

Organizational Meeting and Regular Meeting of Jefferson County Agricultural Extension Council

Date: Tuesday, January 8, 2019 Time: 6:30PM Location: 2606 W. Burlington, Fairfield, IA

I. Call the Meeting to Order@ 6:30 PM

Steve Burgmeier, Jeff Dunbar, Eric Miller, Barbara Kistler, Susie Drish, Christine Engwall, Cory Klehm, Shelly Moothart, John Peck

Also Present: Ashtin Walker, Taylor Trudell, Rachel Fishel, Sue Henderson,
Introductions of members

II. Approval of Agenda: Motion to approve by Drish. All 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

1. Burgemeier Nominated by Miller
2. _____ Nominated by _____

Those voting for candidate #1 - _9_____
Those voting for candidate #2 - _____.

Motion carried by a vote of _9__ to _0__.

Elected: Steve Burgmeier as 2019 Chair

Meeting handed over to duly elected chairperson

ii. Vice Chair

1. _Engwall_____ Nominated by __Miller____
2. __Peck_____ Nominated by __Engwall_____

Those voting for candidate #1 – Burgmeier, Drish, Peck, Miller, Kistler_____
Those voting for candidate #2 – Dunbar, Engwall, Klehm, Moothart____

Motion carried by a vote of _5__ to _4__.

Elected Christine Engwall_____

iii. Secretary

1. __Barbara Kistler_____ Nominated by __Miller_____
2. _____ Nominated by _____

Those voting for candidate #1 - _____

Those voting for candidate #2 - _____

Motion carried by a vote of _8_ to _0_. (Kistler Abstained)

Barbara Kistler elected as Secretary

iv. Treasurer

1. __Jeff Dunbar_____ Nominated by __Burgmeier_____
2. _____ Nominated by _____

Those voting for candidate #1 - __9_____

Those voting for candidate #2 - _____

Motion carried by a vote of _9_ to _0_.

Jeff Dunbar elected as Treasurer _____

b. Regular council meeting date and time

Regular council meeting/date:

Moved by Kistler to change the meeting date to first Tuesday of the month at 7:00 PM.

Motion amended by Miller to read 6:30 pm Standard Time and 7:30 PM Daylight Savings Time. Burgmeier, Engwall, Dunbar, Drish, Moothart, Miller, Peck and Klehm voted Aye. Kistler voted No. Motion approved.

c. Committee Assignments

These committees will be organized (suggested) with the following members serving on each committee (*Designates Chair):

(a) Fiscal/Legal

*Jeff Dunbar

Susie Drish

John Peck

(b) Personnel

*Steve Burgmeier

Shelly Moothart

Eric Miller

(c) Program/Marketing

*Barbara Kistler,

Christine Engwall

Cory Klehm

Moved by __Burgmeier_____

Motion carried _9_ to __0_____

d. 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: Burgmeier appointed Moothart. All approved
Other: Strategic Planning: John Peck and Christine Engwall
MOU: John Peck and Steve Burgmeier volunteered to continue on this committee
Motion carried

e. 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 All approved.

Fiscal Procedures (all 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: Jeff Dunbar and Susie Drish

Members authorized to transfer funds and/or access the bank account electronically: Same as above

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 Kistler

Motion carried. All approved

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 Burgmeier to approve the following policies as one motion: adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting:

Balance Sheet, Detailed Revenue & Expense Report, Bank reconciliation, and Voucher Report.

Revisions to Fiscal Policy: 4H club accounts to be moved to Council bank funds, clarification of Tort, Timeclock Plus and submitting receipts, etc electronically/phone.

Motion by Burgmeier to accept the above motion, with the cumulative volunteer list being tabled. All approved.

Regular Meeting

3. Secretary's Report – Secretary
 - a. Approval of minutes from November 6, 2018.
Motion by Kistler to approve minutes. All approved
4. Treasurer's Report – Treasurer
 - a. Motion by Burgmeier to approve of checks for November #12267 to #12290 and 2 EFTs
 - b. Motion to approve of checks for December #12291 to #12318 and 3 EFTs Check #12316 was voided. Motion to approve by Burgmeier. All approved.
 - c. Review of financial reports. Henderson presented financial reports.
5. Reports:
 - Staff and program specialists: Staff presented their reports
 - Extension Council Committees:
 - Personnel- Staff Reviews
 - Fiscal- n/a
 - Programming -n/a
 - Regional: March 30 training in Ames for new members
 - Other appointed committees –
 - MOU: n/a
 - Strategic included in CYC report
 - Fairboard – Peck to attend this month's meeting tomorrow night
 - Youth Committee: Budget developed. To be approved next meeting
6. Unfinished Business
 - Consideration of purchase price of fan: No price for fan as yet. FB working on purchasing multiple fans for cheaper price.
 - Consideration of internet and phone company change and system Lisco or Natel: Discussion of Natel or Lisco bids. FB will upgrade satellite buildings (Cambridge, Activity) soon. Motion by Miller to purchase new phones spending up to \$1000.00. All approved.
 - Consideration of After School paid employee: Motion by Klehm to consider after-school paid employee for up to 8 hours weekly at a wage of \$10/hr. Discussion. All approved.

- Consideration of maturing CD: Henderson read letter from former treasurer to cash CD at ISB. Motion by Burgmeier to have Dunbar investigate interest rates at various banking institutions and bring back to February meeting. All approved.

7. New Business

- Consideration of the Fairfield Area Chamber of Commerce member dues. New pricing: Motion by Miller to increase membership to approve Entrepreneur Level for Chamber for this year. All approved
- Consideration of FY 20 budget proposal and set hearing date: Tabled until Feb meeting
- Consideration of selling of pop machine: Motion by Miller to approve sale of pop machine for \$50 to Tony Adrian. All approved.
- Consideration of sharing cost of "Stay Independent: A Healthy Aging Series" program with Sara Sprouse and the Fairfield Public Library: Cost to Council is \$70 total. Motion by Kistler to participate. All approved.
- Consideration of 2019 Southeast Iowa Farm Show: Registration is \$200 to participate in the Farm Show. Motion by Miller to participate. All approved.
- Consideration of Scholarship Application: Motion by Kistler to approve Extension and YC Scholarship applications for 2019 with deadline of March 15. All approved.
- Consideration of \$2500 for leadership program in fall of 2019: Tabled until February meeting
- Consideration of Staff Medical Insurance: Tabled until Feb. Meeting
- Consideration of Maternity Policy Proposal: Tabled until Feb Meeting
- