

Minutes of the Organizational and Regular Meeting of Jefferson County Agricultural Extension District Council

DATE: 23RD JANUARY 2024 TIME: 6:30 PM LOCATION: JEFFERSON COUNTY EXTENSION OFFICE

1. Call the meeting to order by Eric Miller 6:33pm

2. Roll Call and Introductions

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> (Eric Miller) | <input checked="" type="checkbox"/> (Sherri Mineart) | <input type="checkbox"/> (Shelley Moothart) |
| <input checked="" type="checkbox"/> (Christine Engwall) | <input checked="" type="checkbox"/> (Laurie Bennett) | <input checked="" type="checkbox"/> (Barbara Kistler) |
| <input checked="" type="checkbox"/> (Drew Johnson) | <input type="checkbox"/> (Susie Drish) | <input checked="" type="checkbox"/> (Mark Yule) |
| <input checked="" type="checkbox"/> Hall, Cindy | <input checked="" type="checkbox"/> (Courtney Burkhalter) | <input type="checkbox"/> (Staff Member) |

Guests:

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3. Approval of Agenda

Moved by:

Laurie Bennett

Seconded by:

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Motion Carried:

7	TO	0
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4. Election of Officers

Nominations do not require a second.

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.

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.

A. Chair

Eric Miller

Nominated by:

Drew

Johnson/Second:

Laurie Bennett

Motion Carried:

7	TO	0
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This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

Elected:

Eric Miller

Meeting handed over to duly elected chairperson

B. Vice Chair

Christine Engwall
(decline) / Mark Yule

Nominated by:

Barbara
Kistler/Laurie
Bennett

Motion Carried:

7 TO 0

Elected:

Mark Yule

C. Secretary

Sherri Mineart

Nominated by:

Mark Yule/Laurie
Bennett

Motion Carried:

7 TO 0

Elected:

Sherri Mineart

D. Treasurer

Drew Johnson

Nominated by:

Barbara
Kistler/Laurie
Bennett

Motion Carried:

7 TO 0

Elected:

Drew Johnson

5. Regular Council Meeting date and time

Currently:

2024:

Date: 3 rd Tuesday of the Month	Date: 3 rd Tuesday of the Month
Time: 6:30 p.m.	Time: 6:30 p.m.

Moved by:

Drew Johnson

Seconded by:

Laurie Bennett

Motion Carried:

7	TO	0
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6. **Public Notice of Meetings-requests staff to post public notices of council meeting in Office Location, e.g., front door, bulletin board**

Currently: _____ 2024:

Location: Bulletin Board/Posted on Door	Location: Bulletin Board or Posted on both doors
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Moved by:

Laurie Bennett

Seconded by:

Barbara Kistler

Motion Carried:

7	TO	0
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7. **Committee Assignments-**No more than 3 per committee****

Fiscal Currently	Fiscal 2024
Drew Johnson	Drew Johnson - chair
Eric Miller	Eric Miller
Mark Yule	Mark Yule

Programming Currently	Programming 2024
Barbara Kistler	Barbara Kistler
Shelley Moothart	Shelley Moothart
Sherri Mineart	Sherri Mineart

Personnel Currently	Personnel 2024
Laurie Bennett	Laurie Bennett - chair
Susie Drish	Susie Drish
Christine Engwall	Christine Engwall

Moved by:

Laurie Bennett

Seconded by:

Barbara Kistler

Motion Carried:

7	TO	0
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8. **Appointments to Other Committees and Boards**

Fair Board Reps Currently	2024
Eric Miller	Eric Miller

MOU Committee Reps Currently	2024
Eric Miller	Eric Miller
Christine Engwall	Mark Yule

Youth Committee Reps Currently	2024
Eric Miller	Christine Engwall

Advisory Committee Reps Currently	2024
Drew Johnson	Drew Johnson

Laurie Bennett	Laurie Bennett

Moved by:

Barbara Kistler

Seconded by:

Christine Engwall

Motion Carried:

70 TO 0

9. Approval of Master Volunteer List – table to February 2024 meeting

Moved by:

Seconded by:

Motion Carried:

TO

10. Approval of Provisional Volunteers

Allow **Not Allow** Courtney Burkhalter, County Director or Cindy Hall, 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.

Moved by:

Laurie Bennett

Seconded by:

Christine Engwall

Motion Carried:

7 TO 0

11. Designate Custodian of Public Record and Open Record Requests (Courtney Burkhalter, County Director and Cindy Hall, Regional Director)

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

Currently: _____ 2024: _____

Moved by:

Barbara Kistler

Seconded by:

Laurie Bennett

Motion Carried:

7 TO 0

12. Official Newspapers (identify 2 for publication of published reports)

Currently	2024
Southeast Iowa Union	
Clarion-Plainsman	

Moved by:

Drew Johnson

Seconded by:

Sherrri Mineart

Motion Carried:

7 TO 0

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

Currently

2024

A. Depository: Midwest One Bank & Iowa State Bank with a max deposit of \$400,000	Depository:
B. Authorization of signing Checks: Drew Johnson & Christine Engwall	Authorizing signing Checks & Transferring funds:
C. Members & Staff Authorized to Transfer Funds and/or access the bank account Electronically: External Bookkeeper (Amber DeRosear)	Members & Staff Authorized to Transfer Funds and/or access the bank account Electronically:
D. Bonding Treasurer & Staff: A group surety bond purchased through Assured Partners 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.	Bonding Treasurer & Staff:
E. Review Vouchers at meetings: Sherrri Mineart, Secretary Eric Miller, Chair	Review Vouchers at meetings:

