

CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, February 15th, 2023 – 7:00 pm

Minutes

Meeting was **Called to Order** by acting chair Marlin McCormick at 7:03 pm

1. Roll Call: Council Members present: Paul Beeck, Barb Boeckmann, Karen Friis, Marlin McCormick, Bonnie Oliver Gayle Powell and Dan Smicker. **Members Absent:** Jessie Jacobi and Brian Schmidt
Staff present: Sam Genson, Jeff Macomber, Amanda Rau and Cris Vetter. **Guests:** none

2. Consent Agenda: MOTION by Dan Smicker. Second by Paul Beeck to approve the consent agenda.
Motion carried 7 to 0.

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

3. Public Comments: none

4. Public Hearing

Acting chair Marlin McCormick requested for a motion to recess the regular council meeting to hold the public hearing. **Dan Smicker moved** to recess the regular meeting to hold the public hearing. **Second by Karen Friis**
Motion carried 7 to 0.

The acting chair indicated that this is the time and place set for a public hearing on the Clinton County Extension Education Operating budget plus Tort budget. The notice of the public hearing did appear in the DeWitt Observer on February 1, 2023 as required by law.

The acting chair asked if there are any objections or comments concerning the budget? It was also asked if the Extension office, staff and/or council members received objections or comment ahead of this hearing, Hearing none it is noted in the minutes no objections or comments were received.

The acting chair requests a motion to close the public hearing. **Dan Smicker moved** to close this public hearing. **Second by Barb Boeckmann.** Motion carried 7 to 0

5. Approve FY24 Operation Fund and Tort Liability Funds

Dan Smicker moved that the FY2024 budget be approved for \$ 444,176 in expenditures with a tax request of

\$321,000. With \$ 306,308 from property tax and \$14,692 from utility excise tax. And, FY2024 Tort Liability Budget be approved for \$4,775 in expenditures with a tax request of \$4,800. With \$4,590 from property tax and \$210 from utility excise tax. And, FY2024 Unemployment Compensation Budget be approved for \$0 in expenditures, With a tax request of \$2,730. With \$2,605 from property tax and \$125 from utility excise tax.
Seconded by Paul Beek. Motion carried 7 to 0.

6. Committee Reports and Action Items:

- a. Facility – Met in January to recommend roof bid to council, office electrical and lighting is making progress. Lighting under the front canopy needs to be done yet. Next meeting will be in March.
- b. Finance – council was informed that the annual audit is coming up. Documentation is getting pulled together. Committee is looking closer at roof financing.
- c. Personnel – Met on February 7th. Highlights from the meeting was reviewing county director goals mid-year. Also discussed onboarding new office assistant that starts February 22nd. Committee will meet in March.
- d. Programming, Public Relations, & Marketing – Next meeting needs to get scheduled for April.

7. Program/Staff Reports: staff highlighted written reports shared.

- a. Regional Director – Jeff Macomber, Region 20 Extension Council Meeting April or May.
- b. County Director – Sam Genson, masters, visiting city council, Science of Parenting and obesity grant
- c. CYC – Amanda Rau, fruit/meat & cheese sales at \$30,000 deliver/pickup March 6th, March 18th Basketball Tournament and Cake Auction, Drone Camp has no registration looking at another type of camp , 4-H Program Planning on February 21st.
- d. ANR Program Coordinator, Cris Vetter – Horticulture in the Heartland is March 4th, applicator training is almost done, meeting with other county staff in the area with similar position as well as ANR specialist.

8. New Business

- a. Approval of changes to the 2023 Clinton County Club Show Fair Book
MOTION by Karen Friis. Second by Barb Boeckmann to approve presented changes. Motion carried 7 to 0.
- b. Approval of the 2023 Personnel Policy
MOTION by Dan Smicker second by Paul Beek . Motion carried 7 to 0.

Motion by Dan Smicker to move 8g to proceed 8c. Second by Paul Beek Motion carried 7 to 0.

Approve credit card limit increases: County Director to \$4000, CYC to \$2500, ANR to \$2500 and OA \$1,000.

MOTION by Karen Friis and second by Barb Boeckmann. Motion carried 6 to 0. (1 council member left)

- c. Approval of the 2023 Fiscal Policy updates
MOTION by Karen Friis Second by Barb Boeckmann
Removed: Meal expenses, when part of authorized business, will be reimbursed with proper receipts. Alcohol will not be reimbursed. Meals will be paid at the Council-approved reimbursement rate (consistent with the GSA rates) or the rate required by the program organizer, up to the amount budgeted per employee. **Updating:** Travel that will result in such expenses must have prior authorization by the employee’s supervisor or council designee. The council will evaluate and set reimbursement rates. Current rates for meal reimbursement are up to: \$10 for breakfast, \$15 for lunch, and \$25 for dinner. Tips are not included in these totals and may be up to but not exceed 15%. (TO MATCH FISCAL POLICY)
Motion carried 6 to 0.
- d. Determine how to handle fair entries received after May 15th or July 1st.
MOTION is that deadlines are set with no exception by Barb Boeckmann second by Karen Friis
Motion carried 6 to 0.

- e. Transfer **\$50,000** from existing account at First Central State Savings Bank to the following accounts at DeWitt Bank & Trust: \$25,000 in a Money Market (.95% APY) account and \$25,000 in a CD (4.25% @ 6 month)
MOTION by Paul Beeck second by Barb Boeckmann. Motion carried 6 to 0.
- f. Approve Cris Vetter’s travel to the International Master Gardener Conference in Kansas City in June of 2023. Utilizing undesignated ANR program fees for professional development not to exceed \$2,500.
MOTION by Karen Friis second by Barb Boeckmann. Motion carried 6 to 0.
- g. Approve credit card limit increases: moved above.

9. Group Reports:

- a. Master Gardener – Horticulture in the Heartland, four very good speakers
- b. 4-H Foundation – Basketball Tournament and Cake Auction. This is the main fundraiser. Looking for someone to organize in 2024.

10. Future Meetings:

- a. **Regular Business Meeting:** Wednesday, March 15th, 2023

11. Adjourn: MOTION by Pau Beeck second by Karen Friis. Time Concluded: 9:10pm

Submitted by Bonnie Oliver, Secretary _____
Jeffrey Macomber, Regional Director