

**Des Moines County Extension Council**  
**January 9, 2020**  
**Call to Order at 5:00 pm**  
**Council Organizational & Regular Meeting Minutes**  
**1700 West Mt. Pleasant St.**  
**West Burlington, Iowa 52655**

1. Call the Meeting to Order at 5:31 PM. (Chair Barbara Kerr)
2. Roll Call (Secretary John Dockendorff)  
Here: John Dockendorff, Dean Van Ness, Brenda Wischmeier, Barb Kerr, Aaron Cling, Brian Diewold, Dwight Byerly  
Absent: Jennifer Lane and Patti Jo Patton  
Staff Members: Janet Smith, Morgan Hoenig, Maddie Belknap, Mary Steffener and Teresa Friedel
  - A) Election of Extension Council officers for 2020
  - B) Dwight Byerly nominated Barb Kerr for Chair. No other nominations. **Motion Carried.** Elected Barb Kerr
  - C) Dwight Byerly nominated Brenda Wischmeier for Vice- chair. No other nomination. **Motion Carried.** Elected Brenda Wischmeier
  - D) Dwight Byerly nominated John Dockendorff as the Secretary. No other nominations. **Motion Carried.** Elected John Dockendorff
  - E) Brenda Wischmeier nominated Aaron Cling as Treasurer. No other nominations. **Motion Carried.** Elected Aaron Cling
3. Brenda Wischmeier made a motion to continue having Council Meetings on the second Thursday of the month at 5:00. Brian Diewold seconded. **Motion Carried.**
4. Committee Assignments  
Budget Committee – Aaron, John  
Program Committee – Brenda, Jennifer  
Personnel –Dwight, Aaron  
Regional Council – Chair-  
Building & Equipment – Dwight, Dean, and Brian
5. The official papers will be The Hawkeye and Des Moines County News. Motion by: Aaron Cling Seconded by: Brenda Wischmeier **Motion Carried**
6. Approval of the Fiscal Procedures
  - A) Depository bank (S) – Mediapolis Savings Bank
  - B) Facility Loan – Two Rivers Bank and Trust
  - C) Authorization for signing checks and electrically transferring funds-Aaron Cling, Barb Kerr, and Dean Van Ness
  - D) Bonding of treasurer and staff  
Motion by: Aaron Cling Seconded by: Dwight Byerly **Motion Carried**

7. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports
  - A) Fiscal Policy
  - B) Personnel Policy
  - C) Robert's Rules of Order
  - D) Cumulative Volunteer ListMotion by: Dwight Byerly Seconded by: Aaron Cling **Motion Carried**
8. Approve the Holiday list  
Moved by: Dean Van Ness Seconded by: Brenda Wischmeier **Motion Carried**
9. Organizational Meeting adjourned

### **Regular Meeting**

1. Meeting called to order by chair person, Barb Kerr at 5:42 pm
2. Roll call taken earlier by Secretary John Dockendorff Same as organizational meeting
3. Approve the order of the agenda, Chairperson, Barb Kerr  
Moved by: Aaron Cling Seconded by: Dwight Byerly **Motion Carried**
4. Review and approve the minutes of the November 14, 2019 Council Meeting (John Dockendorff, Secretary)  
Moved by: Brenda Wischmeier Seconded by: Aaron Cling Review and approve vouchers #23583 to #23663 and automatic transfers  
Moved by: Dwight Byerly Seconded by: Brian Diewold **Motion Carried**
5. Bank Account Balance (Reported by Dean Van Ness)  
\$10,010.39 checking account and \$326,395.83 in Money Market account
6. Old Business
  - A) Structured For Success Model Decision- To proceed as Model 1. Motion by: Brenda Wischmeier Seconded by Dwight Byerly **Motion Carried**
  - B) Health Insurance/County Contribution-Continuing at current contribution to pay half of the medical plan.
7. New Business
  - A. FY20 Working Budget – FY20 Working Budget
    - 1) FY21 Extension Education Operating budget be approved for \$443099 in expenditures with total tax request of \$300000.

- 2) FY21 Extension Education Tort budget be approved for \$5000 in expenditures with total tax request of \$5000.
- 3) FY21 Extension Unemployment budget be approved for \$12,000 in expenditures with no tax request.
- 4) FY21 Proposed hearing date, time, and place: February 13, 2020 at 5:00 pm at Des Moines County Extension 1700 West Mt. Pleasant St., West Burlington, IA Set time and place for hearing on FY21 Budget and direct publishing in two newspapers at least 10 days but not more than 20 days prior to hearing –

Motion by: Brenda Wischmeier Seconded by: Aaron Cling **Motion Carried**

- B. Master Gardener coordination duties realignment- Morgan will assume the duties of the Master Gardener Coordinator
- C. Establish Burlington Bank depository-Establish an interest bearing checking account at F & M Bank. Motion by: Dwight Byerly Seconded by: Aaron Cling

8. County Staff Reports/Council Member Comments-In Box
  - Staff rotation schedule- Move Staff reports to beginning of meeting so staff may leave if wanted
  - Community Dinner March 5<sup>th</sup> 5:00 pm to 7:00 pm
10. Extension Council Conference March 28<sup>h</sup> – Ames
11. Legislative Meeting February 19, 2020
12. Date of next council meeting February 13, 2020 at 5:00 at the Extension Office
13. Council Meeting adjourned at 7:14 pm

Respectfully submitted by \_\_\_\_\_



