

CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, June 16, 2021 – 7:00 pm

AGENDA

1. **Roll Call** = Time: ____7:06_pm__ Key: P = Present, O = Online/Virtual, A = Absent

Council: Chuck Goddard: _P_ Paul Beeck: _P_ Barb Boeckmann: _P_ Karen Friis: _P_ Jessie Jacobi: _A_
Bonnie Oliver: _P_ Jena Petersen: _A_ Brian Schmidt: _P_ Dan Smicker: _P_

Staff: Sam Genson: __P_ Jeff Macomber: _P_ Other: _____

Guests: _____ none _____

2. **Consent Agenda: MOTION** by __Dan____ 2nd by __Karen_____ to approve the consent agenda.

The following are considered to be routine and will be enacted by a single motion. There will be no separate discussion about these items unless requested by a Council member. The item will then be removed from the Consent Agenda and placed in an appropriate place on the agenda below.

- a. Approval of Agenda
- b. Minutes from last month’s regular meeting
- c. Financial Reports:
 - i. Balance Sheet
 - ii. Bank Statement
 - iii. Outstanding Checks
 - iv. Voucher Report
 - v. Revenue & Expense Summary
 - vi. Revenue & Expense Detail
- d. Approval of Volunteers:

3. **Public Comments:**

*Sign-in sheet on table. Please identify yourself, your title, any group or organization for which you are serving as a spokesman, and any personal or business interest you have in the subject on which you will be commenting. **There is a 3-minute maximum time allowance for each speaker.** If more than 20 minutes, council may determine alternate guidelines for public comments to not delay the regular meeting and more adequately accommodate public comments.*

_____there were no
guests_____

4. Committee Reports and Action Items:

- a. Facility – *See items below in agenda*- Sam received a bid from White Roofing for repairs to the roof.
A bid was also received from Hartz Lock Company to provide and install new levers for doors.
There will not be a calendar this year with 4-H photos for sale. The photos in the office will be switched out in December with new ones.
The outside area in front of the office will be cleaned up by the Master Gardeners.
Council is suggesting that the facility go back to a more professional appearance.
- b. Finance – Brian reported all figures are correct, Sam & Jeff were very careful with budget, no amendments needed to be made.
- c. Personnel – *See items below in agenda*- A meeting was held on June 7th, Sam reported all reviews were completed. Discussion on upcoming raises was held.
- d. Programming, Public Relations, & Marketing – *Will meet in August*

5. Program/Staff Reports:

- a. Regional Director – Jeff Macomber
 - i. Two-way scorecard - Jeff passed out info on the feedback from the Communication Tool.
Next Scorecard will be after the fair.
- b. County Director – Sam Genson
 - i. Mental Health Action Plan Update
 1. Update on ad reach- Sam ran ads online and YouTube on for 10 days on the Mental Health Awareness Campaign. Goal is to get the word out in Clinton County that we are there and have programs to help.
 2. The first meeting of the Clinton County Health Work Group was held in June.
 - ii. Farm Economy Action Plan Update- nothing new to report at this time.
 - iii. Is there anything that you'd like for us to be discussing as we reach out to school boards and city councils?
 - iv. Reminder that we need Clover Kids judges

6. Business

- a. Approve fair exhibitors who missed the May 15th deadline
MOTION by__ Bonnie_____ 2nd by__ Brian _____
VOTE: Yay7__ Nay__0
- b. Approve use of Tort funds to pay for basic coverage of 4-H food stand fundraisers per event.
MOTION by__ Dan_____ 2nd by__ Karen _____
VOTE: Yay_7_ Nay_0_
- c. Will family is requesting early release on Saturday, July 24th instead of July 25th. They must go before the fair board next and must complete their 4-H obligation before leaving.
MOTION by__ Dan_____ 2nd by__ Brian _____
VOTE: Yay_7_ Nay_0_
- d. Approve raises, starting in FY'22, for staff:
 - i. Cindy Bartels: _Raise of roughly 1.5% to \$13.68 per hour_
 - ii. Haylea England: _Raise of 6.5% to \$16.50 per hour_
 - iii. Sam Genson: _Raise of 4% for an annual salary of \$57,772_
 - iv. Amanda Rau: _Raise of 3.5% to \$17.60 per hour_
 - v. Kathy Tobin: _Raise of roughly 1.5% to \$12.83 per hour_**MOTION by__ Dan_____ 2nd by__ Paul _____**
VOTE: Yay__7 Nay_0_

- e. Approve payment of \$1877 to White Roofing to fix the back part of the roof

MOTION by __Dan____ 2nd by __Paul____

VOTE: Yay_7_ Nay_0__

- f. Approve payment of \$2215 to Hartz Lock Company to replace door “knobs” with door “levers”

MOTION by __Dan____ 2nd by __Karen____

VOTE: Yay_7_ Nay__0

7. Group Reports:

- a. Master Gardener-Barb reported they are moving or replacing the arbor for possible wedding venues. Some new trees and wind chimes have been added. The community garden is a challenge, not enough people to maintain the grounds. They are going to clean and add mulch to the area in front of extension office.
- b. 4-H Foundation- Round-Up from DeWitt Randy’s Neighborhood Market brought in \$1173.11.

8. Future Meetings: *Regular Business Meeting:* Wednesday, August 18th, 2021 at 7 PM

9. Adjourn: MOTION by __Dan____ 2nd by __Brian____ Time Concluded: 8:55 pm_____

Submitted by _____ Council Secretary