

# Minutes of the Organizational and Regular Meeting of Jefferson County Agricultural Extension District Council

**DATE:** 17 JANUARY 2023 **TIME:** 6:30 PM **LOCATION:** JEFFERSON COUNTY EXTENSION OFFICE

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## 1. CALL THE MEETING TO ORDER BY MILLER @ 6:33PM

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## 2. Roll Call and Introductions (no check = absent)

<input type="checkbox"/> Bennett, Laurie	<input checked="" type="checkbox"/> Drish, Susie	<input checked="" type="checkbox"/> Engwall, Christine
<input checked="" type="checkbox"/> Johnson, Drew	<input checked="" type="checkbox"/> Kistler, Barbara	<input checked="" type="checkbox"/> Mineart, Sherri
<input checked="" type="checkbox"/> Miller, Eric	<input checked="" type="checkbox"/> Moothart, Shelley	<input checked="" type="checkbox"/> Yule, Mark

Also Present  Cindy Hall     Crile, Jeri  
 Lanman, Hilary     Burkhalter, Courtney

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## 3. Approval of Agenda

Moved by:

Motion Carried: **all ayes**

**TO**

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## 4. Open Forum for Public Comment

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## 5. Secretary's Report

Minutes of the previous meeting

Moved by:

Motion Carried: **all ayes**

**TO**

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## 6. Organizational Meeting

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### A. Election of Officers

Nominations do not require a second.

**General Consent:** Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says: "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he/she has announced the result and requires a regular vote.

**Note to Secretary:** Chair will call for Ayes, Nays, and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", All those voting "Nay, and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

#### i. Chair

1. Eric Miller
2.

Nominated by:

1. Susie Drish
2.

Votes cast for:

<ul style="list-style-type: none"><li>Eric Miller</li></ul> Ayes: Bennett, Johnson, Drish, Kistler, Moothart, Engwall, Mineart, Yule. Abstained: Miller

Motion Carried/Failed: **approved all ayes, Miller abstain**

	<b>TO</b>	
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Elected:

<b>Eric Miller</b>
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**Meeting handed over to duly elected chairperson**

#### ii. VChair

1. Christine Engwall
2.

Nominated by:

1. Susie Drish
2.

Votes cast for:

- Christine Engwall:  
Ayes: Bennett, Johnson, Drish, Kistler,  
Moothart, Miller, Mineart, Yule.  
Abstained: Engwall

Motion Carried/Failed: **V**

	<b>TO</b>	
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Elected:

<b>Christine Engwall</b>
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**iii. Secretary**

- |                   |
|-------------------|
| 1. Sherri Mineart |
| 2.                |

Nominated by:

- |                |
|----------------|
| 1. Eric Miller |
| 2.             |

Votes cast for:

- |    |
|----|
| 1. |
| 2. |

Motion Carried/Failed: **approved all ayes, Mineart abstain**

	<b>TO</b>	
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Elected:

<b>Sherri Mineart</b>
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<p><i>Note to Secretary:</i> Chair will call for Ayes, Nays and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", "all those voting Nay", and/or all those who "Abstain". Otherwise motion passed unanimously may be used.</p>
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**iv. Treasurer**

- |                 |
|-----------------|
| 1. Drew Johnson |
| 2.              |

Nominated by:

- |                |
|----------------|
| 1. Eric Miller |
| 2.             |

Votes cast for:

- |    |
|----|
| 1. |
| 2. |

Motion Carried/Failed: **approved all ayes, Johnson abstain**

	TO	
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Elected:

<b>Drew Johnson</b>
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**B. Regular Council Meeting date and time**

Currently:

2023:

<b>Date:</b> 3rd Tuesday of the Month	3 <sup>rd</sup> Tuesday of the Month
<b>Time:</b> 6:30 pm	<b>6:30pm</b>

Moved by:

<b>Drew Johnson</b>
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Motion Carried/Failed: **approved all ayes**

	TO	
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**C. Committee Assignments (proposed)**

