

Minutes of the Organizational Meeting and Regular Meeting of Dallas County Agricultural Extension Council

Date: January 15, 2024, Time: 5:03pm Location: Dallas County Extension Office and offered via ZOOM

Call the Meeting to Order

Matthew Ellerman, Chair called the meeting to order at 5:03 pm.

Members in attendance: Abigail Chihak, Matthew Ellerman, Lorinda Inman, Nikki Keller, Melissa Marwedel, Dustin Ritter, Renae Schmidt, Brent Schwenneker and Matt Weiser.

Others attending were Ann Torbert, Regional Director and Aleta Cochran, Office Manager.

Approval of Agenda

MOTION by Brent Schwenneker to approve the meeting agenda, seconded by Nikki Keller. The motion passed unanimously.

Organizational Meeting

Election of Council Officers

Nominations do not require a second.

Chair

Matthew Ellerman Nominated by Lorinda Inman.

No other nominations.

Elected - Matthew Ellerman - unanimously

Meeting is handed over to the newly elected chairperson.

Vice Chair

Abigail Chihak Nominated by Brent Schwenneker.

No other nominations.

Elected – Abigail Chihak - unanimously

Secretary

Lorinda Iman Nominated by Nikki Keller

No other nominations.

Elected - Lorinda Inman - unanimously

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Treasurer

Nikki Keller Nominated by Abigail Chihak

No other nominations.

Elected - Nikki Keller - unanimously

MOTION by Brent Schwenneker to remove Consent Agenda Items from monthly agenda. Seconded by Nikki Keller. Motion carried unanimously.

Regular council meeting date and time

MOTION by Matthew Ellerman seconded by Nikki Keller. To keep the regular council meeting date the third Monday of each month at 6 pm. Motion carried unanimously.

Public Notice of Meetings

MOTION by Matthew Ellerman, seconded by Abigail Chihak to have staff to post public notices of Council meetings in the Dallas County office on the front door and on the county website.

Motion carried unanimously.

Committee Assignments

These suggested committees will be organized with the following members serving on each committee (*Designates Chair):

(a) Fiscal/Legal

*Nikki Keller

Matt Weiser

Rena Schmidt

(b) Personnel

*Matthew Ellerman

Abigail Chihak

Melissa Marwedel

Lorinda Inman

(c) Program/Marketing

*Abigail Chihak

*Brent Schwenneker

Dustin Ritter

MOTION by Lorinda Inman Seconded by Nikki Keller

Motion carried unanimously.

Appointments to Other Committees and Boards

Fairboard - none

4-H Youth Committee - Brent Schwenneker

4-H Foundation - Nikki Keller

MOTION by Matthew Ellerman Seconded by Lorinda Inman

Motion carried unanimously.

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Approval of Master Volunteer List

MOTION by Lorinda Inman to approve volunteer list as presented seconded by Matt Weiser

Motion carried unanimously.

Approval of Provisional Volunteers

MOTION by Matthew Ellerman Seconded by Abigail Chihak to allow regional director to provisionally approve volunteers between council meetings. Provisional volunteers could begin work if they've completed their paperwork and had a successful background check. All provisional volunteers would need to be approved at the next council meeting.

Motion carried unanimously.

Designate Custodian of Public Record and Open Record Requests

MOTION by Brent Schwenneker seconded by Matthew Ellerman to approve Abigail Chihak, Vice Chair and Ann Torbert Regional Director as the official custodians of public record and open record requests for the county agricultural extension district.

Motion carried unanimously.

Official Newspapers

MOTION by Lorinda Inman, seconded by Nikki Keller to make the official newspapers for the county extension district Dallas County News and the Perry Chief.

Motion carried unanimously.

Fiscal Procedures

MOTION by Brent Schwenneker, seconded by Melissa Marwedel **to approve**

- The depository for the county extension district will be Peoples Bank in Adel, with all receipts deposited in said bank. Maximum to be on deposit is \$990,000.00.
- The county extension district will have a CD opened Oct 23, 2023. at **Lincoln Savings Bank**. With a starting amount of \$77732.79.
- **Will not** authorize an agency account.
- The Dallas County Extension District will not authorize an agency account.
- Authorize newly elected treasurer to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled council meetings, as authorized in Fiscal Policy section 3.5.
- Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.5.

