

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Thursday, October 27th, 2022

(Rescheduled from 10/18)

1. Eric Miller called the meeting to order at 7:33 p.m.

- a. Present: Susie Drish, Drew Johnson, Eric Miller, John Peck, Barbara Kistler, and Laurie Bennett by phone.
- b. Absent: Cory Klehm, Christine Engwall and Shelley Moothart.
- c. Also Present: Cindy Hall, Courtney Burkhalter, Jeri Crile and Hilary Lanman.

2. Approval of Agenda: Eric Miller

- a. Drish moved to approve the agenda. All approved.

3. Secretary's Report: Cindy Hall

- a. Peck moved to approve the minutes from September 20, 2022. All approved. Kistler abstained.

4. Treasurers Report: Drew Johnson

- a. Miller moved to approve September checks #13533 to #13555 and EFT 's Totaling \$2,749.80. All approved

5. Reports:

- Staff and program specialists (highlights only)
 - County Staff
- Extension Council Committees
 - Personnel
 - Fiscal
 - Programming
 - Strategic Planning
 - 4-H and Youth Committee
 - Fair board
 - MOU
 - Advisory
- Regional Director
 - New Council Member Training
 - Budget Planning
- IECA

6. Old Business

- a. Trunk or Treat Update – 42 vendors – Sunday 2-4 pm

7. New Business

- a. Master Gardeners Scholarships for 2023
 - Motion by Kistler to offer \$125 reimbursement for 2023 Master Gardener Training. All approved
- b. Garden Update – No motion
- c. Powerful Tools for Caregivers – No motion
- d. Lunch & Learn Series
 - Motion by Kistler to carry Lunch & Learn theme and furnish lunch. All approved
- e. VITA Tax Prep
 - Motion by Kistler to approve Jefferson County Extension to be a VITA program site for 2023. All approved
- f. New Volunteers
 - Katie Mitchell (Co-Leader of Packwood Trojans Clover Kids). Motion by Johnson to approve Katie Mitchell as new volunteer. All approved
- g. Fair board/Extension MOU
 - Updated MOU. Motion by Peck to approve updates. All approved
- h. Fiscal Policy

- Fiscal Policy Changes
 - 3.1C – does
 - 3.2B - \$1,000
 - 3.3A – does, with pre-approval of Extension Council
 - \$50
 - Does not
 - 3.4.A - \$4,000
 - 6.3 – 15th
 - 6.36 – does
- Motion by Johnson to approve 2022-2023 Fiscal Policy with changes noted below. All approved
 - 3.1 C The extension council **does** authorize use of sign-in sheets to be used as documentation of the number of paid attendees, such as the Pesticide Applicator Training state form.
 - 3.2 B The extension council requires prior approval for any single purchase in excess of **\$1000** or any expenditures not included in the approved budget.
 - 3.3.A.1 The extension council **does** authorize the purchase of gift cards, with the maximum limit of any one single gift card purchased is \$50, with prior approval by council of each purchase.
 - 3.3.A.2 The extension council **does not** allow an approved volunteer the ability to purchase gift card(s) for extension program purposes and activities and be included as part of a reimbursement.
 - 3.4A.5 The maximum total credit limit for each individual’s credit card account may not exceed **4,000**.
 - 6.3 The monthly balancing spreadsheet will be completed and emailed to the ISU county services accountant and regional director by the **15th day** of the month. (Recommended: 15th day of the month)
 - 6.3.6 Council **does** authorize the bookkeepers to secure electronic/online permissions for viewing and/or printing access of bank account statements and information that aids in the reconciliation process.
- i. 2023 Summer Intern/Assistant
 - Motion by Kistler to post/advertise 2023 Summer Intern position at \$12 an hour up to 480 hours. All approved.
- j. Items to donate
 - Keep Extension Print
 - Donate Stamp picture to museum.
 - Motion by Kistler. All approved

8. Open Forum for Public Comments

The Jefferson County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. Unless the item is on the agenda, there will be no action taken at this meeting. Concerns may be an agenda item at future meetings. The Council will not ask or answer questions, clarify comments, nor explain their position on actions taken during this public comment period. Participants may not engage in discussion on other items of business during the meeting. No defamation of character or slander 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.

9. Next meeting is **Tuesday, November 15th at 6:30 PM** with the following agenda items:

10. Adjourn – Motion by Peck to adjourn @ 8:50 p.m.