

Wayne County Extension Council Meeting Minutes
Extension office, 220 E Jefferson St, Suite #1
Tuesday, December 13th 2022 at 6:30pm.

- I. Call the meeting to order
Nicole Polsdofer called the meeting to order at 6:31 pm.
- II. Roll call and introductions
Dave Daughton, Mark Winslow, Lindsey Westfall, Sarah Franzkowiak, Denise Hutchison, Kaitlyn Deahl, Bridget Davis, Courtney May, and Gene Mohling.
- III. Approval of the agenda
Moved by Mark, seconded by Lindsey. Motion carried 5 to 0.
- III. Open Forum –
An opportunity for the public to speak. There was none present.
- V. Secretary's Report – Secretary
 - a. Approval of Minutes from November 16th, 2022
Moved by Lindsey, seconded by Nicole Motion Carried 5 to 0.
- VI. Treasurer's Report – Treasurer
 - a. Approval of vouchers 12627-12647 and EFTs of \$2334.43
Moved by Sarah, seconded by Mark. Motion carried 5 to 0.
 - b. Review of financial reports for November 2022.
- VII. Reports
 - a. Staff and program specialists:
OA: Denise Hutchison introduced herself. PABS, CYC
- VIII. Unfinished business
 - a. Civil Rights Training – Gene recommended we do this toward the end of the meeting.
 - b. Consideration of Rental Space – We had people wanting to rent the front, but they wanted considerable changes. The attorney's recommendation was if two businesses had walk-in appointments, it could potentially create too much traffic, impeding extension business. We considered using the space for a meeting space for clover kids and rent out as available meeting space.
 - c. Consideration of Holiday Rate – Syerra gets \$18 for PABS (around 55 hours a month) and \$20 for Bookkeeping (around 10 hours a month)
Lindsey moved, Nicole seconded to pay Syerra \$18/hour for holiday pay. All in favor, motion passed 5-0.
- IX. New Business
 - a. Budget Discussion: increased rental income from SCICAP; Denise will advertise use of rental space, hopefully increasing that this year.
 - CYC got a 3% raise
 - Shared support services dropped some

- Kaitlyn and Courtney were going to contact Sammie Wallace about clover kids and see if using the other half of the building as meeting space for additional groups.

- Made minor changes to the proposed budget

- b. Consideration of volunteer mileage reimbursement

- Denise will check the fiscal policy for mileage amounts and how much. Courtney's reimbursement rate is \$.62

- Kaitlyn will find out how many people are going.

- Mileage will be reimbursed according to policy review.

- Federal and state rate is \$.625

X. Agenda items for next meeting

XI. Date/Time/location of next meeting: [Tuesday, January 17th at 6pm](#)

XII. Civil Rights Training – We all watched the 17 minute training video.

XIII. Adjourn

- a. [Mark Moved to adjourn at 7:56. Lindsey seconded all in favor, Motion carried 6-0](#)

Signed,

Secretary

Sarah Franzkowiak