- Authorize other council members to sign checks: Members authorized to sign checks: Nikki Keller, Treasurer, Matthew Ellerman, Chair, Abigail Chihak, Vice Chair and Lorinda Inman, Secretary and to remove Brent Schwenneker as signer.
- Authorize Nikki Keller to manage CD as directed and to view account electronically Nikki Keller, Treasurer, Teresa Stansbury, Bookkeeper and Aleta Cochran Assistant bookkeeper, Ann Torbert, Regional Director.
- Approve the employee dishonesty insurance policy through Assured Partners provides coverage on employees, council members, volunteers, and treasurers up to \$250,000 per occurrence and fulfills the requirement by state statute to have at least a \$20,000 bond for treasurers. Certificate of insurance is available through Assured Partners. Certificate is provided to county auditor.

Motion carried unanimously.

Approval of county fiscal policy

MOTION by Nikki Keller to approve the county fiscal policy as updated in November and committee will continue to review the policy. Seconded by Renae Schmidt.

Motion carried unanimously.

Approval of the financial reports to come before the council at each meeting

MOTION by Nikki Keller to approve the following financial reports provided prior to each meeting:

- Voucher Report
- Revenue and Expense Statements
- Balance Sheet
- Bank Reconciliation

Seconded by Lorinda Inman. Motion carried unanimously.

Approval of county personnel policy

MOTION by Lorinda Inman to approve the county personnel policy as updated in November and committee will continue to review the policy. Seconded by Brent Schwenneker.

Motion carried unanimously.

Approve meeting method

MOTION by Abigail Chihak to offer council meetings both in person and virtually by ZOOM and to adopt Robert's Rules of Order. Seconded by Brent Schwenneker. Motion carried unanimously.

Regular Meeting Agenda

Public forum- Matthew Ellerman opened the floor for public forum there was no one from the public present.

Members in attendance: Abigail Chihak, Matthew Ellerman, Lorinda Inman, Nikki Keller, Melissa Marwedel, Dustin Ritter, Renae Schmidt, Brent Schwenneker and Matt Weiser.

Others attending were Ann Torbert, Regional Director and Aleta Cochran, Office Manager.

Secretary Report – Approval of minutes

MOTION by Lorinda Inman to approve minutes as corrected. Seconded by Brent Schwenneker.

Motion carried unanimously.

Treasurers Report - Voucher Approval

Allowable spending through June 30, 2024: **\$1,299,923.00** *Extension Education fund (does not include Tort or Unemployment) Tort – for full year \$8500.00 with \$5,745.02. spent since July 1, 2023.*

Unemployment for a full year - \$10,000 with \$153.88 spent since July 1, 2023

Amount spent to date (since July 1, 2023): **\$ 490,416.36**

Operating Checks: # 23159 through # 23226 Electronic Fund Transfers and Bank Charges: \$68,671.29 with \$30,849.04 of this done as electronic payments.

MOTION by Nikki Keller to approve the treasurers report. Seconded by Lorinda Inman

Motion carried unanimously.

Approval of Working Budget

“I move that the FY25 Extension Education Operating Budget estimate be approved for \$1,459,888 in expenditures with a total tax request of \$660,000 with \$648,808 from property tax and \$11,192 from utility excise tax and,

FY25 Extension Education Unemployment Budget estimate be approved for \$15,000 in expenditures with a total tax request of \$0 with \$0 from property tax and \$0 from utility excise tax,

and FY25 Extension Education Tort Budget estimate be approved for \$10,000 in expenditures with a total tax request of \$9,000 with \$8880 from property tax and \$120 from utility excise tax”

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The Council Secretary or Regional Director, are directed to officially publish the FY25 Budget Public Hearing for February 19, 2024 at 6:30p.m. at ISU Extension Dallas County Office, 28061 Fairground Road, Adel, Iowa 50003”

MOTION made by Nikki Keller. Seconded by Lorinda Inman. Motion carried unanimously

Council Committee Reports:

Finance/Facilities:

County Fair board Liaison: Fairboard minutes

Personnel:

Marketing / Program Selection: Updates from Ann

4-H Youth Development Committee:

4-H Foundation Council Representative:

Unfinished Business - None

New Business

- **Summer assistant position**

MOTION by Matthew Ellerman that Laney Montag be offered the position of Summer Youth Assistant for Dallas County Extension beginning May 28, 2024, concluding on or about August 6, 2024. She will be paid \$15 an hour. Laney’s employment may include a possible orientation to be scheduled the week of May 20 (but no date has yet been set as of January 15, 2024) Seconded by Nikki Keller. Motion carried unanimously

- **Approval of Working budget** – done after treasurer’s report
- **Set Public Hearing Date** – will be held at next council meeting February 19 6:30pm

Agenda Items for Next Meeting

FY2025 Budget

Date/Time/Location of Next Meeting

February 19, starting at 6pm in the Dallas County Extension Office

Public Hearing start time 6:30pm

Secretary, _____ County Agricultural Extension District

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