

## Jefferson County Extension Council Meeting Minutes

APRIL 4, 2017

7:30 PM

Jefferson County Extension Office

Present: Steve Burgmeier, Jeff Dunbar, Paul Miller, Barbara Kistler, Sharie Leazer, Eric Miller, John Peck

Absent: Betty Coop

Also Present: Colleen Matson, Rachel Wonderlich, Sue Henderson, Mike Schleicher

1. Meeting called to Order: 7:30 pm
2. Approval of Agenda: all approved
3. Open Forum for Public Comments - none
4. Secretary's Report - Kistler
  - a. Kistler moved to approval of minutes from March 7, 2017; Note by Henderson to put PM in Meeting called to order in March minutes...All Approval of minutes as amended
5. Treasurer's Report – P. Miller
  - a. Approval of Vouchers: Check 11660 not be approved until review. New check will be issued after review. Miller moved to approve 4 EFT, 4 DD and checks 11652-11678 (not 11660) . All approved
  - b. Review of financial reports: Miller reviewed fiscal report and moved to approve until audited. All approved.
6. Reports:
  - a. Staff and program specialists:
    - i. Stan Hughes – N/A
    - ii. Rachel Wonderlich – review of her report, Strategic Planning meeting with Don Brosher, Jean Van De Brock donated a quilt (paid by Gamrath Doyle) to be raffled to assist 4H programming.
    - iii. Colleen Matson – brief review of her report; Extension Week planning
  - b. Committee Reports:.
    - I. Personnel – Stan on FMLA
    - II. Fiscal – meeting after work
    - III. Programming – under new business
    - IV. Other appointed committees: (Youth Focus Group; Strategic Planning MOU group)
  - c. Regional – Civil Rights Training was viewed; Needs Assessment and Video (Enriched workshops for small food operations in underserved communities in Iowa) see doc
  - d. IACEC –
  - e. 4H & Youth Committee - Mike Schleicher (YC President)- 2017 Carnival June 17<sup>th</sup>; 10-2; request money from council for Carnival expenses; Showmanship Event; and Herdsmanship; direction from Chair for Budget/Letter of Request for vote at May meeting.
  - f. Fairboard: Peck – background checks for FB members; best practice to be back ground checked if superintendents
  - g. Advisory Board – approval of rule changes – Mike; request for approval of amendment to the current fitting rule. Leazer moved to approve rule as amended. All approved.
7. Unfinished Business:
  - a. Council member replacement and approval – council – agenda item for May

b. Response from 4H Foundation – Paul –more review needed

8. New Business:

- a. New Programming approval – Fall Programming: Powerful tools for disabled; Bats; Back Yard Chickens; Garden to Table; Coyotes & Deer Moved by Burgmeier. All Approved.
- b. Approval of screened volunteers: Youth Committee, 4H: Motion by Kistler to approve 4 new volunteers. All approved.
- c. Sub Office Help: Research done and put on special meeting agenda.
- d. Scholarship Review: Miller moved to award 3 \$1000 scholarships. All approved. Paul Miller will present at the Awards Ceremony on May 16<sup>th</sup>.
- e. Copier Access Systems Proposal: no action needed
- f. Credit limit on VISA raised to \$2500: Motion made E Miller to raise limit to \$5000, with new credit card agreement signed by all users. All approved

9. Next meeting date: Tuesday, April 11 by phone: Horticulturist; part-time office help

10. May 2 @ 7:30 PM – Agenda Items: Review of summer/day camp helper.

11. Adjourn at 9:54 PM.

Respectfully submitted by Barbara Kistler