

Des Moines County Extension Council

Wednesday, November 1st, 2023

Call to Order at 5:30 pm

Regular Council Meeting

1700 W Mt Pleasant St

West Burlington, Iowa 52601

- Call the Meeting to Order by Vice Chairperson Brenda Wischmeier at 5:26
- Roll Call

Council Members: Dean Van Ness, Amanda Wagg, Jennifer Lane, Dwight Byerly, Brenda Wischmeier, Ericka Breuer, Patti Jo Patton

Absent: Barb Kerr, Aaron Cling

Staff: Whitney Howell

- Public Comments: No comments
- Approve the order of the agenda
  - Motion: Amanda Wagg, 2<sup>nd</sup> by Jen Lane, Motion Carried 6-0
- Review and approve the minutes of the September 6th, 2023 Council Meeting
  - Motion: Dwight Byerly, 2<sup>nd</sup> by Dean Van Ness, Motion Carried: 6-0
- Review and approve vouchers and automatic transfers
  - August Vouchers #025165 - #025209 , Direct Deposits #DD000907 – DD000915, EFT IPERS, US Treasury/IA & Transfer #0371
  - Motion by Amanda Wagg, 2<sup>nd</sup> by Patti Jo Patton motion carried 6-0
  - September Vouchers #025210 - #025235 , Direct Deposits #DD000916 – DD000924, EFT IPERS, US Treasury/IA & Transfer #03761, 03762, 03763
  - Motion by Patti Jo Patton, 2<sup>nd</sup> by Amanda Wagg, Motion Carried 6-0
- Bank Account balance
  - F&M Bank & Trust CD- \$100,975.34
  - F&M Bank & Trust Checking- \$ 81,152.40
  - Two Rivers Bank Money Market- \$100,801.13
  - Mediapolis Savings Bank- \$17,796.69
  - Mediapolis Savings Bank Money Market- \$17,7032.92
- Staff Reports
  - Council likes the staff report template/form
- Committee Reports
  - Programming- plans to meet with Catie
  - Building- working on new sign and getting it hung. Also working to get new water heater installed.
- New Business

- Review of Phone and Internet Providers
  - Motion to approve Verizon for phone by Amanda Wagg, 2<sup>nd</sup> by Jen Lane, carried 6-0
  - Motion to approve Danville Telecom for internet by Amanda Wagg, 2<sup>nd</sup> by Jen Lane, Carried 6-0
- Approval of position change from part time summer staff to part time Programming Assistant \$15/hour and Credit Card for Lynnette Heckenberg
  - Motion to approve made by Dwight Byerly, 2<sup>nd</sup> Ericka Breuer, Carried 6-0
- Official Approval of position change for Catie Johnson to Marketing and Programing Coordinator
  - Motion to approve by Amanda Wagg, 2<sup>nd</sup> by Dwight Byerly, Carried 6-0
- Discussion of Winter Hours and Office Weather Closure Policy
  - Winter Hours and Office Weather Closure Procedure to follow SCC's closure and permit staff to work from home during closure. If SCC is not closed it is expected employees report to office or use PTO if unable to come to office
- Motion to change office hours to Monday-Thursday 9:00 am-4:30 pm, Friday 9:00 am-1:00 pm beginning December 1<sup>st</sup> by Dwight Byerly, 2<sup>nd</sup> by Dean Van Ness, Motion carried 5-1
- Discussion of Year End Staff Bonus
  - Motion for full time staff to receive \$350 bonus, part-time to receive \$150 bonus by Dwight Byerly, 2<sup>nd</sup> Amanda Wagg
- Motion to donate \$600 to Thread Head Sewing Club by Dwight Byerly, 2<sup>nd</sup> Jennifer Lane, Motion carried 6-0
- Volunteer Approvals:
  - 4-H Volunteers: Devon Bell, Angela Hollingsworth, Stephanie Brown, Brandi Johnson, Luke Griffis II, Jesse Logan, Christine Hay, Jacqueline Thompson, Elisha Vantiger
  - Master Gardeners: Sally Bird, Jen Hinson, Teresa Jamison, Karen Noble, Brianne Sly
  - Motion by Jennifer Lane, 2<sup>nd</sup> by Ericka Breuer, carried 6-0
- Next Council Meeting will be held December 6th, 2023 at 5:30pm
- Motion to adjourn at 6:52
  - Motion by Amanda Wagg, 2<sup>nd</sup> by Dean Van Ness, Carried: 6-0