

## Jefferson County Extension Council

### Minutes of Organizational Meeting

January 4, 2017

Present: Betty Coop, Paul Miller, Jeff Dunbar, John Peck, Sharie Leazer, Barbara Kistler, Steve Burgmeier, Eric Miller, Brad Lauderman. Also present: Dr. Hoy, Stan Hughes, and Sue Henderson

Temp Chair P. Miller called the meeting to order at 6:36 PM. Burgmeier made a motion to approve the agenda with 2<sup>nd</sup> by Peck. Motion carried 9-0

#### *Election of Officers:*

Chair: P. Miller was nominated by Kistler; Burgmeier was nominated by Lauderman. Kistler and Leazer voted for Miller; Lauderman, Peck, E. Miller, Dunbar, P. Miller, Coop and Burgmeier voted for Burgmeier. Bergmeier was elected as chair by vote of 7-2

*Vice-Chair:* Dunbar was nominated by Kistler. Dunbar elected by vote of 9-0

*Secretary:* Coop nominated by Lauderman; Kistler nominated by Leazer. Lauderman, Peck & Burgmeier voted for Coop. P. Miller, Dunbar, Leazer, Kistler, E. Miller and Coop voted for Kistler. Elected 6-3.

*Treasurer:* P. Miller was nominated by Peck and was only nomination. Carried 7-1 with P. Miller abstaining.

P. Miller moved to approve the personnel and fiscal policies with 2<sup>nd</sup> by Peck. Motion carried 9-0

P. Miller moved that meeting attendance expectation to be 75%, with 2<sup>nd</sup> by Dunbar. Motion carried 9-0

P. Miller moved to adopt Roberts Rules of Order, with 2<sup>nd</sup> by E. Miller. Motion carried 9-0

Lauderman moved to approve cumulative volunteer list (no second needed in meetings with less than 12 members) Motion carried 9-0

(At this point, Chair asked all members present to introduce themselves and where they reside in the county)

The financial reports provided at each council meeting shall be: Balance Sheet, Council revenue, voucher report and expense statement, Bank reconciliation. This was motioned by Peck and carried 9-0

Regular council meetings shall be the first Tuesday of the month; 6:30 standard time and 7:30 Daylight Savings Time. This was motioned by Lauderman and passed 9-0

#### Committee Assignments:

Fiscal/Legal: Nominees are P. Miller, Coop & Leazer. Voted 9-0

Personnel: Nominees are: Burgmeier, E. Miller & Dunbar. Burgmeier rec'd 9-0; Miller rec'd 9-0 and Dunbar rec'd 6-3, with a fourth nominee Leazer receiving 5-4 votes.

Program/Marketing: Kistler, Peck and Lauderman. Voted 9-0

#### Appts to other committees:

Regional Council: Burgmeier & Dunbar, Voted 9-0

Fairboard: Peck. Voted 9-0

4H Committee: Leazer 9-0

Official Newspapers: Fairfield Ledger and Richland Clarion-Plainsman. Voted 9-0

Fiscal Procedures: The depository will be First National Bank and Iowa State Bank with a maximum on deposit of \$250,000.00. The two members authorized to sign checks are P. Miller and Leazer; and the same two, P. Miller and Leazer to transfer funds and/or access the bank account electronically. Motion by Leazer to approve. Voted 9-0

**Regular Meeting:**

Open Forum for public comments; N/A

Secretary's Report: Approval of November/December minutes: moved by P. Miller and passed 5-4, as Lauderman, E. Miller, Burgmeier and Dunbar not in attendance at these meetings and abstained.

Treasurer's Report: Motion by E. Miller to approve vouchers #11575 to #11611 with 8 direct deposits and 5 EFT. Motion passed 9-0. Comments made by Kistler reminding staff that purchases through Quill have free shipping, and the council already has an account in place, which would negate the need to purchase office supplies from Walmart. Also, food purchased for programs through HyVee, using that organization's credit card, offers a discount as well and is also tax free. A suggestion was made to the staff to use these cards instead of the Visa/Walmart cards. Questions regarding amount of LISCO bill. Hughes is to follow up

**Reports:**

Query on the state of the newsletter. Hughes showed a prototype to be mailed. Council comments were there was entirely too much color and not enough notice of upcoming events. The word search puzzle has to go. Another sample will be available at the February meeting.

**Extension Council Committees:**

Personnel: N/A

Fiscal: N/A

Programming: Leazer corrected that the MG are not facilitating all of the Hort programming. They need to attend programs for their educational hours. Henderson commented that not all of the scheduled programming is on the website, as it should be.

Regional: Henderson gave update on council orientation and regional updates, including Stakeholders report, new county services newsletter from Bob Dodds, March 4 IECA conference

**IACEC – NA**

4H and Youth Committee: Kistler gave update on Robotics Meet on Jan. 13, with reminder to Hughes of promotional time on KMCD radio the next morning. Dr. Hoy of Youth Committee said keeping lines of communication open was top priority; minutes of their meetings are available upon request

**FairBoard – NA**

County 4H Foundation: Hughes called to inquire as to what the Foundation does; answers were scholarships and other programs. This council wants a list of their accounting, bylaws and articles of incorporation. Hughes is to follow up.

**Old Business:**

Review of Director's wage: Motion by Lauderman for a \$1.00/hr. raise. Motion moved to the February meeting, with a meeting of new personnel committee and Hughes prior.

Committee assignment for MOU: Chair appoints Peck and Kistler; Youth Focus Group: Leazer and E. Miller; Steering Committee: Dunbar and Coop

Hire of Janitor: Julie Horton is hired at 12-15 Hrs. per week at \$10/hr, started December 30th. P. Miller moved to approve. Motion passed 9-0

Comment by Kistler asking Hughes where/how does Janitor get supplies. Hughes replied Walmart or they were thinking of reinstating Aramark. See past meeting minutes 2013: Nixing Aramark saved Extension \$2,000+ annually in rug cleaning, and the same bathroom supplies (paper towels and toilet paper) can be purchased from either Bailey's (Ottumwa) or Quill.

**New Business:**

Office procedures for council meetings: Henderson wrote a list of those council members who want meeting documents mailed/emailed to them a week ahead of time. In addition, the OA is to call each council member to remind them of the meeting the day before the meeting. Also, any paperwork mailed to council is to be hole-punched prior to mailing.

Verbiage in Personnel Handbook: Page 17: E. Miller motioned to change the verbiage in the PTO accrual box from Hours Paid to Hours Worked. Motion passed 9-0

Postage Meter: Contract expires June 2017. Phase out meter and replace with postage stamps. P. Miller moved for Hughes to provide certified notice to the Hasler company by the end of next week (Jan 13) Motion passed 9-0

4H & Youth Committee Rule Change: Derby Pigs are no longer required. Motion by P. Miller. Motion passed 9-0

4Her to be selected to visit Iowa Capital: composing letters now. Visit on Feb Agenda and choose recipient.

Agenda items for next meeting:

- Newsletter
- Review of County Director wage
- 4Her to Capital
- Resignation and replacement of council member Lauderman
- Horticulturist
- Ad Hoc Committees and updates
- Budget proposal and set public hearing date.
- MG Volunteer List

Chair adjourned the meeting at 8:58PM

Respectfully submitted by Barbara Kistler