

WAYNE COUNTY EXTENSION COUNCIL MEETING

Held electronically due to COVID -19

Minutes

Wednesday, May 27, 2020 at 5:00 pm

Please click this URL to start or

join. <https://iastate.zoom.us/j/91951712971?pwd=bVNZbU91S3B3U2QxVDVjU21UV2xDZz09>

Or, go to <https://iastate.zoom.us/join> and enter meeting ID: 919 5171 2971 and password: 713347

Join from dial-in phone line: Dial: +1 646 876 9923 or +1 301 715 8592

Meeting ID: 919 5171 2971

I. Call the Meeting to Order – [Mark Winslow called the meeting to order at 5:12 pm](#)

II. Roll Call and Introductions- [Council members, Mark Winslow, Nicole Polsdofer, Bridget Davis, Sarah Jones, and Melissa Dyer were present as well as Sue Henderson, Sara Gillum, and Syerra Niday](#)

III. Approval of the Agenda – [Bridget motioned to approve, Nicole seconded, approved unanimously](#)

IV. Open Forum – [an opportunity for any public to speak](#)

The Wayne County 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. If your concern is not listed in the agenda below there will be no action taken at this meeting, but concerns may be an agenda item at future meetings. 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.

V. Secretary's Report – Dodson, Secretary

Approval of minutes from April 16, 2020

Moved by [Sarah](#) Seconded by [Melissa](#) Motion carried [5](#) to [0](#)

VI. Treasurer's Report – Davis, Treasurer

a. Approval of Vouchers 11743 to 11772 and EFTs of 3583.97 Moved by [Nicole](#)

Seconded by [Melissa](#) Motion carried [5](#) to [0](#)

b. Review of financial reports through April 30, 2020

VII. Reports: 5 minutes or less if possible

a. Staff and program specialists: OA, GSF, PABS, CYC

b. Extension Council Committee –

Building/Grounds

Fiscal/Legal

Personnel

Programming

c. Regional Director- [We were awarded the PABS Grant again. LMC insurance will add cyber ware security, so we should expect a bill from them. We are switching to telecom care for First Report of Injury.](#)

d. 4-H and Youth Committee – [Food stand situation was discussed](#)

e. Fair Board, Mark – [Would like to proceed with the Fair as normal. July 2nd will have announcement.](#)

VIII. Unfinished Business

- a. Consideration of food stand manager contract- Nicole motioned to work with Truett Pershy, Melissa seconded, motion passed 5 to 0.
- b. Consideration of health spending plan for staff- motion to move forward to offer HSA after a plan is chosen was made by Melissa, seconded by Sarah, approved 5 to 0
- c. Consideration of air conditioning hook up (see quote from Southern IA Plumbing LLC)- Mark moved to accept the bid presented by Southern IA Plumbing LLC for an approximate 8 x 10 concrete slab and AC reinstall for \$1300, Melissa seconded, motion passed 5 to 0.
- d. Consideration of SCICAP rental -Date may be revisited for the current advertisement of the rental space. Mark moved to allow Syerra to use her best judgment on when to advertise after speaking with SCICAP, Nicole seconded, approved 5 to 0.

IX. New Business

- a. Consideration of new volunteers -none at this time
- b. Consideration of copy machine- No action – use when excessive copies are needed for the time being.
- c. Consideration of club chartering- encouraged Sara to work with 4-H needing their calendar uploaded to stay compliant. Will revisit if needed.
- d. Consideration of fiscal policy- Bridget moved to approve 3.1 \$500, Nicole seconded, approved 5 to 0. Bridget moved to approve 3.3 A #7 “does” allow approved volunteer access to charge card, Sarah seconded, approved unanimously.
- e. Consideration of MOU- Melissa motioned to approve MOU, Bridget seconded, approved 5 to 0.
- f. Consideration of polycom conferencing system- tabled
- g. Consideration of Personnel Policy additions- Temporary Policy Addendum for emergency paid sick leave and expanded FMLA was motioned for approval by Melissa, seconded by Sarah, and approved 5 to 0.
- h. Consideration of Gutter Clean Out/Repair (Issues paper) - Bridget moved to hire Dennis Clayton to clean gutters for \$50, Sarah seconded, approved 5 to 0.
- i. Consideration of changes in PABS job description, hiring process and timeline-. Nicole moved to approve the addition of “Play Your Way and Farm to School” to the PABS job description, Bridget seconded, approved 5 to 0. Hiring process and timeline: Hopefully have a PABS coordinator start in mid-July to end of July. Will work with Personnel Committee to move forward.
- j. Consideration of plan to return to/open the office – Discussed state guidelines. Bridget moved to allow staff to work at the office as needed and have Syerra check into necessary equipment for when we phase in (safeguard, masks, hand sanitizer, etc.), Melissa seconded, approved 5 to 0.
- k. Consideration of 4-H fair plans- The plan is to survey families to see if/how comfortable they are attending fair to show static exhibits and livestock. Sara Gillum, Nicole, and Melissa will work on surveying and report back next meeting. Mark volunteered to help however necessary as well.

Agenda Items for Next Meeting

- Consideration of food stand manger contract
- Consideration of HSA for staff
- Consideration of office reopening plan
- Consideration of SCICAP rental
- Consideration of polycom conferencing system

XI. Date/Time/Location of Next Meeting – June 18, 2020 at 6:30 pm

XII. Adjourn

Secretary_____

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation

inquiries, go to www.extension.iastate.edu/diversity/ext