\*Chair

**Current Fiscal Committee**

**2023 Fiscal Committee**

Eric Miller	Drew Johnson*
Drew Johnson	Eric Miller
John Peck	Mark Yule

**Current Programming Committee**

**2023 Programming Committee**

Christine Engwall	Barbara Kistler*
Barbara Kistler	Shelley Moothart
Cory Klehm	Sherri Mineart

**Current Personnel Committee**

**2023 Personnel Committee**

Susie Drish	Laurie Bennett*
Shelley Moothart	Susie Drish
Laurie Bennett	Christine Engwall
Drew Johnson	

Motion Carried/Failed: **Susie Drish motioned, approved all ayes**

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Motion Carried:

	TO	
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**D. Appointments to Other Committees and Boards (proposed)**

**Fair Board Liaison Currently**

**2023**

John Peck Eric Miller	Eric Miller
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**MOU Committee Currently**

**2023**

John Peck	Eric Miller
Christine Engwall	Christine Engwall

**Youth Committee Currently****2023 Youth Committee Liaison**

Eric Miller Shelly Moothart Laurie Bennett	Eric Miller
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**Advisory Committee Currently****2023**

John Peck	Drew Johnson
Drew Johnson	Laurie Bennett

Moved by:

<b>Barb Kistler</b>
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Motion Carried/Failed: **approved all ayes**

	<b>TO</b>	
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**E. Official Newspapers** (identify 2 for publication of published reports)**Currently****2023**

SE Iowa Union	SE Iowa Union
Richland Clarion Plainsman	Richland Clarion Plainsman

Moved by:

<b>Drew Johnson</b>
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Motion Carried/Failed: **approved, all ayes**

	<b>TO</b>	
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**F. Fiscal Procedures** (include all the following into one motion)**Currently****2023**

<b>Depository:</b> Midwest One Bank & Iowa State Bank with a max deposit of \$250,000	<b>Depository:</b> Midwest One Bank & Iowa State Bank with a max deposit of \$400,000. Drew Johnson moved, all ayes
<b>Authorization of signing Checks &amp; Transferring Funds:</b> Drew Johnson & Christine Engwall	<b>Authorizing signing Checks &amp; Transferring funds:</b> Drew Johnson, Christine Engwall  Laurie Bennett motion to authorize Johnson, Engwall, and Miller.  Laurie Bennett Motion to amend original motion to not include Miller. . Amendment approved, all ayes.  Vote on the Amended motion by Bennett, all ayes. Motion carried.

<p><b>Members &amp; Staff Authorized to Transfer Funds and/or access the bank account Electronically:</b>  External Bookkeeper (Amber DeRosear)  Treasurer (Drew Johnson)  Vice Chair (Christine Engwall)</p>	<p><b>Staff Authorized to access the bank account Electronically:</b>  External Bookkeeper (Amber DeRosear)  Drew Johnson motion, all ayes. Motion carried.</p>
<p><b>Bonding Treasurer &amp; Staff:</b>  A group surety bond purchased through Assured Partners provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.</p>	<p><b>Bonding Treasurer &amp; Staff:</b>  A group surety bond purchased through Assured Partners provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.</p> <p>Laurie Bennet motion, all ayes</p>
<p><b>Review Vouchers at meetings:</b>  Chair (Eric Miller)  Secretary (Barbara Kistler)</p>	<p><b>Review Vouchers at meetings:</b>  Secretary (Sherri Mineart)  Chair (Eric Miller)  Laurie Bennett motion, all ayes</p>

**G. Designate Custodian of Public Record and Open Record Requests**

The official custodian of public record and open record requests for the county agricultural extension district will be:

**Regional Director, Cindy Hall**

Moved by:

**Barb Kistler**

Motion Carried/Failed: **Carried, all ayes**

**TO**

**H. Approval of Policies, volunteers, financial reports, etc.**

Approval of the county personnel and fiscal policies, adopting Roberts Rules of Order, cumulative volunteer list, and the following financial reports provided at each meeting: Balance Sheet, Revenue & Expense Report, and Bank Reconciliation.

