

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

DATE: 7 JANUARY 2021 **TIME:** 6:30 PM **LOCATION:** CAMBRIDGE BLDG – JEFFERSON CO. FAIR GROUNDS

1. CALL THE MEETING TO ORDER

2. Roll Call and Introductions

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|---|--|--|
| <input checked="" type="checkbox"/> Bennett, Laurie | <input type="checkbox"/> Drish, Susie | <input checked="" type="checkbox"/> Engwall, Christine |
| <input checked="" type="checkbox"/> Johnson, Drew | <input checked="" type="checkbox"/> Kistler, Barbara | <input checked="" type="checkbox"/> Klehm, Cory |
| <input checked="" type="checkbox"/> Miller, Eric | <input type="checkbox"/> Moothart, Shelley | <input checked="" type="checkbox"/> Peck, John |
| <input checked="" type="checkbox"/> Mohling, Gene | <input checked="" type="checkbox"/> Crile, Jeri | <input checked="" type="checkbox"/> Davidson, Grace |
| | | <input checked="" type="checkbox"/> Lanman, Hilary |
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3. Approval of Agenda

Moved by:

Motion Carried: **All approved**

4. Secretary's Report

Minutes of the previous meeting

Moved by:

Motion Carried: **All approved**

5. Organizational Meeting

A. Approval of consent agenda items:

- i. Operating norms
- ii. Meeting attendance expectations: 80% requested attendance
- iii. Adopting Roberts Rules of Order
- iv. Approval of comprehensive master volunteer list: Motion by Miller to approve this list. All approved.
- v. Financial reports provided before each council meeting:

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Moved by: (see above)

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Motion Carried: **All present council members approved (APCMA)**

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B. 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/she 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.

- i. **Chair** *(duplicate this and the next box if more than one nomination)*

Eric Miller

Nominated by:

Kistler

Motion Carried: APCMA

7	TO	0
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Elected:

Eric Miller

Meeting handed over to duly elected chairperson

- ii. **Vice Chair** *(duplicate this and the next box if more than one nomination)*

Engwall

Nominated by:

Miller

Motion Carried: APCMA

7	TO	0
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Elected:

Christine Engwall

- iii. **Secretary** *(duplicate this and the next box if more than one nomination)*

Kistler

Nominated by:

Engwall

Motion Carried: APCMA

7	TO	0
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Elected:

Barbara Kistler

iv. Treasurer *(duplicate this and the next box if more than one nomination)*

Johnson

Nominated by:

Miller

Motion Carried: APCMA

7	TO	0
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Elected:

Drew Johnson

C. Regular Council Meeting date and time

Currently:

2021:

Date: 1 st Thursday of the Month	Date: same
Time: 6:30 pm (winter) 7:30 pm (summer)	Time: same

Moved by:

Miller

Motion Carried:

6	TO	1
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Kistler opposed

D. Committee Assignments

Current Fiscal Committee

2021 Fiscal Committee

Eric Miller	same
Stephen Burgmeier	Drew Johnson
John Peck	same

Current Programming Committee

2021 Programming Committee

Christine Engwall	same
Barbara Kistler	same
Cory Klehm	Same

Current Personnel Committee

2021 Personnel Committee

Susie Drish	Same
Shelley Moothart	Same
Laurie Bennett	Same

Moved by:

Miller

Motion Carried: **APCMA**

7	TO	0
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E. Appointments to Other Committees and Boards

Fair Board Currently	2021
John Peck	John Peck Shelly Moothart

Strategic Planning Currently	2021
Shelley Moothart	Tabled (August Agenda Item) address quarterly thereafter with a job description
Laurie Bennett	Tabled (August Agenda Item) address quarterly thereafter with a job description

MOU Committee Currently	2021
John Peck	same
Christine Engwall	same

Youth Committee Currently	2021
Eric Miller	tabled

Advisory Committee Currently	2021
John Peck	same
Susie Drish	Drew Johnson

Moved by:

Miller

Motion Carried: **APCMA: Members are to write a description of their job duties on these committees to the March Meeting**

7	TO	0
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F. Official Newspapers (*identify 2 for publication of published reports*)

Currently	2021
SE Iowa Union	same
Richland Clarion Plainsman	same

Moved by:

