

CLINTON COUNTY EXTENSION COUNCIL MEETING
Clinton County Extension Office, DeWitt
Wednesday, November 30th, 2022 – 7:00 pm

MINUTES

ROLL CALL = Time: 7:06 pm

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

COUNCIL: Jessie Jacobi: P Paul Beeck: P Barb Boeckmann: P Karen Friis: P Marlin McCormick: P
Bonnie Oliver: P Jena Petersen: P Brian Schmidt: P Dan Smicker: P arrived 7:20pm

STAFF: Sam Genson: P Jeff Macomber: P Other: Staff members Amanda Rau and Cris Vetter

GUEST(S): none

1. CONSENT AGENDA:

MOTION by: ___ Marlin _____ 2nd by: ___ Jena _____ 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: No 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.

3. COMMITTEE REPORTS & ACTION ITEMS:

- a. Facility – Covered in Director's report
- b. Finance – Met at 6:30 pm on November 30th. All committee members were present. The outstanding checks list was reviewed. Discussed budget preparations for next fiscal year budget. It was also noted ANR revenues were up.
- c. Personnel – Committee has met several times since last council meeting to discuss job descriptions and wages. Committee has also met with finance committee. At this time, personnel committee has asked finance committee for their guidance relating to wages for new positions.
- d. Programming, Public Relations, & Marketing – Committee met on November 16th along with all staff members. Jeff led the group through a process of identifying priority focus areas. Both financial literacy and parenting were identified as key areas the committee wished to focus. Jeff will follow up with the committee to solicit more feedback and next steps.

4. PROGRAM/STAFF REPORTS:

- a. Regional Director – Jeff Macomber summarized the program committee meeting.
- b. County Director – Sam Genson gave an overview of several facilities projects. It was decided for these projects to be taken back to the facilities committee for further review and then recommendations to full council by facilities committee.

5. NEW BUSINESS:

- a. Approve the updated County Youth Coordinator (CYC) position description.
MOTION by: ___ Brian _____ 2nd by: ___ Karen _____ VOTE: Yes_9_ No_0_
- b. Approve the new Ag & Natural Resources (ANR) Program Coordinator position description.
MOTION by: ___ Marlin _____ 2nd by: ___ Barb _____ VOTE: Yes_9_ No_0_
- c. Approve the updated Office Coordinator position description.
MOTION by: ___ Dan _____ 2nd by: ___ Paul _____ VOTE: Yes_9_ No_0_
- d. Approve the updated County Director position description.
MOTION by: ___ Dan _____ 2nd by: ___ Jena _____ VOTE: Yes_9_ No_0_
- e. Approve the posting of the Summer Assistant position (x2) with a wage range of \$11.00- 11.50 per hour for 30 hours a week.
MOTION by: ___ Dan _____ 2nd by: ___ Karen _____ VOTE: Yes_9_ No_0_
- f. Discussion on Roofing Bids.
Sam was instructed to get an additional bid and take it to facilities committee for review and then facilities committee will make a recommendation to full council.
- g. Discussion on Electrical Bids.
Motion to approve Charlotte Electric for estimated project cost of \$1665.13 for lighting on front of building.
MOTION by: ___ Brian _____ 2nd by: ___ Marlin _____ VOTE: Yes_9_ No_0_

6. OPEN DISCUSSION

A motion to enter closed session was made by: Dan and 2nd by: Karen at approximately 8:15 pm. VOTE: Yes 9 No 0 Council remained in closed session for approximately 45 minutes. Regular meeting resumed. **A motion to personnel committee to meet with staff and discuss new positions that will be open and available and the benefit package that will be offered with those positions was made by: Dan and 2nd by: Karen. VOTE: Yes 9 No 0**

7. GROUP REPORTS:

- a. Master Gardener
 - i. *Save the Date: Master Gardener Banquet – December 5th at Buzzy's*
- b. 4-H Foundation- Jessie reported they are looking for volunteers to take over the basketball tournament fundraiser.
- c. Jessie also mentioned market beef weigh in will be on December 17th at 8am.

8. FUTURE MEETINGS:

- a. Regular Business Meeting: Wednesday, December 21st, 2022 @ 7pm
Motion by: Dan 2nd by: Karen to move December meeting to December 14th at 7pm. VOTE: Yes 9 No 0
- b. Finance Committee to meet at 6:30pm on December 14th.

9. ADJOURN:

MOTION by: ___ Jena _____ 2nd by: ___ Paul _____ Time Concluded: ___ 9:37pm _____

Respectfully submitted,
Bonnie Oliver, Council Secretary and Cris Vetter, Office Coordinator

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