

MEETING

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, August 7, 2018 7:30 PM

Jefferson County Extension Office

1. Call the meeting to order and roll call – Steve
 - a. Present: Steve Burgemier, Barbara Kistler, Jeff Dunbar, Eric Miller, Betty Coop, Paul Miller, Sharie Leazer, John Peck, Ron Bower
 - b. Also present: Rachel Wonderlich, Ashtin Walker, Sue Henderson, Colleen Matson, Mr. Matson
 - c. Absent: Tony Adrian (7:42pm)
2. Approval of Agenda – Steve. Motion by Kistler to approve agenda. APCMA
3. Secretary's Report – Barbara
 - a. Approval of minutes from June 5, July 17, July 25, 2018
Kistler moved to approve the June 5, July 17 and July 25 minutes as they have been emailed/mailed to Council and on the website. APCMA
4. Treasurer's Report – Paul
 - a. Approval of Vouchers: P Miller moved to approve Ck# 12091 - #12172, 23 direct deposits (3 months) and EFT transfers, APCMA.
 - b. Review of financial reports

5. Reports:

Staff and program specialists- All staff – reports included in folder.

4H & Youth Specialists: 4H numbers up 17, CK up 30. School Open houses will be attended.

Rachel gave Fair Recap: some issues for improvement with all entities that will be addressed.

Improvements this year was Clover Kids, good tag-teaming with staff, good comments from parents.

Acting OA Ron Bower presented his report.

Extension Council Committees

Personnel –

- ii. Fiscal – recommendation coming later in agenda
- iii. Programming- new programs announced in 2 months
- iv: Personnel- in process of hiring OA

Other appointed committees –

Strategic planning: coming back online after Fair

New ---100 year celebration committee: Jefferson County celebration will happen sometime in 2019. Committee will be created soon

d. Regional- time clock plus update: still being tested

e.

Iowa Extension Council Association: John Lawrence coming to Region 19. Date TBA, in Wapello County. Club financials being integrated into Council accounts.

4-H and Youth Committee: 4H see above; n/a

Fair board: Peck asked Fairboard about selling head gate that was purchased 3 years ago and purchase large box fan for 'Denny's Barn'. Agenda item for September.

6. Unfinished Business

Consideration of Youth Committee budget: Move to September agenda

7. New Business

Consideration of new programming ideas – program committee: No new programming at this time.

Consideration of termination: Motion by E Miller to approve termination of former OA. Coop - Nay, Peck Abstained; Aye - Dunbar, P Miller, Leazer, E Miller, Adrian, Kistler

Consideration of temporary hire: Motion by P Miller to approve temp at \$15/hr. All council members Approved

Consideration of insurance and inventory list: Henderson presented Information 2019. Jefferson County inventory list will be complete at September meeting.

Consideration of personnel committee acting on behalf of the council and new office assistant hiring process: Motion by Adrian: Personnel committee will email applicant resumes to council for opinions/input. Hiring will be at \$13-\$15/hr. Council members will rate 1-5, with 1 being the first choice. The candidate that is approved and passes background check will be brought before council for approval. All council members approved.

Consideration of using tort (additional levy fund) to pay for background checks – FY 18 \$2018.74: Motion by Leazer to use tort to pay for background checks. All council members approved.

Consideration of new committee appointments: Motion by P Miller to keep committee the same. All present council members approved.

Consideration of wage increases for current staff - fiscal committee Motion by P Miller to \$18 for Rachel, \$16 for Taylor, \$16 for Ashtin, retroactive to July 1. Motion by Adrian to remove the retroactive date. All those in favor of removing retroactive ...Nay Burgmeier, Dunbar, P Miller, Coop, Leazer, E Miller, Peck, Kistler. Aye: Adrian only. Motion to make retroactive date July 1. Aye by Burgmeier, Dunbar, P Miller, Coop, Leazer, E Miller, Peck, Kistler; Nay - Adrian

Consideration of new volunteer(s) N/A

8. Open Forum for Public Comments: Matson made a statement regarding her former employment.

9. Next meeting date is September 4 at 7:30 PM with the following agenda items:

- Phone system and phone service
- 4- H Youth committee budget
- sell headgate; purchase fan,
- insurance and inventory,
- policy for use of the meeting room,
- approval of full time office assistant

10. Adjourn: Motion to adjourn by Peck at 8:50 PM. All council members approved

Respectfully submitted by Barbara Kistler