Bennett

Motion Carried: **APCMA**

7	TO	0
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G. Fiscal Procedures (*include all the following into one motion*)

Currently	2021
Depository: First National Bank & Iowa State Bank with a max deposit of \$250,000	Depository: Same
Authorization of signing Checks & Transferring Funds: Eric Miller & Susie Drish	Authorizing signing Checks & Transferring funds: Drew Johnson & Eric Miller
Bonding Treasurer & Staff: LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters providing \$20,000 bond for Treasurers as required by state statutes and a \$250K Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to the county auditor.	Bonding Treasurer & Staff: LMC

Moved by:

Bennett

Motion Carried: **APCMA**

7 TO 0

H. Designate Custodian of Public Record and Open Record Requests

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

Craig Leager

Moved by:

Miller

Motion Carried: **APCMA**

7 TO 0

6. Regular Meeting

A. Open Forum-An opportunity for any public present

No public present

B. Treasurer's Report

- i. Approval of Vouchers and EFT Payments

VOUCHERS

13052	THROUGH	13092
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EFT PAYMENTS

IPERS	Total of both of \$8,014.17
US Dept. Treasury	

Moved by:

Peck

Motion Carried: **APCMA**

7 TO 0

ii. Approval of Financial Statements

R&E and Balances and Vouchers and Detail

Moved by:

Engwall

Motion Carried: **APCMA**

7 TO 0

C. Reports

i. Staff and Program Specialists

Highlights only

ii. Extension Council Committees

- Personnel

Nothing at this time

- Fiscal

Budget meeting held

- Programming

Temp help needed in case all office staff is gone
Tentative list requested for Barn Superintendents submitted to FairBoard
Samantha (FB) is CYC Liasion

iii. Regional Director

Presentation of ISU MOU and 2-Way Scorecard

iv. Iowa Extension Council Association (IECA)

Meeting on Saturday

v. 4-H Foundation

Review of Statewide 4-H Foundation: Start our own?? Put on Agenda for next month?

vi. Fair Board

n/a

vii. Master Gardeners

n/a

D. Approval of FY22 Work Budget

Klehm moved that the FY22 Extension Educational Operating budget be approved for \$306,464.00 in expenditures with a tax request of \$261,000.00 with \$257,606.00 from property tax and \$3,394.00 from utility excise tax. The council treasurer or designee is directed to officially publish that the FY22 budget public hearing is scheduled for February 4, 2021 at 6:30p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

Motion Carried: **APCMA**

7 TO **0**

Klehm moved that the FY22 Extension Education Unemployment budget be approved for \$10,000.00 in expenditures with a tax request of \$0.00 with \$0.00 from property tax and \$0.00 from utility excise tax. The council treasurer or designee is directed to officially publish that the FY22 budget public hearing is scheduled for February 4, 2021 at 6:30p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

Motion Carried: **APCMA**

7 TO **0**

Klehm moved that the FY22 Extension Educational Tort budget be approved for \$4,650.00 in expenditures with a tax request of \$6,500.00 with \$6,418.00 from property tax and \$82.00 from utility excise tax. The council secretary or designee is directed to officially publish that the FY22 budget public hearing is scheduled for February 4, 2021 at 6:30p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

Motion Carried: **APCMA**

7 TO **0**

E. Old Business

i. Consideration of Holiday Event

Postpone until December 2021

Moved by:

Bennett

Motion Carried: **APCMA**

7 TO **0**

F. New Business

i. Consideration of Staff Enrollment in IECA's Employee Assistance Program

Approval

Moved by:

Engwall

Motion Carried: **APCMA**

7 TO 0

ii. Consideration of Chamber of Commerce Sponsorship

Motion to pay the dues only

Moved by:

Bennett

Motion Carried: **APCMA**

7 TO 0

iii. Consideration of Support for Water Rocks!

Tabled until February meeting

Moved by:

Motion Carried:

TO

iv. Presentation of Quarter 1 data from 2-Way Scorecard

iv. Agenda items for the next meeting

See above

v. Next Meeting

- February 4th, 2021 at 6:30 PM at the Jefferson County Extension Office

vi. Adjourn

Moved by:

Peck @ 9:23pm

Motion Carried:

7 TO 0