

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

DATE: 6 JANUARY 2022 **TIME:** 6:30 PM **LOCATION:** JEFFERSON COUNTY EXTENSION OFFICE

1. CALL THE MEETING TO ORDER BY MILLER @ 6:35PM

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

<input type="checkbox"/> Bennett, Laurie	<input 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"/> Klehm, Cory
<input checked="" type="checkbox"/> Miller, Eric	<input type="checkbox"/> Moothart, Shelley	<input checked="" type="checkbox"/> Peck, John

Also Present

Cindy Hall Crile, Jeri
 Lanman, Hilary

3. Approval of Agenda

Moved by:

Motion Carried: **All approved**

TO

4. Secretary's Report

Minutes of the previous meeting

Moved by:

Motion Carried: **all approved**

TO

5. Organizational Meeting

A. Approval of consent agenda items:

- i. Operating norms
- ii. Meeting attendance expectations: 80% requested attendance
- iii. Adopting Roberts Rules of Order
- iv. Approval of comprehensive master volunteer list:

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

- v. Financial reports provided before each council meeting:
(Balance Sheet, Voucher Report, Detailed Revenue & Expense, Bank Reconciliation and Sub Funds)

Moved by: (see above)

Kistler

Motion Carried: All present council members approved (APCMA)

TO

B. 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** (duplicate this and the next box if more than one nomination)

Miller

Nominated by:

Kistler

Motion Carried: APCMA

TO

Elected:

Eric Miller

Meeting handed over to duly elected chairperson

- ii. **Vice Chair** (duplicate this and the next box if more than one nomination)

Engwall

Nominated by:

Kistler

Motion Carried: APCMA

TO

Elected:

Christine Engwall

- iii. **Secretary** (duplicate this and the next box if more than one nomination)

Kistler

Nominated by:
Miller

Motion Carried: APCMA
TO

Elected:
Barbara Kistler

iv. Treasurer (duplicate this and the next box if more than one nomination)

Johnson

Nominated by:
Miller

Motion Carried: APCMA
TO

Elected:
Drew Johnson

C. Regular Council Meeting date and time

Currently:	2022:
Date: 1 st Thursday of the Month	Date: 3 rd Tuesday of the month
Time: 6:30 pm (winter) 7:30 pm (summer)	Time: 7:00 PM. Amended by Peck for 6:30 pm/7:30 pm

Moved by:
Johnson

Motion Carried: **voted on amendment as stated**

3 TO 1

Kistler voted Nay
Engwall and Klehm abstained

D. Committee Assignments

Current Fiscal Committee	2022 Fiscal Committee
Eric Miller	same
Drew Johnson	same
John Peck	same

Current Programming Committee	2022 Programming Committee
Christine Engwall	same
Barbara Kistler	same
Cory Klehm	same

Current Personnel Committee	2022 Personnel Committee
Susie Drish	same
Shelley Moothart	same

Laurie Bennett	same
Drew Johnson	2022

Moved by:

Johnson

Motion Carried: **APCMA**

TO

E. Appointments to Other Committees and Boards

Fair Board Liason Currently	2022
John Peck	Same
Eric Miller	same

Strategic Planning Currently	2022
Shelley Moothart	Same
Laurie Bennett	same

MOU Committee Currently	2022
John Peck	Same
Christine Engwall	Same

Youth Committee Currently	2022
Eric Miller	same
Shelly Moothart	
Laurie Bennett	

Advisory Committee Currently	2022
John Peck	Same
Drew Johnson	same

Moved by:

Johnson

Motion Carried: **APCMA**

TO

F. Official Newspapers *(identify 2 for publication of published reports)*

Currently	2022
SE Iowa Union	same
Richland Clarion Plainsman	same

Moved by:

Miller

Motion Carried: **APCMA**

TO

G. Fiscal Procedures *(include all the following into one motion)*

Currently

2022

Depository: First National Bank & Iowa State Bank with a max deposit of \$250,000	Depository: Same
Authorization of signing Checks & Transferring Funds: Eric Miller & Susie Drish	Authorizing signing Checks & Transferring funds: Drew Johnson or Christine Engwall
Bonding Treasurer & Staff: LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters providing \$20,000 bond for Treasurers as required by state statutes and a \$250K Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to the county auditor.	Bonding Treasurer & Staff: LMC

Moved by:

Miller

Motion Carried: **APCMA**

TO

H. 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:

Miller

Motion Carried: **APCMA**

TO

6. Regular Meeting

A. Open Forum

No public present

B. Treasurer's Report

- i. Approval of Vouchers and EFT Payments

VOUCHERS

13304 to	November Vouchers	13326
13327 to	December Vouchers	13348

EFT PAYMENTS

November	1932.85
December	4218.06

Moved by:

Johnson for November
Johnson for December

Motion Carried: **APCMA on both motions**

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Review of financial reports

C. Reports

i. Staff and Program Specialists

Highlights only

ii. Extension Council Committees

- Personnel

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- Fiscal

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- Programming

Two programs scheduled: QPR (Feb 8) & PTTS (March 31)

iii. Regional Director

Regional Awards: Bloomfield, January 24th

iv. Iowa Extension Council Association (IECA)

Presented by Hall

v. 4-H/Youth Committee

Fundraiser committee
Record & Retention committee

vi. Fair Board

n/a

vii. MOU

See below

D. Approval of FY22 Work Budget

Johnson moved that the FY23 Extension Educational Operating budget be approved for \$299,760.00 in expenditures with a tax request \$267,000.00 with \$263,515.00 from property tax and \$3,485.00 from utility excise tax. The council treasurer or designee is directed to officially publish that the FY22 budget public hearing is scheduled for February 15, 2022 at 6:30p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

Motion Carried: **APCMA**

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Johnson moved that the FY22 Extension Education Tort budget be approved for \$4,500.00 in expenditures with a tax request of \$3,000.00 with \$2,959.00 from property tax and \$41.00 from utility excise tax. The council treasurer or designee is directed to officially publish that the FY22 budget public hearing is scheduled for February 3, 2021 at 6:30p.m. at the Jefferson County Extension Office, 2606 West Burlington Avenue, Fairfield, IA 52556.

E. Old Business

i.

NA

Moved by:

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Motion Carried:

	TO	0
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F. New Business

i.

Consideration of new volunteers: Motion by Johnson to approve Cindy Hall. APCMA

Moved by:

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Motion Carried:

	TO	0
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ii.

Consideration of Fairboard/FFA/Extension MOU: Motion by Peck to approve the MOU, striking Item #26.A.

Moved by:

Peck

Motion Carried: **APCMA**

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iii.

Consideration of office hours change: Motion to change public office hours to Mon-Thurs, 8-4:30pm with Friday by appointment. Effective February 1. A return to this will be revisited in 3 months.

Moved by:

Miller

Motion Carried: **APCMA**

	TO	

Iv: Consideration of Office Coordinator Hours: Motion by Kistler to approve reducing OA hours to 32 hours/week with 90-day review. APCMA

V: Consideration of AmeriCorps and/or Program Coordinator Position: Motion by Kistler to allow the Personnel Committee to begin writing a job description and advertise for 20-40hr week up to \$17/hr. APCMA

Vi: Consideration of FY23 Budget: see above

Vii: Consideration of painting office: Kistler moved to repaint the office, bathroom, kitchen and the meeting room. APCMA

Viii: Consideration of Scholarships: Motion by Klehm to award 3 \$1000 scholarships or UP TO \$3,000 total of scholarship dollars. Amendment by Engwall to award up to 5 \$1000 or up to \$5000. APCMA of the amended motion.

Ix: Consideration of QPR workshop fees: n/a

iv. Next Meeting

- February 3th, 2022 at 6:30 PM at the Jefferson County Extension Office

v. **Adjourn**

Moved by:

Peck at 9:20 pm

Motion Carried: **APCMA**

	TO	
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Secretary, Jefferson County Agricultural Extension District
Barbara Kistler