

IOWA STATE UNIVERSITY

Extension and Outreach

NOTICE OF MEETING OF THE WAYNE COUNTY AGRICULTURAL EXTENSION COUNCIL Tuesday, November 21st AT 6:30 PM WAYNE COUNTY EXTENSION OFFICE 220 E. JEFFERSON ST. CORYDON, IA 50060

* Wayne County Agricultural Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. There will be no action taken at this meeting, but concerns may be an agenda item at future meetings. The council will not ask or answer questions, clarify comments, nor explain their position on actions taken during this public comment period. Participants may not engage in discussion on other items of business during the meeting. 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

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Meeting ID: 925 5556 8225

Regular Meeting Agenda

- 1) **Call the meeting to order- Mark called the meeting to order at 6:32pm**
- 2) **Roll Call and Introductions- those present were Mark, Dave, Lindsay, Courtney P., Melissa (Council), Courtney May (RD), and Syerra Ewing(staff)**
- 3) **Approval of agenda- Dave moved to approve the agenda, Lindsay seconded, approved 5-0**
- 4) *** Public forum n/a**
- 5) **Secretaries Report / Approval of minutes from October 17, 2023. Dave moved to approve Oct. 17 Minutes, Courtney seconded, approved unanimously.**
- 6) **Treasures Report / Approval of financial reports & vouchers**

October - Vouchers # 12928 - 12953 and EFT's of \$ 2,593.00

Review of Financial reports from October 2023

Dave moved to approve October - Vouchers # 12928 - 12953 and EFT's of \$ 2,593.00 and financial reports, Lindsay seconded, approved unanimously

7) Other Reports (5 minutes or less)

1. Staff & Program Specialists (OA, CYC, PABS)
2. Extension Council Committees
 - a. Building / Grounds – **last meeting there were no bids- we did receive one from Twisted Oak (no others), Spoke with Josh to clear up confusion. Parking lot is still under construction it**

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seems- will look into that further- hopefully they will put some rock down.

- b. Fiscal/Legal- **haven't met**
- c. Personnel- **time for annual reviews- Denise for sure, checking on time for Kaitlyn and Syerra (Dave requested materials for the review)**
- d. Programming- **met and generated ideas for different programs, region is working on this too, Courtney shared the survey handout to get feedback from the county, considering a regional program planning meeting after seeing Dallas County's facilitated planning meeting.**

3. Regional Director

- a. Civil Rights Training-
- b. Review Budget Process- **video was played regarding budget cycle**

(notes) November starts the cycle, follow IA codes, open record laws, IDOM website has our budget available, need to think about how to spend available dollars, encouraged to spend PD for council members too, public hearing between January and March, filed by March 15, simultaneously monitoring current year budget to make sure you are within budget, amendments must be made before May 31st, limits to carryover into the next fiscal year, maintain fiscal policies is key to lower risks. Staff must receive new copies to stay updated. Audit between August and March to review previous Fiscal Year.

Alitha, our cleaning staff is unable to work right now due to health. Council decided to see if staff is willing to work additional hours to do the cleaning.

- 4. Iowa Extension Council Association
- 5. 4-H & Youth Committee- **met and reviewed record books. December 3rd is Awards night for 4H**
- 6. Fair Board- **agenda items to be discussed**

8) Unfinished Business

- 1. Consideration of Foodstand Bid

Lindsay motioned to run advertisement in Corydon and Seymour papers the weeks of Dec 1st and 15th, share on social media every week and send to all local food serving vendors we can identify, Dave seconded, approved 5-0

- 2. Consideration of Snow Removal Bids

Lindsay moved to accept bid from Twisted Oak (attachment states, \$60 per push for parking lot and \$15 per push for sidewalk), Melissa seconds, approved unanimously.

9) New business

- 1. Consideration of New Computer for Office Assistant

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Lindsay moved to purchase new computer, Melissa seconded, approved unanimously

2. Consideration of Ear Tag Cost for Members – \$2.99 per tag for all species
Lindsay moved to have families pay \$2 for each ear tag and extension cover the rest of the expense. Dave seconded. Approved unanimously.
3. Consideration of Volunteer Approval – Megan Evitt, Christina Pollock, Kate Lain, and Dillon Lain, Dave moved to approve, Courtney seconds, approved unanimously.
4. Consideration of Youth Committee Liaison Assignment- **Lindsay moved to have Kaitlyn summarize communication from Youth Committee meetings with her report, Dave seconds, unanimously approved.**
5. Consideration of Fair Entry Cost- **Lindsay moved to accept \$250 from Fairboard for Fair Entry software cost (Extension pays the reg. \$500), Courtney seconds, approved unanimously.**
6. Consideration of Office Closure December 14th for Area Awards
Melissa moved to approve office closure for Dec 14th, Lindsay seconds, approved unanimously.
7. Consideration of January Organizational Meeting Date
Dave moved that the Organizational Meeting be Wednesday, January 17th, 6pm, Melissa seconded. Approved unanimously.

10) Agenda Items for next meeting

- a. Foodstand proposals
- b. Policy for office closing

11) Date/Time/Location of next meeting

Wednesday, January 17th. at the Wayne County Extension Office @ 6pm
(Regularly held 3rd Tuesday of each month at 6:30pm)

12) Adjourn

Dave moved to adjourn at 8:16pm Lindsay seconds, approved unanimously

Secretary



Date

12/4/23

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