

Minutes of the Organizational Meeting and Regular Meeting of JEFFERSON County Agricultural Extension Council

Date: Tuesday, January 2, 2018 Time 6:30 PM Location: 2606 W. Burlington Fairfield, IA

Present: John Peck, Paul Miller, Barbara Kistler, Steve Burgmeier, Eric Miller, Tony Adrian, Betty Coop, Sharie Leazer (Absent: Jeff Dunbar)

Also present: Sue Henderson, Tom Coulter; for regular meeting: Rachel Wonderlich, Ashtin Walker and Taylor Sickles

I. Call the Meeting to Order: Burgmeier @ 6:33pm

II. Approval of Agenda: approved

III. Organizational Meeting

a. Election of Council 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 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

Burgmeier Nominated by Kistler: amended by Burgmeier to include all other offices that are presently held by Dunbar, Kistler and Miller. _____

Elected: All present council members unanimously voted to keep present officers as follows: Burgmeier as Chair, Jeff Dunbar as Vice-Chair, P Miller as Treasurer and Kistler as Secretary,

Meeting handed over to duly elected chairperson: Burgmeier

b. Regular council meeting date and time

Regular council meeting/date: 6:30 pm 1st Tuesday/month and time: 7:30 PM

Daylight Savings Time

Moved by Kistler

Motion carried unanimously by all present council members

c. Committee Assignments

Motion by E Miller to keep committees the same as 2017. Motion carried unanimously by all present council members

(a) Fiscal/Legal

(b) Personnel

(c) Program/Marketing

*Paul Miller
Betty Coop
Sharie Leazer

*Steve Burgmeier
Jeff Dunbar
Eric Miller

*Barbara Kistler
John Peck
Tony Adrian

Appointments to Other Committees and Boards (optional)

Regional Council: n/a

Iowa Extension Council Assc. Liaison: n/a

Other (Fairboard: John Peck, 4-H Committee: Sharie Leazer

Moved by E Miller to keep the same as the previous year.

Motion carried unanimously by all present council members

d. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be

Fairfield Daily Ledger and Richland Clarion Plainsman

Moved by Kistler Motion carried unanimously by all present council members

e. Fiscal Procedures (all of the following into one motion)

The depository for the county extension district will be First National Bank of Fairfield, IA, and Iowa State Bank with all receipts deposited in said bank.

Maximum to be on deposit is \$250,000.00.

The County Extension District will not authorize an agency account.

Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4.

Any other members authorized to sign checks: P. Miller & Leazer

Members authorized to transfer funds and/or access the bank account electronically: P. Miller & Leazer

A group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters 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.

Moved by Adrian and Motion carried unanimously by all present council members

f. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports (The following items are required for those councils without consent agenda approval.)

Motion by Adrian to approve the county personnel and fiscal policies, adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank

reconciliation. List other? Fiscal policy as amended. Motion by Adrian to approve. Motion carried unanimously by all present council members

IV. **Regular Meeting-**

Regular Meeting of the Jefferson County Extension Council

- IV. Secretary's report.
 - a. Minutes of previous meeting; November 7, 2017 and November 22, 2017
 - i. Moved by Peck to approve minutes. Motion carried unanimously by all present council members.
- V. Treasurer's Report
 - a. Approval of voucher report: P. Miller moved check #11920-11957, 8 Direct Deposits and 3 EFT be approved. Motion carried unanimously by all present council members.
 - b. Review of financial reports for month. Miller presented fiscal reports.
- VI. Reports:
 - a. Staff and program specialists: Staff reports emailed prior to meeting.
 - i. After School: still very busy with After-School activities at Pence, Middle School and Pekin! Great Job!
 - ii. Horticulture: mini-grant for low-income gardening/cooking classes in spring; lots of great ideas!
 - iii. 4H: held after 7:30 hearing; Membership is up to 215 members! Details of Indianapolis Conference and plans for future 4H events.
 - b. Extension Council Committees-
 - i. Personnel (consider employee 3 month wage Adjustment): Burgmeier moved \$1/hr raise for Taylor effective Jan 1. Motion carried unanimously by all present council member
 - ii. Fiscal:
 - iii. Programming: **Meeting 5:30 Feb 6th**. Peck talking with Patrick Wall to get Ag programming in March.
 - c. Regional: Henderson presented this
 - i. Federal shutdown possibilities
 - ii. Iowa Farmers Market Nutrition program
 - iii. Possible IPERS partnerships
 - iv. Iowa Extension Council association meeting March 10
 - v. Legislative Day on February 28
 - d. Iowa Extension Council Association: annual conference March 10
 - e. 4-H and Youth Committee: YC planning summer 2018
 - f. Fair board: **Thanks to Richard Heald for hanging white board, publication racks and fixing back door.**
 - g. MOU: meeting January 22nd. MOU members Peck & Burgmeier;

