

# MINUTES

## JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, October 17, 2023

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

- a. **Present:** Laurie Bennett, Susie Drish, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- b. **Absent:** Christine Engwall
- c. **Present:** Cindy Hall, Courtney Burkhalter (late) , Hillary Lanman, Jeri Crile, Mike Filson
- d. **Absent:** none

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

- a. Susie Drish made a motion to approve agenda
- b. **Approve 7-0:** Laurie Bennett, Barb Kistler, 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.*

**4. Secretary's Report:** Sherri Mineart

- Susie Drish moved to approve the minutes from September 19, 2023.
- **Approve 7-0:** Laurie Bennett, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

**5. Treasurers Report:** Drew Johnson

- Approval of September checks #'s 13788 to 13801, direct deposits totaling \$36,923.71, and EFT 's totaling \$7,362.70.
  - Laurie Bennett made a motion to approve
  - **Approve 7-0:** Susie Drish, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Financial Reports
- Walmart Credit Card Purchase of \$526 on September 12. - Acknowledged

**6. Reports:**

- Staff and program specialists (highlights only)
- Extension Council Committees
  - Personnel – motion later this meeting. Met twice this month.
  - Fiscal – no meeting
  - Programming – no meeting
  - Strategic Planning – no meeting
  - 4-H and Youth Committee – 1/13/24 possible 4h banquet date.
  - Hilary updated – (mums/pumpkins sale) \$3807 (week #1) + 540.50 (week #2)  
\$2217.15 check for expenses for mums/pumpkins \$2130.35 (profit – minus mileage + staff time) Sold 130 mums and 135 regular pumpkins, 75 specialty pumpkins.

- Fairboard – hopeful new facility within 2 years. Last weekend motorcross – weather not great – attendance low. Hope for better next year. Expanding campgrounds. Add service for 80 spots but will start with 20 new camping spots.
- Courtney – in Ames – networking other program coordinators. Sept finished up powerful tools for caregivers. Next one scheduled Jan/Feb. Afterschool program starting up again.
- MOU – needs to have a meeting.
- Advisory – no update
- Regional Director & IECA Updates – working with Personnel committee. Starting to work on budgets, and civil rights audit (every 4 years – every county). Civil rights training next month.

## 7. Old Business

- Trunk or Treat – week from Friday. Need help. Extension Council work popcorn machine. 5 – 7:30pm. Thirty-seven businesses signed up. Need additional insurance for non-prepackaged food service – Cindy said around \$200.

## 8. New Business

- New Volunteers – none
- Pumpkin & Mum Payment Approval – Fiscal Committee – Invoice from 2022 – wasn't submitted last year. One time exception – Drew asked for additional documentation to be filed. He requested email from Cindy to Finance committee and Hillary.

Drew made a motion to approve invoice \$1304.75 to Hillary for pumpkins/mums in 2022. Coming from youth committee account.

**Approve 5-2:** Laurie Bennett, Susie Drish, Eric Miller, Sherri Mineart, Mark Yule

Declined: Barb Kistler, Shelly Moothart

Discussion - Moving forward invoicing must be done quickly. More conscious about doing business with conflict of interest.

Laurie Bennett motioned to authorize a journal entry to move reimbursed mileage to youth committee funds

**Approve 6-1:** Susie Drish, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

Decline: Barb Kistler

- Master Gardener Program
  - Barb Kistler motion to discontinue Master Gardner Program
  - **Approve 7-1:** Laurie Bennett, Susie Drish, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Garden and Greenhouse Donation
  - Donate to schools – or purchase through a bid. Purchaser/Donator to pick up and clean up. Sell separately – sell as is
    - Kistler made a motion to donate to local schools first (Jefferson first then other counties), as needed then if no takers offer to region.
    - **Approve 7-0:** Laurie Bennett, Susie Drish, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Raising School Ready Readers Training
  - Library contacted – Courtney needs to be trained – November 9<sup>th</sup> in Ames \$225.
  - Drew made a motion for Courtney to attend Raising School Ready Readers Training November 9<sup>th</sup> in Ames for \$225

- **Approve 7-0:** Laurie Bennett, Susie Drish, Barb Kistler, Shelley Moothart, Eric Miller, Sherri Mineart, Mark Yule
- Approval of additional 2023 holidays if given to state employees by the governor
  - Laurie to approve up to two additional holidays for 2023, if granted to state employees by Governor Reynolds
  - **Approve 7-0:** Susie Drish, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Personnel Policy Updates
  - Barb Kistler made a motion to approve the personnel committee's proposed changes to the personnel policy as presented.
  - **Approve 7-0:** Laurie Bennett, Susie Drish, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Bereavement Leave – Jeri Crile
  - Barb Kister made a motion to give three days of bereavement leave to Jeri Crile for time taken off last week, as reflected in the new personnel policy.
  - **Approve 7-0:** Laurie Bennett, Susie Drish, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule
- Courtney Burkhalter - Change in job title, responsibilities & wage (County Director Position)
  - Laurie Bennett made a motion for Courtney Burkhalter's title change from program coordinator to county director, job duties included in the proposed job description, and wage increase from \$18.90 to \$21.50/hour effective November 1, 2023.
  - **Approve 7-0:** Susie Drish, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart, Mark Yule

9. **Next meeting date is Tuesday, November 14, 2023 at 6:30 PM.**

- Agenda items

10. **Adjourn**

Mark Yule made a motion to adjourn 7:50pm

**Approve 7-0:** Laurie Bennett, Susie Drish, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, Sherri Mineart