Moved by:

Drew Johnson

Seconded by:

Barbara Kistler

Motion Carried:

7 TO 0

14. Approval of County Fiscal Policy approved Spring 2023

Moved by:

Laurie Bennett

Seconded by:

Barbara Kistler

Motion Carried:

7 TO 0

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

Balance Sheet

Voucher Report

Revenue & Expense

Moved by:

Barbara Kistler

Seconded by:

Laurie Bennett

Motion Carried:

70	TO	0

16. Approval of County Personnel Policy

Moved by:

Laurie Bennett

Seconded by:

Barbara Kistler

Motion Carried:

7	TO	0
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17. Approve meeting method-adopt Robert's Rules of Order

Moved by:

Barbara Kistler

Seconded by:

Christine Engwall

Motion Carried:

7	TO	0
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18. Regular Meeting

A. Public Comments-An opportunity for any public present

Barbara – any new developments of resignation? Personnel Committee and Fiscal Committee to comment below.

B. Secretary's Report

Minutes of the previous meeting

November 21 st , 2023 December 28 th , 2023
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Moved by:

Drew Johnson

Seconded by:

Laurie Bennett

Motion Carried:

7	TO	0
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C. Treasurer's Report

i. Approval of Vouchers and EFT Payments

VOUCHERS

13834	THROUGH	13850
13851	THROUGH	13856
Motion:	Drew Johnson	
Second:	Laurie Bennett	
	7 - 0	

PAYROLL TOTALS

November	\$6,568.84
December	\$10,398.34
Motion:	Drew Johnson

Second: 7 - 0	Laurie Bennett
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EFT PAYMENTS

November	\$2,965.97
December	\$5,994.14
Motion:	Drew Johnson
Second:	Laurie Bennett
7 - 0	Cindy to check 2x Access systems pymt Nov

VOID(s)

Voided payments	None
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Moved by:

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Seconded by:

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Motion Carried:

	TO	
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ii. Approval of Financial Statements

November Financials
December Financials

Moved by:

Barbara Kistler

Seconded by:

Laurie Bennett

Motion Carried:

7	TO	0
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D. Reports

i. Staff and Program Specialists

Courtney – Dec/Jan did training, Ag in classroom @Pence, January going to Pekin. Working on awards banquet.
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ii. Regional Director

Cindy – working on budgets, will be on February Council agenda for budget

iii. Iowa Extension Council Association

Cindy – updated trainings, secretary training, Extension Council on the road 3/26 Oskaloosa

iv. Extension Council Committees

- Personnel

Unemployment case – Cindy collecting paperwork, working on camera
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- Fiscal

Met

- Program

Met in December. Discuss plans for spring and Trunk or Treat

v. 4-H Foundation

none

vi. Fair Board

Talked about plan for Fair – how to staff
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E. Approval of Volunteers

Table to February meeting

F. Unfinished/Ongoing Business

- Greenhouse/Garden Update – Both Fairfield and Pekin interested in taking some interior things from greenhouse – but not the actual greenhouse. Courtney asked FMS and will follow up.

G. New Business

- 2022/2023 Invoices to be paid
- Accept the fiscal committee’s recommendation to not pay the invoices from Lanman Farm for fall decorating, apple boxes, and pumpkins. Motion: Drew Johnson Second: Barbara Kistler 7 – 0
- Accept the fiscal committee’s recommendation to not pay the invoice from Matt Lanman delivered to the office on 1/5/24. Motion: Drew Johnson Second: Barbara Kistler 7 - 0
- CYC Position
- Open the County Youth Coordinator position at a range of \$16 to \$19/hour depending on experience. Motion: Laurie Bennett Second: Christine Engwall 7 - 0
- Status of Afterschool Program – new priorities
- Spring & Summer Staff Hiring
- Summer Program Intern: Hire Julie Campbell as the Summer Program Intern working up to 500 hours at \$13/hour, beginning after March 1, 2024. Motion: Laurie Bennett Second Barbara Kistler 7 – 0
- Summer Program Assistant: Post the summer program assistant position at \$12/hour for up to 200 hours. Motion: Laurie Bennett Second: Barbara Kistler 7 - 0
- County Fair Photographer – Fairboard to hire their own photographer. Extension council to discuss a separate photographer, or not to hire one.
- Website Services – Contract Extension IT for the Standard Web Editor Support package for up to \$1,800/year. Motion: Laurie Bennett Second: Drew Johnson 7 - 0
- Extension Council Scholarships: Offer up to five and/or up to \$5,000 scholarships to active Jefferson County 4-H Members graduating in 2024. Motion: Barbara Kistler Second: Laurie Bennett 7 - 0
- Disposal of 4 laptops: Dispose of four old laptops to be recycled through Iowa State Extension IT. Motion: Mark Yule Second: Barbara Kistler 7 - 0
- Computer for County Director: Approve a purchase up to \$1500 for a laptop computer, monitor and accessories for the County Director. Motion: Barbara Kistler Second: Sherri Mineart 7 - 0
- Calm App: Approve offering the Calm App employee benefit through the Iowa Extension Council Association. \$35/\$40 per year per employee. Will be less if more counties join in. Motion: Barb Kistler Second: Christine Engwall 7 - 0

H. Agenda items for the next meeting

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I. Next Meeting

- February 20, 2024, at 6:30 PM at the Jefferson County Extension Office

J. Adjourned at 8:37p.m.

Moved by:

Mark Yule

Seconded by:

Laurie Bennett

Motion Carried:

7	TO	0
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Secretary, Jefferson County Agricultural Extension District
(Sherri Mineart)