

CLINTON COUNTY EXTENSION COUNCIL MEETING

Clinton County Extension Office, DeWitt

Wednesday, March 15th, 2023 – 7:00 pm

MINUTES

Meeting was Called to Order by Vice-Chair Brian Schmidt at 7:04 pm

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

- 2. Consent Agenda: MOTION by Dan Smicker 2nd by Marlin McCormick to approve the consent agenda. Motion carried 6 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. Committee Reports and Action Items:

- a. Facility – *Met in January to approve roof bid. Update on electrical with Charlotte Electric – still waiting for them to finish.*
- b. Finance – *Next meeting was 3/15 before council meeting. They reviewed FYE23 carryover. We are looking good. Marlin attended Fiscal Training for Council Treasurer held in Washington, Iowa.*
- c. Personnel – *Met on 3/9. Reviewed orientation and onboarding of new office assistant. Also discussed options for summer assistant and other options in hiring a person to assist with county fair coordination.*
- d. Programming, Public Relations, & Marketing – *Next Meeting is getting scheduled late part of April.*

5. Program/Staff Reports:

- a. Regional Director – Jeff Macomber shared upcoming Region 20 Staff meeting. Content is “Real Colors” and “Ouch: That Stereotype Hurts”. New VPEO Jason Henderson will be meeting Staff and Stakeholders in the coming month. Working on Volunteer Management Training for staff who manage and support volunteers.

- b. County Director – Sam Genson – highlighted a number of upcoming programs in his staff report. Council consensus was to close the office April 11th for Region 20 staff meeting/training. City Council visits started, Lions Club and other similar civic organization suggested. Shared Extension Community Programs have a cost. It was suggested civic organizations could help sponsor.
- c. CYC – Amanda Rau – highlighted a number of upcoming programs in her staff report. Joined Dubuque and Jackson Counties in providing a livestock workshop to be held on May 6th. This is meeting a need that has been expressed by members. Talked about a session she attended at annual conference – making documents e-accessible.
- d. ANR Program Coordinator – Cris Vetter – highlighted a number of upcoming programs in her staff report. Talked about HORT in the Heartland. About sixty-five attended. Shared her experience about annual conference. Talked about the history of extension. Talked about applicator trainings – all are done expect for private.

6. New Business

- a. Below are two Master Gardener Program Expenses
 - 1.) Approve purchase of tent for Master Gardeners for \$1068.98
MOTION by Dan Smicker 2nd by Gayle Powell. Motion Carried 6 to 0
 - 2.) Approve Hort in the Heartland Meal Expense and payment to Urban Eats for \$1,392.24
MOTION by Dan Smicker 2nd by Gayle Powell. Motion Carried 6 to 0
- b. Approve credit card for Samantha Kaczinski (Office Coordinator) at \$1000
MOTION by Dan Smicker 2nd by Marlin McCormick. Motion Carried 6 to 0
- c. Approve Memorandum of Understanding with Iowa State University Extension and Outreach
MOTION by Gayle Powell 2nd by Dan Smicker. Motion Carried 6 to 0
- d. Approve housing Jeff Macomber – REED – at the Clinton County Office
MOTION by Gayle Powell 2nd by Dan Smicker. Motion Carried 6 to 0
- e. *Give approval to Sam Genson, County Director, to hire a Summer Staff member*
MOTION by Dan Smicker 2nd by Gayle Powell. Motion Carried 6 to 0
- f. Approve use of a receipt log sheet at the MG Plant Sale (similar to PPAT)
MOTION by Gayle Powell 2nd by Dan Smicker. Motion Carried 6 to 0
- g. Approve three \$10 gift cards to Subway for free throw prizes on behalf of the 4-H foundation committee
MOTION by Gayle Powell 2nd by Dan Smicker. Motion Carried 6 to 0

7. Group Reports:

- a. Master Gardener – Hort in the Heartland had 64 in attendance. It is the second year MG hosted the event themselves. Almost broke even on the event. Registration Fee will go up next year. Have meet with DeWitt Library on providing some horticultural education, selecting shrubs and sculptures. Ekstrand Elementary session on native vs invasive plants. Annual Plant sale is May 20th and 21st.
- b. 4-H Foundation – Annual Basketball Tournament & Cake Auction is March 18th in DeWitt. Ninety-nine signed-up.

8. Future Meetings:

- a. **Regular Business Meeting:** Wednesday, April 19th, 2023

9. Adjourn: MOTION by Gayle Powell 2nd by Dan Smicker

Time Concluded: 8:00 pm