

Time: Feb 18, 2021 06:30 PM Central Time (US and Canada)

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WAYNE COUNTY EXTENSION COUNCIL MEETING

Minutes

Thursday, February 18, 2020, at 6:30 p.m.

- I. Call the Meeting to Order – [Bronson Allred, Vice Chair at 6:36pm](#)
- II. Roll Call and Introductions- [Bronson Allred, Mark Winslow, Bridget Davis, Nicole Polsdofer, and Brad Head](#) attended in person, [Melissa Davis-Dyer](#) attend via telephone (council members), [Sue Henderson](#) (Regional Director), [Sara Gillum](#) and [Syerra Niday](#) (County Staff) were present in person as well.
- III. Approval of the Agenda – [Mark](#) moved to approve the Agenda, [Brad](#) seconded, approved 6-0
- IV. Open Forum – an opportunity for any public to speak

- V. Secretary's Report – [Lutz- Polsdofer, Secretary](#)
Approval of minutes from January 21, 2021 ([salmon](#))
Moved by [Bridget](#)___Seconded by [Mark](#)___Motion carried ___6___to 0___
- VI. Treasurer's Report – [Davis, Treasurer](#)
 - a. Approval of Vouchers [11984 – 12014](#) and EFTs of [\\$3,449.57](#) Moved by [Mark](#)___Seconded by ___[Brad](#)___Motion carried ___6___ to ___0___
 - b. Review of financial reports for January, 2021 ([green](#))
- VII. Reports: **5 minutes or less if possible**
 - a. Staff and program specialists: OA, GSF, CYC, PABS ([yellow](#))
 - b. Extension Council Committee –
Building/Grounds
Fiscal/Legal
Personnel- [Finished annual review with Michelle Brown and 3 month evaluation with](#)

Ashley Hofmann

Programming

- c. Regional Director- Report on 2 way score card results and Civil rights and insurance for 4-H members Insurance covers only youth who are enrolled in 4-H
- d. . 4-H and Youth Committee
- e. Fair Board, Mark judges selection meeting and payment to fair board for food stand. Trophies and ribbons now being managed by Courtney May.

Mark Motioned to recess regular council meeting at 7pm, the time designated in published hearing notice. Bridget seconded. Approved 6-0

7 PM – Budget hearing

Chair: "This is the time and place set for a public hearing on the Iowa State University Extension and Outreach in Wayne County, Extension Education Operating budget plus Tort and/or Unemployment budget)." Chair: "The notice of the public hearing did appear in the newspaper on ___Feb 2nd, 2021___as required by law."

Chair: "Are there any objections or comments concerning the budget?"

1. If comments have been received by the extension office, staff and/or council members ahead of this hearing, it is appropriate to share these now. Likewise, if no comments have been received, note that in the minutes.
2. If comments are received, they need to be accurately recorded in the minutes with the person's name and address.
3. If no one asks to speak, the chair instructs the secretary to note that fact in the minutes. Bronson instructed Nicole to note that there were no comments or public to speak concerning the budget. Bronson requested a motion to close the public hearing. Mark Winslow, "I move to close this public hearing." Motion seconded by Bridget, and the vote completely recorded 6-0. Bronson reopened recessed meeting

VIII. Unfinished Business

- a. Consideration of new council member- Looking for someone affiliated with education and in the Seymour area, ideally. Bronson, Sara, and Syerra have individuals to contact.
- b. Consideration of Employment Assistance Program Bridget moved to approve continuing the EAP for staff, Mark seconded. Approved 6-0.
- c. Consideration of 4-H Food Stand (pink) No motion at this time. Communication that Extension will pay fair board for food stand and clarification about number of fair passes for employees needed regarding proposal.

IX. New Business

- a. Consideration of FY 22 budget

Operating

___Mark___ moved that the FY_22_ operating budget be approved for \$___222692.43___ in expenditures with a tax request of

\$____120010____ with \$____117671____ from property tax and \$____2339____ from utility excise tax. [Bridget seconded. Approved 6-0](#)

Unemployment

[Mark](#) moved that the FY_22_unemployment budget be approved for \$____7427.08____ in expenditures with a tax request of \$____0____ with \$____0____ from property tax and \$____0____ from utility excise tax. [Brad seconded. Approved 6-0.](#)

Tort

[Bridget](#) moved that the FY_22_tort budget be approved for \$____3986.21____ in expenditures with a tax request of \$____2500____ with \$____2451____ from property tax and \$____49____ from utility excise tax. Nicole seconded.

- b. Consideration of Meeting Room Waiver. [Needs clarification from Dan.](#)
- c. Consideration of Fitness Center Memberships ([purple](#)) [Mark](#) moved to approve memberships for Sara, Michelle, and Syerra with each of them paying their own joining fee. [Bronson seconded. Approved 6-0.](#)
- d. Consideration of Extension Week – April 11-16 [Started listing community partners to share an Extension Thank-you box with. Bridget moved to spend \\$500 for Extension Week. Brad seconded. Approved 6-0.](#)
- e. Consideration of COVID -19 Voluntary Sick Leave [Bridget moved to approve the COVID-19 Voluntary Sick Leave. Nicole seconded. Approved 6-0.](#)
- f. Consideration of Hiring 4-H and Youth Summer Staff [Personnel Committee recommended hiring Karryn Nickell for Summer Assistant position. Mark moved to approve Karryn Nickell to be hired for the Summer Assistant position. Bridget seconded. Approved 6-0](#)
- g. Consideration of New 4-H Dog Superintendent [Needs background screening prior to approval.](#)

X. Agenda Items for Next Meeting

[Review Personnel Policy](#)
[Food Stand Contract](#)
[Program Plan Review](#)
[Dave Daughton for Council](#)
[Waiver Clarification](#)
[Dog Superintendent](#)

XI. Date/Time/Location of Next Meeting [3/18/2021, 6:30pm, Extension Office](#)

XII. Adjourn [Mark moved to adjourn at 8:35pm, Bridget seconded. Approved 6-0.](#)

Nicole Lutz- Polsdofer, Extension Council Secretary

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