

Minutes

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, November 14, 2023

1. Call the meeting to order and roll call: Eric Miller

- a. **Council Members Present:** Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- b. **Council Members Absent:** Susie Drish, Christine Engwall, Barb Kistler
- c. **Staff Present:** Cindy Hall, Courtney Burkhalter, Hillary Lanman, Mike Filson, Garren Stacy
- d. **Staff Absent:** Jeri Crile

2. Approval of Agenda: Eric Miller

- a. Laurie Bennet moved to approve agenda
- b. Approve 6 – 0 Laurie Bennett, Shelley Moothart, 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.

- o Thank you card from scholarship recipient – Nicole Robb

4. Secretary's Report: Sherri Mineart

- o Approval of minutes from October 17, 2023.
- o Changed approval date from 6/13/23 to 9/19/23
- o Shelley Moothart moved to approve minutes of 10/17/23
- o Approve 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

5. Treasurers Report: Drew Johnson

- o Approval of October checks #'s 13803 to 13833, direct deposits totaling \$94,460.64, and EFT 's totaling \$2,910.83.
- o Laurie Bennett moved to approve
- o Approve 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- o Financial Reports

6. Reports: (List who gave reports)

- o Staff and program specialists (highlights only)
- o Extension Council Committees
 - Personnel
 - Fiscal
 - Programming
 - Strategic Planning
 - 4-H and Youth Committee
 - Fairboard
 - MOU – met 11/13
 - o Laurie Bennett made a motion to approve the updated MOU

- Approve 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
 - Advisory
- Regional Director & IECA Updates
 - Holiday Office Closures 11/22–24 and 12/25-27
 - Budget Fiscal committee meeting between Christmas and New Years to bring budget to the Council in January.

7. Unfinished/Ongoing Business

- Trunk or Treat Update approx. 2000 people attended
- New Volunteers
 - Drew Johnson moved to approve Eric Dee Miller: static Committee, Lindsey Jansma: Packwood Clubs.
 - Approved 6:0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

8. New Business

- Rule Changes
 - Shelley Moothart moved to approve rule changes as presented.
 - Approved 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Awards Banquet
 - Middle School Contract, Guest Speaker, Food (January 13)
 - Laurie Bennett moved to approve signing an Entertainer/Speaker contract up to \$2000 for the awards banquet, holding the event at the middle school (Contract needs signed) for \$80 plus \$35/ hour janitor service, and spending up to \$2500 on the awards banquet meal paid for by Youth Committee program fee account (non-tax money)
 - Approved 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Ear Tags, Retinal Imaging and DNA Fee Updates
 - Drew Johnson made a motion to pass the cost to all exhibitors of both ear tags and retinal imaging and DNA fee update nominations.
 - Approve 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Laptop bag disposal/donation
 - Shelley Moothart moved to offer to donate laptop bags to The Well
 - Approved 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
 - Shelley Moothart made an amended motion to offer laptop bags first to 4H members to be picked up by 12/1
 - Approved 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Summer Intern
 - Laurie Bennett motioned to begin promoting and accepting applications for the 2024 summer intern/assistant position \$13/hour, up to 500 hours (40 hours/week for 12 weeks + 20 hours during Spring Break)
 - Approved 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Civil Rights Training

9. Next meeting date is **Tuesday, January 16th, 2024 at 6:30 PM.**

- Agenda items

10. Adjourn

Mark Yule moved to adjourn the meeting at 8:25pm

Approve 6-0 Laurie Bennett, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

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