

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, May 16th, 2023

1. **Call the meeting to order and roll call:** Eric Miller 6:32pm
 - a. **Present:** Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart
Mark Yule
 - b. **Absent:** Laurie Bennett, Barb Kistler, Susie Drish
 - c. **Present** Cindy Hall, Courtney Burkhalter, Hillary Lanman
 - d. **Absent:** Tammy Jones, Jeri Crile
2. **Approval of Agenda:** Eric Miller
 - a. **Johnson** made a motion to approve the agenda.
 - b. **Approve:** Shelley Moothart, 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.
4. **Secretary's Report:** Sherri Mineart
 - Approval of minutes from April 18, 2023.
 - Johnson made a motion to approve minutes of 4.18.23
 - a. Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart
Mark Yule
5. **Treasurers Report:** Drew Johnson
 - Approval of April checks #'s 13655 to 13674 and EFT 's Totaling \$2,907.59.
 - Review of April 2023 financial reports
 - Moothart made a motion to approve April checks & EFTs.
 - b. Approved: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart
Mark Yule
6. **Reports:**
 - Staff and program specialists (highlights only)
 - Extension Council Committees
 - Personnel – working on scheduling reviews in early July.
 - Fiscal - no
 - Programming – Courtney updated. My Wellbeing, Ag in the Classroom, Jefferson County Park field trip, Be at Farmers Market Saturday, Day camps begin in June.
 - Strategic Planning
 - 4-H and Youth Committee – Easter Egg – made \$30,
 - Hillary Lanman - Ag in the Classroom, Earth Day update, YQCA training
 - Jeri Crile Office Coordinator – prepping for audit, Volunteer Income Tax Assistance Program Summary.

- Fairboard – announcers for Fair. Work night 5/31 open to anyone.
- MOU
- Advisory
- Regional Director and IECA Updates
 - All summer staff are hired. The first one starts this week. Next week and last one starts 6/5.
 - Iowa 4H foundation – grant \$35,000 over three years, put in one application for all four counties.

7. Old Business

- Fair Photographer – have five bids – committee has not been able to meet. Split cost between Fairboard and Extension.
 - Drew made Motion for Fair Photography Committee authority to hire a photographer on Extension’s behalf for \$2000 for Extension portion.
 - Approve: all
- Expense Reimbursements
 - Drew moved to Approve Hilary Lanman’s expenses reports from July 2022 – April 2023 totaling \$2,290.97.
 - Approve: Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
 - Opposed: Christine Engwall
 - Drew made motion: Add clarification to the fiscal and personnel policies that expenses will not be reimbursed after 90 days of the expenditure or after the end of the fiscal year.
 - Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

8. New Business

- Consideration of Volunteers. Drew made a motion to approve new volunteers: Justin Reed, Keeli Rubey, Dave Lock, and Dan Delaney.
- Approved: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart Mark Yule
- State and Regional 4-H Event Registration Cost-Share
- Motion: Drew - Jefferson County Extension will cover 50% of registration fee for Jefferson County 4-Hers attending regional and state trips and conference less than \$100 and 75% of fees for those between \$100 and \$300. Additional financial assistance based on need will be considered no request. Cost-share will be available until the budgeted amount is depleted. Approved: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart Mark Yule
- Youth Program Financial Assistance - skip
- Apparel Order Form – Jeri sent an email last week. Due tonight
- Growing Up Wild – Teacher educator program – ages 3 – 7. Drew move to pay \$30 per participant up to \$600. Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart Mark Yule
- Carryover – \$8,964.11 overage currently. Minus the \$3000 for laptop purchase equals overage of \$5949.11. Overage around 3K with additional expenses/credit card charges.
- Program I-Pads – purchase ten additional iPads. We have funds available. Drew made a motion to purchase ten iPads and to spend up to \$3500 from Iowa State. Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart Mark Yule
- Staff Laptop Purchase
 - Hillary needs a new laptop – battery is swollen. Currently budgeted for one laptop every year. Have not purchased for this year. Eric Motion to buy laptop for

\$1,147.00 Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

- Extra Cleaning During Fair – new cleaning company is doing an excellent job. Christine Engwall Motion to do additional cleaning during the fair – every other day – up to four times. Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Council Fair Roles and Responsibilities – Cindy to send email with schedule.

9. **Next meeting date is Tuesday, June 13th at 6:30 PM with the following agenda items:**

Will have July meeting this year and no meeting in August.

10. **Adjourn**

Motion: Mark made a motion to adjourn at 8:50pm

Approve: Shelley Moothart, Christine Engwall, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule