

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, May 17th, 2022

1. **Call the meeting to order and roll call:** Eric Miller
 - a. Present: Shelley Moothart, Laurie Bennett, Drew Johnson, Eric Miller, Christine Engwall, John Peck and Barbara Kistler
 - b. Absent: Cory Klehm and Susie Drish
 - c. Also Present: Gene Muehling, Cindy Hall, Jeri Crile, Hilary Lanman and Tammy Jones
2. **Approval of Agenda:** Eric Miller
 - a. Motion to approve: Not addressed
3. **Secretary's Report:** Barbara Kistler
 - Approval of minutes from April 19th, 2022.
 - Motion by Johnson to approve. 6 Yays, 0 Nays and Kistler Abstained
4. **Treasurers Report:** Drew Johnson
 - Approval of April checks #13385 to 13403 and EFT 's Totaling \$4,217.48
 - Motion by Miller to approve. 6 Yays, 0 Nays and Kistler Abstained
 - Review of April 2022 financial reports
5. **Reports:**
 - Regional Director and IECA
 - Gene Muehling – Council Roles and Expectations – Review of MOU. Bennett: If there's a concern, how do we proceed? Talk to person privately or place on Agenda for discussion. Approach in a mindful manner. Talk to Cindy as #1.
 - Staff and program specialists (highlights only)
 - Extension Council Committees
 - Personnel – See below
 - Fiscal
 - Programming
 - Strategic Planning
 - 4-H and Youth Committee
 - Fair board – Fair Book will go to printer soon.
 - MOU
 - Advisory
6. **Old Business**
 - Carryover Options - \$17,926 balance on carryover.
 - Marquee Sign, new ISU, Sign & Installation \$30-\$35,000 – Motion by Bennett to spend up to \$18,000 for new marquee sign. 6 Yays, 0 Nays and Kistler Abstained
 - Conference Room Light Upgrade. Motion by Bennett to pay up to \$2,500 for light upgrade. 6 Yays, 0 Nays and Kistler Abstained
 - Fair Photo Contract update – Sam Haney has been approved for Fair photos
 - Nominating Committee – Motion by Moothart to contact Carrie & Jason Steele to be on Nominating Committee. 6 Yays, 0 Nays and Kistler Abstained

- Program Coordinator – Motion by Bennett to approve Courtney Burkhalter for the Program Coordinator position upto 40 hours @ \$18 an hour starting after July 1st. 6 Yays, 0 Nays and Kistler Abstained
- Internship/Summer Assistant – Motion by Bennett to approve Madison Duff for the position of Internship/Summer Assistant \$15 an hour up to 450 hours beginning May 31st, 2022. 6 Yays, 0 Nays and Kistler Abstained
- Fair Assistant(s) – Motion by Bennett to approve Audrey Smith to begin May 23rd @ \$12 an hour up to 300 hours and Jaci Steffener @ \$18 an hour up to 10 hours. 6 Yays, 0 Nays and Kistler Abstained
- Garden Space – Barb Sieren resigned her position with the Fairfield Garden Initiates due to personal issues. Faith Reeves will continue the project.

7. New Business

- New Volunteers:
 - Fitting & Adult Mentor:
 - Shannen Coffman for Landen Pilcher
 - Tom Hoskins for Wayne Wiley
 - Clayton Smith for Bryan & Madison Meixner
 - Trenton Molkenthin for Kale McBeth
 - Cale Martin for Nate Woodburn
 - Jeremy Heald for Nate Woodburn
 - Kelly Lacey for Cameron McLain
 - Jeremy Heald for Cameron McLain
 - Dustin Ford for Kiya Robertson
 - Kelley Lacey for Konrad, Grace and Hope Hellweg
 - Casey Cronk for Aiden & Emerson Porter
 - Sara Robb for Emily & Lauren White
 - Fundraiser Committee:
 - Mary Bishop (New)
 - Clover Kids Co Leader:
 - Eileen Pickard
 - Master Gardener:
 - Kelli Mae Leroux

Motion by Bennett to approve list of names. Yays-Bennett, Moothart, Engwall, Johnson, Miller. Nay-Peck and Kistler Abstained

- Donating/Selling Old Supplies – Motion by Moothart to approve donating supplies to Habitat for Humanity. 6 Yays, 0 Nays and Kistler Abstained
- SE Iowa Research Farm- No donation this year
- Office Hours-Motion by Bennett to have the Office be open 5 days starting June 1st thru August 5th. 6 Yays, 0 Nays and Kistler Abstained
- Facility Services/Cleaning-Motion by Miller to cancel Aramark July 1st and purchase up to \$500 in equipment for replacement. 6 Yays, 0 Nays and Kistler Abstained

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 date is **Tuesday, June 14th at 7:30 PM** with the following agenda items:

10. **Adjourn** – Motion by Peck to adjourn @ 10:15 p.m.