

CLINTON COUNTY EXTENSION COUNCIL MEETING
Clinton County Extension Office, DeWitt
Wednesday, August 24th, 2022 – 7:00 pm

MINUTES

ROLL CALL = Time: 7:02pm

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

COUNCIL: Jessie Jacobi: _P_ Paul Beeck: _P_ Barb Boeckmann: _A_ Karen Friis: _P_ Marlin McCormick: _P_
Bonnie Oliver: _P_ Jena Petersen: _A_ Brian Schmidt: _P_ Dan Smicker: _A_

STAFF: Sam Genson: _P_ Jeff Macomber: _P_ Other: Amanda Rau, Rebecca Trumm and Cris Vetter (staff) Guest(s): Eric
Dunn

1. CONSENT AGENDA:

MOTION by: ___ Brian _____ 2nd 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 June's regular meeting
- c. Minutes from August's special meeting
- d. Financial Reports:
 - i. Balance Sheet
 - ii. Bank Statement
 - iii. Outstanding Checks
 - iv. Voucher Report
 1. Visa Bill – Detailed Report
- e. Revenue & Expense Summary
- f. Revenue & Expense Detail
- g. Approval of Volunteers

2. 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.

No Comment

3. GUEST SPEAKER:

- a. Tom Monroe – Region 20 IECA Board Member, MOU Committee

Tom discussed process for renewing MOU and invited members to participate in survey process. Jeff indicated he would send out the survey soon and it would remain open until September 30th.

4. COMMITTEE REPORTS & ACTION ITEMS:

- a. Facility – Next meeting TBD- **Nothing new at this time.**
- b. Finance – Next meeting is September 21st- **Not much to report as this is the first month of the fiscal year.**
- c. Personnel – Next meeting is TBD- **Will work to coordinate exit interview with departing staff member.**
- d. Programming, Public Relations, & Marketing – **Next meeting will be in late August-Meeting will take place in September with staff.**

5. PROGRAM/STAFF REPORTS:

- a. Regional Director – Jeff Macomber- **Updated on status of nominees for November election.**
- b. County Director – Sam Genson- **Sam reported the audit was completed in August and the office did well. He also reported there will be a Fair Board meeting on this upcoming Monday he will attend. He also gave a summary of his recent travel to the NACAA Convention.**
- i. General Update

6. NEW BUSINESS:

- a. Approve Extension building and front grounds as “No Smoking, No Vaping and Tobacco Free”.
MOTION by: _____ Brian _____ 2nd by: _____ Paul _____ VOTE: Yes_6_ No_0_
- b. Discussion of gift card policy as it relates to specific gift cards/certificates.
MOTION: for reconsideration of gift card policy by: ___ Brian ___ 2nd by: ___ Karen ___ VOTE: Yes_5_ No_1_
MOTION: to approve new fiscal policy as presented by Sam that will allow gift cards to be purchased with approval and review of council prior to purchase. Gift cards are not to be used for services rendered. by: ___ Karen_ 2nd by: ___ Paul ___ VOTE: Yes_6_ No_0_
- c. Discussion on flooring bids.
MOTION: to accept the level 1bid from Breitbach totalling \$7231.00 for reception area, bathrooms and hallway by: ___ Marlin _____ 2nd by: _____ Brian _____ VOTE: Yes_6_ No_0_
- d. Discussion on phone system bids.
MOTION: to accept Tri City Electric’s bid for a new phone system with a one-time set up fee of approximately \$1600, but a lower overall monthly fee over a 3-year lease agreement by: _____ Brian _____ 2nd by: _____ Karen _____ VOTE: Yes_6_ No_0_
- e. Approval to pay Samuel Genson’s reimbursement costs for NACAA AM/PIC Conference in July 2022.
MOTION by: _____ Marlin _____ 2nd by: _____ Brian _____ VOTE: Yes_5_ No_1_

- f. Approval for Amanda Rau to attend the NAE4-HYDP (National 4-H) Conference in October (10/11 – 10/13) in Madison, Wisconsin.

MOTION by: ___ Brian _____ **2nd by:** ___ Karen _____ **VOTE: Yes_6_ No_0_**

- g. Approval to immediately post the vacancy announcement for the County Youth Coordinator position with a salary range of \$16.50 - \$17 per hour and \$ _____ for relocations costs/sign-on bonus.

MOTION by: ___ Marlin _____ **2nd by:** ___ Paul _____ **VOTE: Yes_6_ No_0_**

7. GROUP REPORTS:

- a. Master Gardener- **Discussion related to timeline of finishing landscaping in front of office.**
b. 4-H Foundation-**Nothing to report.**

8. FUTURE MEETINGS:

- a. Regular Business Meeting: Wednesday, September 21st, 2022 @ 7pm, Finance Committee to meet at 6:30pm.

9. ADJOURN:

MOTION by: ___ Paul _____ **2nd by:** ___ Marlin _____ Time

Concluded: ___ 9:10pm _____

Submitted by Bonnie Oliver, Council Secretary

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