- i. Recommended that a council member spend at least one day at the Fair
- ii. Strategic Planning: Coop & Peck

7:30 PM Hearing for Unemployment expense:

This is the time and place set for a public hearing on amending the county extension FY 18 unemployment budget by Burgmeier.

The notice of the public hearing did appear in the Fairfield Ledger newspaper on December 15, 2017 as required by law by Burgmeier.

- i. Are there any objections or comments concerning amending the budget? Hearing none, Burgmeier moved to close this public hearing. Motion carried unanimously by all present council members.

Public Comments: None. Motion to close public hearing by Peck. All approved.

Regular meeting of the Jefferson County Extension Council follows:

VII. Old business

a. Consideration of Scholarship application: Motion to approve Scholarship documents: Motion by P. Miller to approve POE Scholarship documents for Extension and Youth Committee. Motion carried unanimously by all present council members.

b. Discuss joint meeting with youth committee: positive feedback; recommended at least two annual meetings with YC for communication and feedback. On February agenda

c. Consideration of office tech: Motion by Kistler to approve new hire Laura Miller. Motion carried unanimously by all present council members.

VIII. New business

A. Consideration of FY 19 budget proposal motion by E miller, all approved: Roll Call Vote: Burgmeier – Aye, P Miller – Aye, E Miller – Aye, Coop – Aye, Leazer – Aye, Kistler – Aye, Adrian – Aye, Peck – Aye.

B. Consideration of Fiscal Year 2019 Budget: Henderson presented. Motion to approve and to go to Public hearing date on February 6 @ 7:00 by P Miller. Motion carried unanimously by all present council members.

C. Motion to approve Unemployment Fund and Tort Liability fund amendment by E Miller, public hearing on same date/time. Motion carried unanimously by all present council members.

D. Consideration of 4-H volunteers: Motion to approved Cassidy Cronk by Kistler. Motion carried unanimously by all present council members

D. Consideration of revised CYC job description: Motion to approve by Leazer. All approved as presented.

E. Consideration of purchase of EAP -\$21 for 14 months. Motion to approve by Kistler to approve. Motion carried unanimously by all present council members.

F. Consideration of summer assistants and day camp assistant for summer of 2018: CYC needs FT 40 hrs assistant (500 hrs) for Fair/Daycamps and PT 20 hrs for 10 weeks. Motion by E Miller. Motion carried unanimously by all present council members.

G. Consideration of copier changes: move to Treasurers Report: Tom Coulter of Advanced System, current Copier provider, presented proposal for new lease pricing. Tabled until February

H. Consideration of MOU- ISU: Motion by E Miller to approve. Motion carried unanimously by all present council members.

I. Consideration of NAE4HA Membership: Motion to approve by Kistler. Motion carried unanimously by all present council members..

IX. Public comment: N/A

X. Agenda Items for the Next Meeting: Janitor resignation; after-school program helpers; amendment to all job descriptions

XI. Date/Time/Location of Next Meeting: February 6, 2018 @ 6:30

XII. Adjourned. Motion by Peck at 9:16 pm. All aye.

Signed by: Barbara Kistler, Secretary, Jefferson County Agricultural Extension Council