

Notice of Organizational Meeting of the Jefferson County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Jefferson County Agricultural Extension Council will be held at 6:30 p.m. on the 23rd day of January, 2024 at Jefferson County Extension Office in Fairfield, Iowa

1. Call the meeting to order
2. Roll Call and Introductions
3. Approval of Agenda
4. Election of Officers
5. Regular Council meeting date and time
6. Public Notice of Meetings
7. Committee Assignments
8. Appointments to other boards and committees
9. Approval of Master Volunteer List
10. Approval of Provisional Volunteers
11. Designate Custodian of Public Record and Open Requests
12. Official Newspapers
13. Fiscal Procedures
 - A. Depository
 - B. Authorization for signing checks and electronically transferring funds
 - C. Bonding of treasurer and staff
 - D. Agency Account
14. Approval of County Fiscal Policy
15. Approval of financial reports to come before the council at each meeting
16. Approval of County Personnel Policy
17. Approve Meeting Method
18. Regular Meeting

A. Public Comments-An opportunity for any public present

The XXX County Extension Council allows time for the public to present information or opinions on any topic to the elected council. Each participant will be limited to five (5) minutes. This is not a discussion with the council and no action will be taken at this meeting. Ideas shared may become agenda items at future meetings. No defamation of character or profanity will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum. The person addressing the council will be required to share their name and address. The extension council chairperson has the right to modify or combine speakers if the same information or opinion is being delivered.

B. Secretary's Report

- Minutes of the previous meeting
 - November 21st, 2023 Minutes
 - December 28th, 2023 Minutes

C. Treasurer's Report

- i. Approval of Vouchers
 - 13834 through 13850
 - 13851 through 13856
- ii. Approval of Payroll
 - November - \$6,568.84
 - December - \$10,398.34
- iii. EFT Payments
 - November - \$2,965.97
 - December - \$5,994.14

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

- iv. Approval of Financial Statements
 - o November Financial Statements
 - o December Financial Statements

D. Reports

- i. Staff and Program Specialists
- ii. Regional Director
- iii. Iowa Extension Council Association
- iv. Extension Council Committees
 - Personnel
 - Fiscal
 - Program
- v. 4-H Foundation
- vi. Fair Board

E. Approval of Volunteers

F. Unfinished/Ongoing Business

- i. Greenhouse/Garden Update

G. New Business

- i. 2022/2023 Invoices to be paid
- ii. CYC Position
- iii. Status of Afterschool Program
- iv. Spring & Summer Staff Hiring
- v. County Fair Photographer
- vi. Website Services
- vii. Extension Council Scholarships
- viii. Disposal of 4 laptops
- ix. Computer for County Director
- x. Calm App

H. Agenda items for the next meeting

I. Next Meeting

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

J. Adjourned