

# MINUTES

## JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, April 18, 2023

1. **Call the meeting to order and roll call:** Eric Miller 6:35pm

Present: Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

Absent: Susie Drish

Present: Cindy Hall, Tammy Jones, Jeri Crile

2. **Approval of Agenda:** Eric Miller

Bennett made a **motion** to approve agenda

**Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

3. **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 and office personnel issues will be directed to the proper chain of command and not discussed in this forum.*

Johnson made a **motion** to recess.

**Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

Engwall made a **motion** to close public comments.

**Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

4. **FY23 Budget Amendment Hearing**

- Motion to recess regular meeting and open budget hearing
- Open floor for public comments
- Motion to close Public Hearing and resume regular meeting

5. **Secretary's Report:** Sherri Mineart **Approve: all**

- Approval of minutes from March 21, 2023 Kistler **motion** to approve **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Approval of minutes from March 23, 2023 special meeting Kistler **motion** to approve **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

6. **Treasurers Report:** Johnson made a **Motion:** to approve March checks. **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Approval of March checks #'s 13621 to 13654 and EFT 's Totaling \$3,816.
  - Review of March 2023 financial reports
  - Spending will go up with programs in the spring – recommendation later in the meeting

7. **Reports:**

- Staff and program specialists (highlights only)
- Extension Council Committees
  - Personnel starting annual reviews,
  - Fiscal
  - Program
  - 4-H & Youth Committee – completed record book on display at Extension office – ask a graduating senior member to leave their record book as an example for the next year.
  - Fair Board close to getting fair books to printer, waiting on sponsor logos, Mid May. Thoughts on not printing the fair book. QR code or Apps.
  - MOU
  - Advisory
- Regional Director and IECA Update – all summer staff hired. Ramping up programming. Jason Henderson, new Vice President for Extension and Outreach came to Mt Pleasant for Hellos and Handshakes tour – all Jefferson county employees attended.

8. **Old Business**

9. **New Business**

- New Volunteers - none
- FY23 Budget Amendment  
Johnson **moved** to amend the FY Extension Educational Operating budget from \$299,760 to \$344,760 due to unanticipated grant and program fee revenue and program fee expenses after the budget process was complete. **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Powerful Tools for Caregivers Fall Course - \$40 per person up to 16 people. Funds budgeted. Kistler made a **motion**. **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Fair Assistant – needed work three days per week, start in early May. \$12/hour. Will work all of Fair. Up to 175 hours total. Johnson made a **motion** to hire Julie Cambel for up to 175 hours at \$13/hour to start after May 20<sup>th</sup>. **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Horticulture Specialist Kala Miller, FHS science teacher, teaches horticulture. Work 20 hours/week answering questions, coordinating the giving garden. Starting after June 1– October 15. Seasonal position. Bennet **motioned** to hire Kala Miller as Horticulture specialist from June 1- Oct 15. \$16/hour **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Fair Photographer – table for next month
- Golf Cart for Fair - \$175 sponsorship. Cost \$150 + mileage/repairs. Bennet made a **motion** to rent two golf carts for use during the fair under \$500 providing we can get them. **Approve:** Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

- Program Fee Account Balances some accounts have a negative balance. Johnson **motion**: Use tax sub-fund dollars to zero out 4-H accounts 659 (Fair), 602 (4H Fundraiser) and 620 (Chicken Fund) \$5,356.27. **Approve**: Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- End of Year Purchases – need to spend approximately \$5K. Any recommendations: See if Fair Board has a small project. Purchase caregiver books. More ipads for school programs. Handwashing station in Cambridge building for food service during the fair. More information to come next month.
- Fiscal Policy – New template – Kistler made a **motion** the extension council does/does not authorize purchase of apparel with public funds. Apparel purchases cannot exceed \$50 per employee or extension council member per fiscal year. **Approve**: Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
  - Must be returned when you leave. Do not wear personally – for business. Helps with branding. Cindy to email a few suggestions hope to have by fair.
- Expense Reimbursements – Fiscal Policy – Table to next month
- Move up June meeting from 6/20 to 6/13 at 6:30pm so as not to meet during the fair. No July meeting

10. Next meeting date is **Tuesday, May 16th at 6:30 PM** with the following agenda items:

11. Yule **motion** to adjourn meeting . **Approved: Approve**: Laurie Bennett, Shelley Moothart, Barbara Kistler, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule Adjourn 7:55pm