Moved by:

**Susie Drish**

Motion Carried/Failed: **Carried. all ayes**

**TO**

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**7. Regular Meeting**

**A. Treasurer's Report**

- i. Approval of Vouchers and EFT Payments

**VOUCHERS**

13572 to	<b>November Vouchers</b>	13582
13583 to	<b>December Vouchers</b>	13608

**EFT PAYMENTS**

November	2,703.87
December	5,647.53

Moved by:

<b>Drew Johnson</b>
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Motion Carried/Failed: **Carried. All ayes**

	<b>TO</b>	
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**Review of financial reports**

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**B. Reports**

- Staff and Program Specialists

<b>Beef weigh in 12/3 - 10 less entries than last year – 3-pens of 3</b> <b>Fundraising Youth Committee Planning</b> <b>Retention and Recognition Youth Committee Planning</b> <b>Showmanship Youth Committee Meeting 11/16</b> <b>Leaders Meeting 11/28</b> <b>Teen Council Christmas Party</b> <b>Wrapping Paper event – raised \$557</b> <b>Nutcracker event at Library 12/20</b> <b>Farm Tour planning meeting 1/4</b>
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- Committees

- Personnel

None
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- Fiscal

Met December – discuss budget later in the meeting
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- Programming

None
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- Fair Board

Working on track, beer garden Thursday night during the fair.
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- 4-H & Youth Committee:

4H awards banquet – 220 in attendance, speaker Greg Peterson – Peterson Farm Brothers

- Other:

- Regional Director

- Iowa Extension Council Association (IECA)

- Virtual Extension Council Conference February 2<sup>nd</sup> (7 to 9:30) & 7<sup>th</sup> (6:30 to 9:30),  
RSVP to Jeri 1/20
- Fiscal Workshop for Council Treasurers and Chairs: various dates from Feb. 21 -  
March 9, 5:30 - 8:30 p.m.
-



### C. Old Business

- i. Master Gardener Scholarships

- a) Laurie Bennett resend October motion, all ayes
- b) Laurie Bennett new motion: Supports \$125 scholarship if participating in 13 Hours of service in Jefferson County, completed by 8/1/2023. Cap at first 10 to complete.

Moved by:

**Laurie Bennett**

Motion Carried/Failed: **approved all, ayes**

	<b>TO</b>	
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### D. New Business

- i. New Volunteers

Moved by:

**Barb Kistler**

Motion Carried/Failed: **approved, all ayes**

	<b>TO</b>	
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- ii. FY24 Budget:



**Extension Education Fund:**

Laurie Bennett moved that the FY24 Extension Educational Operating budget be approved for \$\_\_\_\_\_354,501.00\_\_ in expenditures with a tax request \$ \_273,000\_\_\_\_\_ with \$ \_269568\_\_\_\_\_ from property tax and \$ \_3432\_\_\_\_\_ from utility excise tax. The council treasurer or designee is directed to officially publish that the FY24 budget public hearing is scheduled for February 21st, 2023 at 6:30 p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

Motion Carried/Failed: **Motion by Laurie Bennett, all ayes**

**TO**

**Tort Budget:**

Barb Kistler \_moved that the FY24 Extension Education Tort budget be approved for \$ \_3500\_\_\_\_\_ in expenditures with a tax request of \$ \_\_0\_\_ with \$ \_\_0\_\_ from property tax and \$ \_\_0\_\_ from utility excise tax. The council treasurer or designee is directed to officially publish that the FY24 budget public hearing is scheduled for February 21st, 2023 at 6:30 p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

Motion Carried/Failed: **Motion by Barb Kistler, Carried: all ayes**

**TO**

- iii. 4-H Scholarships – To offer up to (5) and or \$5000 total in scholarships to 2023 Jefferson County 4H seniors. Motion by Barb Kistler, all ayes
- iv. Extension Week/Business After Hours – Hold April 13. Motion by Eric Miller, all ayes
- v. Farm Bus Tour March 17<sup>th</sup>. Motion by Barb Kistler to use funds for bus and food, all ayes
- vi. Southeast Iowa Farm Show Sponsorship. \$1000 sponsorship. Motion by Eric Miller, all ayes

**E. Next Meeting**

- February 21, 2023 at 6:30 PM at the Jefferson County Extension Office

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**F. Adjourn 8:28pm**

Moved by:

Motion Carried: **all ayes, APCMA**

**TO**