

MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, August 1, 2017

7:30 PM

Jefferson County Extension Office

1. Call the meeting to order and roll call – Steve @ 7:30
 - Present: John Peck, Tony Adrian, Sue Henderson, Taylor Sickels, Barbara Kistler, Steve Burgmeier, Sharie Leazer, Colleen Matson, Betty Coop, Eric Miller,
 - Absent: Paul Miller, Jeff Dunbar
2. Approval of Agenda – Steve. All present approved
4. Open Forum for Public Comments: n/a
5. Secretary's Report – Barb
 - a. Approval of minutes from June 6, 8, 15, Kistler makes motion to approve. All present council members approved
 - b. Approval of July 27 minutes. All present council members approved.
6. Treasurer's Report – Paul
 - a. Approval of Vouchers: Kistler questioned some vouchers that did not have any bill attached. Henderson questioned the LISCO bill and will partner with Burgmeier to chat with LISCO regarding coverage. Motion by Adrian to approve Vouchers. All present council members approved
 - b. Review of financial reports.
7. Reports:
 - a. Staff and program specialists- Rachel, Taylor and Colleen
 - i. Rachel: Front page of Fairfield Ledger/story of Stem/Summer Camps
 - ii. Taylor: First full day...outline of upcoming programs, etc. Tuesday/Wednesday for core days in office; other 8 hours will be floating, used in case of night classes. Monthly report should contain number of programs held and number of attendees, as well as monthly new ideas
 - iii. Colleen: included
 - b. Extension Council Committee
 - i. Personnel: interviewed for Youth Outreach
 - ii. Fiscal: Fiscal Policy needs to be updated
 - iii. Programming: Kistler updated programming for Fall/Winter
 - iv. Other appointed committees – strategic planning, MOU: question regarding volunteer/helper definition.
 - c. Regional: August 30th meeting with Bob Dodds, John Lawrence. Leazer and Kistler will attend. Iowa 4H Chartering Status: review of clubs
 - d. Iowa Extension Council Association
 - e. 4-H and Youth Committee
 - f. Fair board: discussion of Fair issues and subjects for MOU

8. Unfinished Business

- a. Consideration of Youth Outreach coordinator: still under review
- b. Consideration of using School House for storage: Motion to use School House for additional storage with proper security added by Kistler. All present council members approved.
- c. Getting Approval for volunteers post-assignment as long as background check is okay: No Action Taken
- d. Consideration of clarification and distribution of scholarships: Motion by Leazer to send money to college that if student isn't enrolled or drops out in the first semester, the money will be returned to the Extension. All present council members approved.

9. New Business

- a. Consideration of two new volunteers: Motion to approved Rick Rudolph and Erin Adams by Leazer. All present council members approved.
- b. Consideration of Rachel moving to director's office: Motion made by Kistler. All present council members approved.
- c. Consideration of any Insurance and inventory changes needed: tabled until September
- d. Consideration of cleaning of carpet: Motion by Leazer to hire carpets cleaned professionally. All present council members approved.
- e. Consideration of staff position change: hiring an office manager. Kistler makes a motion to consider hiring an office manager. E Miller makes a motion to reconsider. All Approved. Vote to hire office manager not approved at this time.
- f. Consideration of amending/levying for unemployment: tabled until September

10. Next meeting date September 5 @ 7:30 with the following agenda items:

- 11. Adjourn. Motion by Peck to adjourn at 9:10 PM.