

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, April 19th, 2022

1. **Call the meeting to order and roll call:** Eric Miller
 - a. Present: Eric Miller, Barbara Kistler, Cory Klehm, Shelley Moothart, Christine Engwall, Drew Johnson, John Peck, Susie Drish and Laurie Bennett
 - b. Absent:
 - c. Also Present: Barb Sieren, Jeri Crile, Hilary Lanman, Tammy Jones, Cindy Hall, Dan Delaney and Clarabell Probasco
2. **Approval of Agenda:** Eric Miller
 - a. Motion by Bennett to approve. All Present Council Members Approved.
3. **Secretary's Report:** Barbara Kistler
 - Approval of minutes from March 15th and March 30th. Motion by Kistler to approve. All Present Council Members Approved.
4. **Treasurers Report:** Drew Johnson
 - Approval of March- checks #'s 13369 to 13384 and EFT 's Totaling \$1,848.55. Motion by Johnson to approve. All Present Council Members Approved.
 - Review of March 2022 financial reports
5. **Reports:**
 - Specialist Clarabell Probasco – Research Farm – New Building Project presented with additional classroom.
 - Staff and program specialists (highlights only)
 - Extension Council Committees
 - Personnel – Several applicants for Program Coordinator position
 - Fiscal
 - Fiscal Year 2020 State Wide Audit Report-Presented with a few recommendations
 - Fiscal Year 2021 County Audit Exit Report-Good Audit
 - Programming
 - Strategic Planning
 - 4-H and Youth Committee-Upcoming Events
 - Fair board
 - MOU
 - Advisory
 - Regional Director and IECA – Jefferson County Received Pollinator Grant by Alliant Energy \$5,000-\$8,000
6. **Old Business**
 - Carryover Options-
 - a. Tables & Chairs (12 tables, 40 chairs) \$7,988. Motion by Bennett to budget \$10,000 for Tables and Chairs. All Present Council Members Approved.
 - b. Conference Call & Wireless AV \$3,605. Motion by Moothart for upgrade. All Present Council Members Approved.
 - c. Marketing Contract with KMCD \$5,271

- d. Fair Shirts \$2,000
- e. 4-H Club Grants up to \$500
- f. Cabinet Doors \$2,300
- g. Dog Agility Equipment \$4,029 – Motion by Klehm to approve items c. thru g. as quoted. All Present Council Members Approved.
- h. Fair Assistant \$3,900 - \$12 an hr. for 4 weeks. Motion by Moothart to approve hiring this position for June. Nay by Bennett. Miller, Johnson, Engwall, Drish, Peck, Klehm, Kistler and Moothart approved.
- i. Photomats \$1,000
- j. Program Supplies \$1,000
- k. Office Equipment \$1,500
- l. Signs and Promo Materials \$2,550
- m. NAE 4-H Conference \$500 – Motion by Klehm to approve items i. thru m. as quoted. All Present Council Members Approved.
- n. Fairground Projects
 - Sound System – Professional Computer Solutions – Phase One total cost - \$47227 – includes fair buildings, barns, and ground page. This can be done before the fair, but they require ½ upfront to order parts. Fiscal Committee proposed to fund \$25,000.
 - Wash Bay Lights – Edgewood Electric \$3,000
 - Show Arena Gutters \$1,000
 - Barn LED Lights – Menards \$750
 - Livestock Pens (20) - \$8,151 (Sydell Manufacturer) (\$9,047.34 from Vittetoe, Inc.)
 - Portable Sound System (Horse Arena) Rockville Pro Sound & Lighting \$1,200 - Motion by Peck to spend \$39,101.00 as corrected. Motion amended to replace Vittetoe Bid for Livestock Pens to make total \$40,000.00 for Fairground Projects. All Present Council Members Approved.
- o Extension Week Event of Activities – April 21st
- o Fair Photo Contract – Motion by Johnson to pay \$1,000 for official fair photos. All Present Council Members Approved.
- o Nominating Committee – Motion by Johnson to nominate 4 recommended names (Randy & Jan Baird, Richard Heald and Amy White). All Present Council Members Approved.

7. New Business

- o New Volunteers
- o Garden space (Giving Garden & Fairfield Garden Initiative) – Barb Sieren – use of raised beds, greenhouse. Motion by Bennett to approve up to \$750 for Giving Garden. All Present Council Members Approved. Motion by Moothart to approve \$1,500 and partnership with Garden Initiative. All Present Council Members Approved.
- o Club Grants – Update Only. No Vote Needed
- o External Bookkeeper – Motion by Kistler to post position up to \$35 an hour. All Present Council Members Approved.
- o Health insurance Benefit – Motion by Klehm to approve up to \$650 paid choice of health or dental plan for each employee at 32+ hours a week. All Present Council Members Approved.
- o Program Coordinator – Motion by Klehm to recommend applicant up to \$18 an hour, and also to allow Personnel Committee to interview/hire. Nay by Peck and Kistler. Approved by Miller, Johnson, Engwall, Drish, Bennett, Moothart and Klehm.
- o Internship/Summer Assistant - Motion by Bennett to allow Personnel Committee to interview/hire a Summer Assistant @ up to \$15 an hour for 480 hours. Nay by Kistler and Peck. Approved by Miller, Johnson, Engwall, Drish, Bennett, Moothart and Klehm.

- Fair Assistant – N/A

8. Open Forum for Public Comments – Dan Delaney announced a Jefferson County Cattlemen Event July 28th.

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 date is Tuesday, May 17th at 7:30 PM with the following agenda items: Facility Services

10. Adjourn by Peck @ 9:56 p.m.