

## **Notice of Organizational Meeting of the Wayne County Agricultural Extension Council**

In compliance with the County Agricultural Extension Law, the organizational meeting of the Wayne County Agricultural Extension Council will be held at 6:30 p.m. on the 16<sup>th</sup> day of January, 2019, at the Wayne County Extension office in Corydon, Iowa.

**It is important that all members attend this meeting.**

### **Business items will include the following:**

1. Election of extension council officers
2. Date of regular council meetings
3. Committee assignments and appointment to other boards and committees
4. Official newspapers
5. Fiscal procedures
  - a. Depository
  - b. Authorization for signing checks and electronically transferring funds
  - c. Bonding of treasurer and staff
  - d. Other as appropriate
6. Approval of Policies, meeting conduct, volunteers and financial reports
  - a. Personnel and fiscal policies
  - b. Meeting attendance expectations
  - c. Adopting Roberts Rules of Order
  - d. Approval of cumulative volunteer list
  - e. Financial reports that will be provided before each meeting
  - f. Staff report expectations – monthly? Quarterly? As needed? None?
  - g. Staff expectations for attending council meetings – monthly? As needed? None?
  - h. Other as appropriate

The regular monthly meeting will be held upon completion of the organizational meeting agenda.  
Agenda will include:

1. Open Forum – an opportunity for any public to speak
2. Secretary's Report

Approval of minutes from November 28, 2018 and December 13, 2018

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Motion carried \_\_\_\_ to \_\_\_\_\_

# IOWA STATE UNIVERSITY

## Extension and Outreach

3. Treasurer's Report
  - a. Approval of Vouchers – checks #11107 - #11152 and electronic transactions for \$17,899.27. Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Motion carried \_\_\_\_\_ to \_\_\_\_\_
  - b. Review of financial reports for November and December.
4. Reports: **5 minutes or less if possible**
  - a. Staff and program specialists: OA, CYC, GSF, Pick a Better Snack
  - b. Extension Council Committee – Personnel, Fiscal, Programming
  - c. Regional
  - d. Iowa Extension Council Association
  - e. 4-H and Youth Committee
  - f. Fair Board, Mark
5. Old Business
  - a. Consideration for VITA site coordinator
6. New Business
  - a. Consideration of FY 20 budget proposal and set hearing date

### **Motion for Operating Budget**

\_\_\_\_\_ {Name of person} moved that the FY19 Extension Education **Operating Budget** estimate be approved for **\$ 237,443** in expenditures with a total tax request of **\$103,826**, with **\$101,761** from property tax and **\$2,065** from utility excise tax, and **\$5,657** from other taxes and that the Council Secretary or designee be directed to officially publish the FY20 Budget Public Hearing for **February 20, 2019 at 7:00 p.m. at the Wayne County Extension Office, 220 East Jefferson Street in Corydon, IA 50060**. Motion seconded by \_\_\_\_\_. Motion carried by a vote of \_\_\_\_\_ to \_\_\_\_\_. " If unanimous, write 'motion passed unanimously. However, if there are any "no" votes or "abstains", list the names.

### **Motion for Unemployment Compensation Fund Budget**

\_\_\_\_\_ {Name of person} moved that the FY19 Extension Education **Unemployment Compensation Fund Budget** estimate be approved for **\$10,000** in expenditures with a total tax request of **\$5,000**, with **\$4,902** from property tax and **\$98** from utility excise tax, and that the Council Secretary or designee be directed to officially publish the FY19 Unemployment Compensation Fund Budget Public Hearing for **February 20, 2019 at 7:00 p.m. at the Wayne**

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## Extension and Outreach

**County Extension Office, 220 East Jefferson Street in Corydon, IA 50060.**

Motion seconded by \_\_\_\_\_. Motion carried by a vote of \_\_\_\_\_ to \_\_\_\_\_.” If unanimous, write ‘motion passed unanimously. However, if there are any “no” votes or “abstains”, list the names.

### **Motion for TORT Liability Fund Budget**

\_\_\_\_\_ {Name of person} moved that the FY19 Extension Education **TORT Liability Fund** estimate be approved for **\$2,350** in expenditures with a total tax request of **\$3,413**, with **\$3,345** from property tax and **\$68** from utility excise tax and that the Council Secretary or designee be directed to officially publish the FY19 TORT Liability Fund Budget Public Hearing for **February 20, 2019 at 7:00 p.m. at the Wayne County Extension Office, 220 East Jefferson Street in Corydon, IA 50060.** Motion seconded by \_\_\_\_\_. Motion carried by a vote of \_\_\_\_\_ to \_\_\_\_\_.” If unanimous, write ‘motion passed unanimously. However, if there are any “no” votes or “abstains”, list the names.

- b. Consideration of rounding of TCP numbers
- c. Consideration of mileage for Michelle  
Consideration of mileage for Ruth (IRS rate \$.58 as of 1/1)
- d. Consideration of allowing Sales Tax
- e. Consideration of amending Minutes of September and November, pending DHS approval, add check numbers and dollar amount
- f. Consideration of Employee Assistance Program
- g. Consideration of VITA site Coordinator
- h. Consideration of hiring County Youth Coordinator

- 7. Agenda Items for Next Meeting
- 8. Date/Time/Location of Next Meeting
- 9. Adjourn

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Secretary, Wayne Agricultural Extension Council

... and justice for all

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