

Des Moines County Extension Council

Wednesday, December 6, 2023

Call to Order at 5:32 pm

Regular Council Meeting

1700 W Mt Pleasant St

West Burlington, Iowa 52601

- Call the Meeting to Order by Chairperson Barb Kerr at 5:32
- Roll Call

Council Members: Brenda Wischmeier (by phone), Ericka Breuer, Patti Jo Patton, Aaron Cling, Barb Kerr

Absent: Jennifer Lane, Amanda Wagg, Dwight Byerly, Dean VanNess

Staff: Whitney Howell, Lynette Heckenberg, Catie Johnson

- Public Comments: No comments
- Approve the order of the agenda
 - Motion: Aaron Cling, 2nd by Ericka Breuer, Motion Carried 4-0
- Review and approve the minutes of the November 1st, 2023 Council Meeting
 - Motion: Ericka Breuer, 2nd by Aaron Cling, Motion Carried: 4-0
- Review and approve vouchers and automatic transfers
 - October Vouchers #025236 - #025254 , Direct Deposits #DD000925 – DD000934, EFT IPERS, US Treasury/IA & Transfer #003783, 003805
 - Motion by Brenda Wischmeier, 2nd by Ericka Breuer motion carried 4-0
 - November Vouchers #025255 - #025281, Direct Deposits #DD000935 – DD000944, EFT IPERS, US Treasury/IA
 - Motion by Brenda Wischmeier, 2nd by Ericka Breuer motion carried 4-0
- Bank Account balance given by Aaron Cling
 - F&M Bank & Trust CD- \$101,650.35
 - F&M Bank & Trust Checking- \$ 84,970.95
 - Two Rivers Bank Money Market- \$101,641.89
 - Mediapolis Savings Bank- \$20,572.05
 - Mediapolis Savings Bank Money Market- \$112,190.27
- Staff Reports
 - Catie gave her staff report
 - Lynette gave her staff report
 - Morgan and Mary had staff reports uploaded to the CyBox folder.

- Committee Reports
 - Finance- They reported that they are running \$30,000 ahead of budget and need to spend it before June.
 - Personnel- They discussed job descriptions and raises. They recommend that Catie increase to \$22.50 an hour and Lynette to \$20.00 an hour. They also reviewed a job description for office assistant.
 - Building- Talked about the new office sign and the new security lights on the building.
 - Programming- They reported that they have still not met.
- New Business
 - Wage adjustment for Catie Johnson Programming and Marketing Manager \$22.50
 - Motion by Ericka Breuer, 2nd by Aaron Cling, motion carried 4-0
 - Discussion on Office Assistant advertising \$20. Recommend advertising position for two weeks in January.
 - Motion by Aaron Cling, 2nd by Ericka Breuer, motion carried 4-0
 - Wage adjustment for Lynette Heckenberg Program Educator \$20
 - Motion by Aaron Cling, 2nd by Ericka Breuer, motion carried 4-0
 - Cell Phone Reimbursement of \$35.
 - Motion by Brenda Wischmeier, 2nd by Aaron Cling, motion carried 4-0
 - Purchase of 12 Tables & 6 Chairs at \$5,730
 - Motion by Brenda Wischmeier, 2nd by Ericka Breuer, amend of motion by Aaron Cling to purchase the tables & chairs at \$5,730 and for staff to donate existing equipment to wherever they see fit, 2nd by Ericka Breuer, motion carried 4-0
- Volunteer Approvals:
 - None this month.
- Next Council Meeting will be held January 3, 2024, at 5:30pm
- Motion to adjourn at 6:13
 - Motion by Ericka Breuer, 2nd by Aaron Cling, Carried: 4-0