

# MINUTES

## JEFFERSON COUNTY EXTENSION COUNCIL

September 19, 2023

1. **Call the meeting to order and roll call:** Eric Miller
  - Present Council Members: Laurie Bennett, Susie Drish, Barb Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule.
  - Absent Council Members: Christine Engwall and Sherri Mineart
  - Present Staff/Fair Board Members: Cindy Hall, Courtney Burkhalter, Hillary Lanman, Jeri Crile, and Tammy Jones
  - Guests: 4-H Committee Chairs: Kandi Diers, Jo Heidt, Kala Miller, Carrie Steel, and Amy White
  
2. **Approval of Agenda:** Eric Miller
  - Susie Drish made a motion to approve agenda
  - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and 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 the July 18, 2023 meeting
  - Susie Drish made a motion to approve the minutes of 07/18/2023 with the correction of a typo pointed out by Barb Kistler.
  - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
  
5. **Treasurers Report:** Drew Johnson
  - Approval of July checks #'s 13742 to 13765, direct deposits totaling \$3,923.15, and EFT 's totaling \$3,548.42.
    - Susie Drish moved to approve July checks and EFT's.
    - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
  - Approval of August checks #'s 13766 to 13787, direct deposits totaling \$619.00, and EFT 's totaling \$3,174.15.
    - Laurie Bennett moved to approved August checks and EFT's
    - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
  - Review of July 2023 and August 2023 financial reports
    - Eric Miller moved to approve July 2023 and August 2023 financial report
    - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
  - Acceptance of FY21 Statewide Audit Report
    - After discussion, Drew Johnson moved to approve the FY21 Statewide Audit Report
    - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule

## 6. Reports:

- Jeri Crile, Courtney Burkhalter, and Hillary Lanman, presented their staff reports
- Extension Council Committees
  - Personnel-No report presented
  - Fiscal-No report presented
  - Programming – Courtney Burkhalter updated the Board on the Master Gardener program and requested a committee to explore options of continuing the program.
  - Strategic Planning-No report presented
  - 4-H and Youth Committee
    - The 4-H Youth Committee Chairs presented requested changes to the Jefferson County 4-H Youth Committee Bylaws and Standing Committee goals. Following Laurie Bennett moved to accept the requested changes
    - **Approved 7-0:** Laurie Bennett, Susie Drish, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
  - Fairboard-Tammy Jones gave updates regarding upcoming projects and upcoming deadlines for the 2024 Greater Jefferson County Fair
  - MOU – Drew Johnson and Eric Miller meet with the MOU committee
  - Advisory-No report presented
- Regional Director and IECA Updates
  - Updated the Board on the Iowa State Extension strategic planning process and highlighted upcoming workshops for the staff and council members.
  - Reported on IECA updates and newsletter

## 7. Old Business

- No Old Business to discuss

## 8. New Business

- Consideration of Volunteers  
Volunteers presented for approval: Drew Johnson moved to accept the following volunteers for approval.
  - 4-H Youth Committee: Jo Heidt, Emily Sobaski, Samantha Haney, Charli Mitchell, and Amanda Day
  - 4-H Leaders: Kelly Myers, Julie Ledger, and Amanda Day
  - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
- FY23 Published Report: Barb Kistler moved to accept the FY23 Published Report
  - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
- Advertising contract with KMCD: Barb Kistler moved to accept the contract with KMCD
  - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
- **Retinal Imaging Shared Contract with Van Buren County:** After discussion, Laurie Bennett moved to enter a Sharing Agreement with Van Buren County for the use of the retinal imaging scanner that Jefferson County owns.
  - **Approved 7-0:** Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule
- 4-H Forward Grant-No action
- Information presented regarding the 2023 Trunk or Treat Event to be held October 27, 2023 from 5:00 to 7:30 PM

9. Next meeting date is **Tuesday, October 17, 2023 at 6:30 PM.**

10. **Adjourn**

**Mark Yule made a motion to adjourn: 8:08 PM**

- **Approved 7-0** : Laurie Bennett, Susie Drish, Barbara Kistler, Shelley Moothart, Drew Johnson, Eric Miller, and Mark Yule