

CLINTON COUNTY EXTENSION COUNCIL MEETING  
Clinton County Extension Office, DeWitt  
Wednesday, December 14<sup>th</sup>, 2022 – 7:00 pm

MINUTES

ROLL CALL = Time: 7pm

KEY: P = Present, O = Online/Virtual, A = Absent

COUNCIL: Jessie Jacobi: \_A\_ Paul Beeck: \_A\_ Barb Boeckmann: \_A\_ Karen Friis: \_P\_ Marlin McCormick: \_P\_  
Bonnie Oliver: \_P\_ Jena Petersen: \_P\_ Brian Schmidt: \_P\_ Dan Smicker: \_P\_  
STAFF: Sam Genson: \_P\_ Jeff Macomber: \_P\_ Other: Amanda Rau and Cris Vetter  
Guest(s): \_\_\_\_\_

1. CONSENT AGENDA:

MOTION by: \_\_\_ Dan \_\_\_\_\_ 2<sup>nd</sup> by: \_\_\_ Marlin \_\_\_\_\_ 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
    1. Visa Bill – Detailed Report
  - v. Revenue & Expense Summary
  - vi. Revenue & Expense Detail
- d. Approval of Volunteers

2. PUBLIC COMMENTS: None

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.**

3. COMMITTEE REPORTS & ACTION ITEMS:

- a. Facility – Will meet before next council meeting to review bids for presentation to full council. Sam to also send a reminder to Charlotte Electric for front light work that was previously approved. Sam stated only one bid so far for parking lot. He will reach out to others that had been contacted. A call was also made to K & E for the parking lot. Sam stated two more contractors came to look at roof, but no official bids received yet.
- b. Finance – Will meet sometime before next council meeting to discuss budget.
- c. Personnel – Next meeting will be scheduled once the new committee forms.
- d. Programming, Public Relations, & Marketing – Committee will come together after the beginning of the year to finish Human Sciences and then next priority will be ANR programming.

4. PROGRAM/STAFF REPORTS:

- a. Regional Director – Jeff Macomber gave recognition to council member Jean Petersen for her years of dedication and service to the council. Staff and other council members shared their appreciation as well.

- b. County Director – Sam Genson shared a few 4-H clubs had utilized gift cards and now individual leaders are seeking reimbursement.

**Motion by:** \_\_\_ Brian \_\_\_ and **2<sup>nd</sup> by** \_\_\_ Dan \_\_\_ **to add this topic to the agenda. VOTE: Yes: \_6\_ NO: \_0\_**

**5. NEW BUSINESS:**

- a. Approve the transfer of Amanda Rau to County Youth Coordinator (CYC) with a wage of \$20.50 per hour for 40 hours per week, effective January 3<sup>rd</sup>, 2023.

**MOTION by:** \_\_\_ Dan \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Karen \_\_\_ **VOTE: Yes\_6\_ No\_0\_**

- b. Approve the transfer of Crystal Vetter to the Ag & Natural Resources (ANR) Program Coordinator position with a wage of \$20.50 per hour for 40 hours per week, effective January 3<sup>rd</sup>, 2023.

**MOTION by:** \_\_\_ Dan \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Brian \_\_\_ **VOTE: Yes\_6\_ No\_0\_**

- c. Approve the posting the Office Coordinator position with a wage of \$15 per hour for 40 hours per week.

**MOTION by:** \_\_\_ Dan \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Brian \_\_\_ **VOTE: Yes\_6\_ No\_0\_**

- d. Approve the elimination of the K-12 Outreach Educator Position, effective January 3<sup>rd</sup>, 2023.

**MOTION by:** \_\_\_ Dan \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Marlin \_\_\_ **VOTE: Yes\_6\_ No\_0\_**

- e. Approve the 2023 Clinton County Fair MOU.

**MOTION by:** \_\_\_ Karen \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Dan \_\_\_ **VOTE: Yes\_6\_ No\_0\_**

- f. Approve the reimbursement to club leaders for gift card purchase to lowanna for \$75 and \$50. Charlotte Jr. Producers to be reimbursed \$25. Reimbursements come from club funds.

**MOTION by:** \_\_\_ Brian \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Dan \_\_\_ **VOTE: Yes: \_6\_ NO: \_0\_**

**6. OPEN DISCUSSION**

Discussion was held about the need to remind 4-H leaders and clubs about the current gift card policy. Council also asked for staff to obtain guidance from Iowa 4-H regarding gift cards.

Discussion was also held regarding the future format of staff reports to the council. Council sought feedback from staff interest in attending each meeting for an in-person report. Council shared it would be helpful to hear more detail regarding what each staff member is working towards each month. Staff was willing to adopt this new format.

**7. GROUP REPORTS:**

- a. Master Gardener- Sam reported Hort in the Heartland will take place March 4<sup>th</sup>. The group is currently working on speakers.
- b. 4-H Foundation-Still looking for volunteers to be trained on the basketball tournament.

**8. FUTURE MEETINGS:**

- a. Regular Business Meeting: Wednesday, January 18<sup>th</sup>, 2023 @ 7pm

**9. ADJOURN:**

**MOTION by:** \_\_\_ Jean \_\_\_ **2<sup>nd</sup> by:** \_\_\_ Brian \_\_\_ **Time Concluded:** \_\_\_ 8:45pm \_\_\_

Respectfully Submitted,

Bonnie Oliver, Council Secretary and Cris Vetter, Office Coordinator

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](http://www.extension.iastate.edu/diversity/ext).