

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

Date: 1/10/22 Time: 5:30pm Location: Davis County Extension Office

General Consent: Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says, "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

I. Call the Meeting to Order

II. Roll Call

Batterson, Dana	Guinn, Beverly	Heemsbergen, Ryan	Helton, Lindsey
Henderson, Tucker	Scott, Carolyn	White, Jackie	Wilson, Steve
Wuthrich, Meleia	Hall, Cindy	Burgher, Hailey	Krystal Murphy

Any others in attendance: _____

III. Approval of Agenda

Moved by: Dana Seconded by: Carolyn Motion carried 5 to 0.

IV. Approval of Minutes

Minutes of the November 8th and 9th meetings read.

Moved by: Carolyn to approve the minutes.

Seconded by: Steve Motion carried 5 to 0.

Note to Secretary: Chair will call for Ayes, Nays and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", "all those voting Nay", and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

V. Organizational Meeting

Election of Council Officers

Nominations do not require a second.

Chair -

1. Jackie White Nominated by Carolyn
2. _____ Nominated by _____

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Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 5 to 0.

Elected Jackie White

Meeting handed over to duly elected chairperson

Vice Chair –

1. Meleia Wuthrich Nominated by Steve

2. Dana Batterson Nominated by Lindsey Helton

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 5 to 0.

Elected Dana Batterson

Secretary -

1. Lindsey Nominated by Carolyn

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 5 to 0.

Elected Lindsey Helton

Treasurer-

1. Carolyn Nominated by Dana

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of 5 to 0.

Elected Carolyn Scott

VI. Approval of Organizational Consent Agenda Items (for those councils who have approved the use of the consent agenda)

Personnel and fiscal policies (need formal review at another council meeting)

Meeting attendance expectations

Adopting Roberts Rules of Order

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Approval of cumulative volunteer list

Financial reports provided before each council meeting

- Balance sheet
- Council revenue and expense statement
- Bank reconciliation

Moved by Lindsey Helton to approve Consent Agenda Items.

Seconded by Ryan

Motion carried 5 to 0

VII. Regular council meeting date and time

Regular council meeting date 2nd Monday of the Month and time 5:30 PM

Moved by Lindsey

Seconded by Carolyn

Motion carried 5 to 0

(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

VIII. Committee Assignments

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

(a) Fiscal/Legal

* Tucker
Ryan
Dana

(b) Personnel

* Jackie
Lindsey
Carolyn

(c) Program/Marketing

* Meleia
Steve
Beverly

Moved by Carolyn Seconded by Lindsey

Motion carried 5 to 0

IX. Appointments to Other Committees and Boards (optional)

Fairboard Jackie and Dana

4-H and Youth Dana and Ryan

IECA Carolyn

4-H Foundation Jackie

Building and Grounds Steve, Tucker, *Carolyn

Moved by Lindsey Seconded by Dana

Motion carried 5 to 0

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X. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be Bloomfield Deomocrat and Ottumwa Courier

Moved by Lindsey Seconded by Carolyn

Motion carried 5 to 0

XI. Fiscal Procedures (all of the following into one motion)

The depository for the county extension district will be Success Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$200,000.

The County Extension District will not authorize an agency account.

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 3.4.

Any other members authorized to sign checks:

Carolyn, Jackie, Dana

Members authorized to transfer funds and/or access the bank account electronically:

Carolyn, Jackie, Dana

A group surety bond purchased through LMC Insurance and Risk Management provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Moved by Carolyn Seconded by Lindsey

Motion carried 5 to 0

XII. Designate Custodian of Public Record and Open Record Reqsuts (identify one staff member)

The official custodian of public record and open record requests for the county agricultural extension district will be

Cindy Hall, Regional Director

Moved by Lindsey Seconded by Carolyn

Motion carried 5 to 0

XIII. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports (The following items are required for those councils without consent agenda approval.)

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Motion by Lindsey to approve the county personnel and fiscal policies, adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation.

Seconded by Dana.

Motion carried 5 to 0.

Regular Meeting

XIV. Public forum

XV. Approval of Consent Agenda Items (could include):

- Minutes of previous meeting
- Financial reports
- Staff and program specialist reports
- Audience counts of past events
- Upcoming calendar events
- Additions and deletions from approved volunteer list
- Committee reports

XVI. Voucher Report Approval - November

Checks # 09079 to # 09089 for \$ 9,033.74

Electronic Funds Transfers (EFTs) \$1702.09

Direct Deposits \$22,637.50

Moved by Dana Seconded by Lindsey

Motion carried 5 to 0

XVII. Voucher Report Approval – December

Checks # 09090 to # 09124 for \$ 18,579.98

Electronic Funds Transfers (EFTs) \$ 1664.64

Direct Deposits \$ 2306

Moved by Dana Seconded by Lindsey

Motion carried 5 to 0

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XVIII. Approval of Work Budget (if presented at this meeting)

Carolyn moved _____ that the FY23 budget be approved for \$202,100 in expenditures with a tax request of \$136,960 with \$130,807 from property tax and \$6,153 from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for Feb. 14, 2022 at 5:30p.m. at Davis County Extension Office.

Seconded by Lindsey _____

Motion carried _5_ to _0_

Steve moved _____ that the FY23 Unemployment budget be approved for \$1,006.00 in expenditures with a tax request of \$1006.00

with \$963.00 from property tax and \$43 from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for 2/14/22 at 5:30 p.m. at the Davis County Extension Office.

Seconded by Lindsey _____

Motion carried _5_ to _0_

Dana moved _____ that the FY23 Tort budget be approved for \$2500 in expenditures with a tax request of \$2000 with \$1914 from property tax and \$86 from utility excise tax. The council treasurer is directed to officially publish that the FY23 budget public hearing is scheduled for 2/14/22 at 5:30p.m. at the Davis County Extension Office.

Seconded by Lindsey _____

Motion carried _5_ to _0_.

XIX. Old Business

- Consideration of Volunteer Approvals

Motion by Lindsey _____ to Approve volunteer list.

Seconded by Ryan. _____ Motion carried _5_ to _0_.

XX. New Business

- Consideration of purchasing ad at Bloomfield Livestock Market

Motion by Dana _____ to Advertise at the Livestock Market.

Seconded by Lindsey. _____ Motion carried _5_ to _0_.

- Consideration of adding office coordinator to bank account

Motion by Lindsey _____ to add Krystal Murphy.

Seconded by Carolyn _____ Motion carried _5_ to _0_.

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- Consideration of approving 4-H Rule Changes
Motion by Lindsey to approve 4-H rule changes for the 2022 fair.
Seconded by Dana. Motion carried _5_ to _0_.

XXI. Agenda Items for Next Meeting

- Nest
- Yard Care

XXII. Next Meeting- 2/14/2022 Davis County Extension Office at 5:30pm

XXIII. Adjourned 7:22pm

Secretary, Lindsey Helton Davis County Agricultural Extension District