

Minutes of Organizational Meeting of the Wayne County Agricultural Extension Council

Held at 6:30 p.m. on the 21st day of January, 2022 at the Wayne County Extension Office in Corydon, Iowa.

MINUTES

I. Call the Meeting to Order – Nicole Polsdofer, Chair called to order at 6:40 pm

II. Roll Call and Introductions- Mark Winslow, Dave Daughton, Melissa Davis-Dyer, Bridget Davis and Nicole (Council Members) Colt Churchill (County Staff), Gene Mohling, Courtney May, and Cathy Drost (ISU Staff)

III. Approval of the Agenda of the organizational and regular meeting

Mark motioned to approve Melissa seconded. Passed 5-0.

IV. Organizational Meeting

a. Election of Council Officers

Nominations do not require a second.

General Consent: Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says, "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

Note to Secretary: Chair will call for Ayes, Nays and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", "all those voting Nay", and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

i. Chair

1. Nicole Polsdofer Nominated by Bridget

2. _____ Nominated by _____

Those voting for candidate #1 - _____

Those voting for candidate #2 - _____

Motion carried by a vote of 5 to 0. Elected Nicole

Meeting handed over to duly elected chairperson Nicole Polsdofer_____

ii. Vice Chair

1. Mark Winslow Nominated by Melissa

2. _____ Nominated by _____

Those voting for candidate #1 - _____

Those voting for candidate #2 - _____

Motion carried by a vote of 5 to 0. Elected Mark

iii. Secretary

1. Heather Lancaster Nominated by Melissa

2. _____ Nominated by _____
Those voting for candidate #1 - _____
Those voting for candidate #2 - _____
Motion carried by a vote of 5 to 0 . Elected Heather

iv. Treasurer

1. Bridget Nominated by Dave
2. _____ Nominated by _____
Those voting for candidate #1 - _____ Those
voting for candidate #2 - _____
Motion carried by a vote of 5 to 0 . Elected Bridget

b. Regular council meeting date and time Regular council meeting date

 3 rd Wednesday/month and time 6:30 pm Moved by Dave
Seconded by Bridget Motion carried 5 to 0
(Appropriate time to discuss whether the council will meet monthly, or less
frequently based on agenda items)

c. Committee Assignments

These committees will be organized (suggested) with the following members
serving on each committee (*Designates Chair):

(a) Fiscal/Legal
Winslow*
Davis
Lancaster

(b) Personnel
Dodson*
Daughton
Dyer

(c) Program/Marketing
Polsdofer*
Head
Allred

Moved by Melissa Seconded by Bridget Motion carried 5 to 0

d. Appointments to Other Committees and Boards

Regional Council Nicole, Mark
Iowa Extension Council Association Liaison eliminated
Fair Board Mark
Judge Selection Melissa
4-H Committee Heather

Moved by Dave Seconded by Nicole
Motion carried 5 to 0

e. Official Newspapers

(Identify two for publication of published report)

The official newspapers for the county extension district will be Times Republican and Seymour Herald Moved by Mark Seconded by Bridget
Motion carried 5 to 0

f. Fiscal Procedures

(all of the following into one motion)

The depository for the county extension district will be Corydon State Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$250,000. The County Extension District (will -or- will not) authorize an agency account. Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4.

Any other members authorized to sign checks: Mark
Members authorized to transfer funds and/or access the bank account electronically:
Bridget Davis

A group surety bond purchased through LMC Insurance and Risk Management provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Moved by Mark Seconded by Dave
Motion carried 5 to 0

g. Designate Custodian of Public Record and Open Record Requests

(identify one staff member)

The official custodian of public record and open record requests for the County Agricultural Extension District will be The Office Assistant.

Moved by Mark Seconded by Bridget
Motion carried 5 to 0

h. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports

(The following items are required for those councils without consent agenda approval.)

Motion by Mark to approve the county fiscal policy, adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank Reconciliation; Credit Card Statement

Seconded by Dave _____.
Motion carried ___5___ to ___0___.

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

Consideration of minutes from Nov 18, 2021, November 29, 2021 and December 29, 2021 Motion to approve by Bridget, seconded by Dave. Approved 5-0

VI. Treasurer's Report

a. Approval of Vouchers ___12306-12363___ and EFT of ___\$2216.40 (Dec) and \$5078.02(Nov)___

Moved to approve by Bridget seconded by Mark passed: 5-0

b. Review of financial reports for November and December, 2021

Dave moved to approve financial reports for Nov and Dec 2021, Mark seconded, approved 5-0

VII. Reports: **5 minutes or less if possible**

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

b. Extension Council Committee –

Building/Grounds- no broken pipes, trees still in progress

Fiscal/Legal-

Personnel – Need to schedule 6 month evaluation with Colt

Programming- discussion about emails and list

c. Regional Director-Water Rocks Program, Introduced Courtney May as Region 25 Director

d. ~~Iowa Extension Council Association~~

e. 4-H and Youth Committee- Colt, brief report

f. Fair Board, Superintendent Policy signed

VIII. Unfinished Business

none

IX. New Business

a. Review of FY21 & FY22 Budget

Review and Discussion of FY23 Budget Estimate

Wage Rates for County Paid Staff- May be Tabled

Mileage Reimbursement (\$.585)

b. Consideration of FY 23 budget proposal

Operating

Dave moved that the FY23 operating budget be approved for \$224,947 in expenditures with a tax request of \$126,147 with \$123,804 from property tax and \$2349 from utility excise tax. The council treasurer is directed to officially publish that FY23 budget public hearing is scheduled for February 16, at 7 p.m. at the Wayne County Extension Office. Seconded by Melissa. Approved 5-0.

Unemployment

_____ moved that the FY23 unemployment budget be approved for _____ in expenditures with a tax request of \$_____ with \$_____ from property tax and \$_____ from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for February 16, 2022 at 7pm at the Wayne County Extension Office. Seconded by _____. Motion carried ____.

Tort

Dave moved that the FY23 tort budget be approved for \$5000 in expenditures with a tax request of \$5000 with \$4907 from property tax and \$93 from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for February 16, 2022 at 7pm at the Wayne County Extension Office. Seconded by Melissa. Motion carried 5 to 0.

c. Consideration of Summer Assistant

Need to advertise similar to last time (Syerra)

d. Review of MOU with ISUEO

Tabled to next meeting

e. Review ADA, EEO, Title IX & VI, Meeting Law

Reviewed by Council

f. HR Policies /Suggested Changes

Staff as Volunteers Policy/Background Check Policy Review

Mark Moved to pass the volunteer list Nicole seconded, approved 5-0

g. IECA Annual Conference March 5, Legislative Day

Feb 9 www.iaextensioncouncils.org/

X. Agenda Items for Next Meeting

Tabled items- Review of MOU with ISUEO, staff raises

XI. Date/Time/Location of Next Meeting
Feb. 16th 6: 30pm at the Extension Office

XII. Adjourn
9:30pm