

**Rachel Sorak**

- Motion Carried:

**5 TO 0**

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**Council Secretary, Wapello County Agricultural Extension District**

*Allison Angle*