

CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, June 21st, 2023 – 7:00 pm

AGENDA

1. Meeting was call **Called to Order** by chair Jessie Jacobi at 7:03 pm

Roll Call:

Council Members (5) Present : Jessie Jacobi, Paul Beeck, Karen Friis, Marlin McCormick, and Dan Smicker.

Members (4) Absent: Barb Boeckmann, Bonnie Oliver, Gayle Powell and Brian Schmidt

Staff: Sam Genson, Jeff Macomber and Amanda Rau **Guests:** none

2. **Consent Agenda: MOTION by Karen Friis and 2nd by Dan Smicker** 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

3. **Public Comments:** none

4. **Committee Reports and Action Items:**

- a. Facility – Met 6/9. *Highlighted that front lock have been replace, toilet plumbing has been address, working on automatic front door for handicap access, getting interior painting bids and holding off on new carpet*
- b. Finance – Met 6/21. *Wrapping up fiscal year end expenses.*
- c. Personnel – Met 5/31 and 6/8 for staff reviews. *Met on 6/14 to discuss and recommend pay increases.*
- d. Programming, Public Relations, & Marketing – *Next Meeting is in the fall*

5. **Program/Staff Reports:**

- a. Regional Director – Jeff Macomber worked with personnel committee
- b. County Director – Sam Genson highlighted staff report, annual audit August 2nd, fall applicator training starting and working on mental health conference.
- c. CYC – Amanda Rau preparing for fair, summer staff busy with fair prep, appreciate council support with May 15th deadline, talked up several club fund raisers and noted club achievement shows starting.
- d. ANR Program Coordinator – Cris Vetter via Sam Genson shared Master Gardener Plant sale brought in \$4,300.

6. New Business

- A. Approve fiscal year end journal entries of Utilizing tax fund to address \$118 negative balance of “Growing Together – Grant”
MOTION by Karen Friis and 2nd by Marlin McCormick. Motion carried 5 to 0
- B. Approve payment of \$1653.12 to Tri-City Electric for phone install
MOTION by Dan Smicker and 2nd by Paul Beeck. Motion carried 5 to 0
- C. Approve up to \$1,500 to purchase Extension branded or Clinton County 4-H items that will be distributed to Clinton County Elementary School children to increase awareness of Extension and Outreach/4-H.
MOTION by Dan Smicker and 2nd by Marlin McCormick. Motion carried 5 to 0
- D. Approve the following pay rates for Fiscal Year 2024. These will start July 1, 2023
- Samuel (Sam) Genson annual salary from \$59,794 to \$61,587
 - Samantha Kaczinski hourly rate from \$15.00 to \$15.45
 - Amanda Rau hourly rate from \$20.50 to \$21.12
 - Crystal (Cris) Vetter hourly rate from \$20.50 to \$21.12
 - Amber DeRosear hourly rate from \$32.00 to \$34.00
- MOTION by Dan Smicker and 2nd by Marlin McCormick. Motion carried 5 to 0**
- E. Approve bid from Basepoint Building Operations (\$3400) for handicapped door access/entry button
MOTION by Dan Smicker and 2nd by Karen Friis. Motion carried 5 to 0
- F. Approve tuition reimbursement of \$1033.50 for Samuel Genson for Winter 2023 Semester (Class: CRP [Community & Regional Planning] 527)
MOTION by Dan Smicker and 2nd by Paul Beeck. Motion carried 5 to 0
- G. Implementing a required meeting attendance policy for 4-H members to exhibit at the county fair.
MOTION to table this topic indefinitely by Dan Smicker and 2nd by Marlin McCormick. Motion carried 5 to 0
- H. Should the 4-H Foundation should cover the \$10 increase in dues for 4-H members?
MOTION Clinton County 4-H Foundation should pay this increase by Dan Smicker and 2nd by Marlin McCormick. Motion carried 5 to 0
- I. Close the office during the Clinton County Fair and relocate to the Clinton County Fairgrounds
MOTION by Dan Smicker and 2nd by Paul Beeck. Motion carried 5 to 0
- J. Approve the following per day \$25.00 per-diem for staff working during the county fair.
- Samantha Kaczinski – 3 days = \$75 less withholding
 - Summer Staff – each working 5 days - \$125 less with holding
 - Alivia Burzlaff
 - Beth Lamp
 - Jaelyn Wegener
- MOTION by Dan Smicker and 2nd by Paul Beeck. Motion carried 5 to 0**

7. Group Reports:

- Master Gardener
- 4-H Foundation

8. Future Meetings:

Regular Business Meeting: Wednesday, August 23rd, 2023

9. Adjourn: **MOTION by Dan Smicker and 2nd by Paul Beeck.** Time Concluded at 8:36

Submitted by acting secretary: _____