

WAYNE COUNTY EXTENSION COUNCIL MEETING
To be Held at the Extension Office, 220 E. Jefferson St., Suite #1
Tentative Agenda
Thursday, August 15, 2019, at 6:30 p.m.

- I. Call the Meeting to Order – **Rockhold called meeting to order at 6:32pm**
- II. Roll Call and Introductions – **Present were Mark Winslow, Nicole Polsdofer, Brad Head, Dan Rockhold, Kari Dodson, Sue Henderson and Syerra Niday. Bridget Davis present at 6:35pm.**
- III. Approval of the Agenda – Rockhold, Chair – **Polsdofer moved, Winslow seconded, approved 5-0**
- IV. Open Forum – an opportunity for any public to speak - **None**
- V. Secretary's Report – Dodson, Secretary
Approval of minutes from June 20, 2019, July 18, 2019, and July 23, 2019
Moved by Head Seconded by Polsdofer Motion carried 6 to 0
- VI. Treasurer's Report – Davis, Treasurer
 - a. Approval of Vouchers – checks #11359 to #11459 and Electronic Fund Transfers for \$6,618.83 moved by Polsdofer Seconded by Head Motion carried 6 to 0
 - b. Review of financial reports for July
- VII. Reports: **5 minutes or less if possible**
 - a. Staff and program specialists: OA, GSF, Pick a Better Snack – **Council read reports. We appreciate these. Welcome to Syerra Niday, Office Assistant. Noticed GSF was down this month; time of year everyone is busy. Keep up the good work.**
 - b. Extension Council Committee –
Building/Grounds- gas repair update – **Nothing to report**
Fiscal/Legal – **Nothing to report**
Personnel – **Personnel committee has been busy interviewing for CYC position. Received 6 applications and interviewed 3. Committee will make a proposal later in meeting.**
Programming – **Nothing to report**
 - c. Regional Director – **2019 Program Festival in Ottumwa on September 11th 630-830. Sue would like at least two council members to attend but more are welcome.**
 - d. Iowa Extension Council Association – **Winslow briefly talked about how there is a lot of extension expertise if anyone has questions/concerns.**
 - e. 4-H and Youth Committee – **Still waiting on totals from food stand. Freezer was donated by Glen Kruder for the concession stand. A "Thank You" will be sent**

to him. Brandon Carpenter built a shelf for the AC to sit on in the food stand, sending “Thank You” to him as well.

- f. Fair Board, Mark – Mark hasn’t spoke with anyone since the fair but thought all went well.

VIII. Unfinished Business

- a. Consideration of FY 20 raises- Ruth Clayton (\$13/hr) – **Council discussed and Winslow made a motion to raise Ruth Clayton’s wage from \$13/hr to \$13.35/hr, seconded by Dodson. Approved 6-0.**
- b. Consideration of new council member – **Council members had spoken to two possible candidates, but they are not interested. Bring proposals for next month.**
- c. Consideration of new CYC – **Personnel Committee proposed Sara Gillum be hired at \$13/hr. Sara is from the Unionville, MO area where she grew up on a 3rd generation farm. She was a clover kid and continued to be active in 4H throughout her high school years. Sara is still very active today. We believe she would be a great asset to Wayne County Extension. Polsdofer moved, Winslow seconded, approved 6-0. Meeting went into recess at 7:30pm while Dodson stepped out to call Sara. Reconvened at 7:35pm, Sara accepted and can start September 3, 2019.**
- d. Consideration of bonus for Riley and Pat – **After much discussion from council Winslow made a motion to give bonus of \$1000 to Riley Brown from the 699 project account, seconded by Polsdofer, approved 6-0. Mark also made a motion to give bonus of \$1000 to Pat Swartzlander from the 699 project account, seconded by Polsdofer, approved 6-0.**

IX. New Business

- a. Consideration of ad hoc committee for review – **Rockhold proposed the council form a committee to do an internal audit of the fiscal/personnel policy. That committee will consist Winslow, Head, Davis and Rockhold. Their first meeting will be Tuesday, September 10th at 9am.**
- b. Consideration of fiscal policy changes – **Winslow made motion to remove Kim Martley as the person who is responsible for credit card management for the office and add Syerra Niday from 3.3A/2, and to change section 3.3A/3 that club leaders have access to a Hy-Vee charge account and to remove Kim Martley and add Syerra Niday for role of assistant bookkeeper from 4.7, seconded by Dodson, approved 6-0.**
- c. Consideration of copy machine costs – **Office Assistant is going to find out more information for next meeting such as do we have base rate and to get a copy of the contract.**
- d. Consideration of internet/phone costs – **Council reviewed attached information and has decided to wait until Lockridge Networks is live in Corydon to see prices/plans.**
- e. Consideration of point of contact for open records requests - **Winslow made a motion that Office Assistant is point of contact, seconded by Head, approved 6-0.**

- f. Consideration of health insurance for OA and CYC – **Bridget Davis with Farm Bureau presented a plan but was not a group rate. She is going to do more research and bring more information to the next meeting.**
- g. Consideration of unemployment claim – **Sean Murphy has filed for unemployment. Dodson and Polsdofer as well as Sue Henderson will work on claim and contest.**

- X. Agenda Items for Next Meeting – **New council member, fees for open record requests, group health insurance for OA and CYC and copy machine costs.**
- XI. Date/Time/Location of Next Meeting – **September 19th at 6:30pm at the Wayne County Extension Office**
- XII. Adjourn – **8:45pm**

Kari Dodson, Extension Council Secretary

... and justice for all

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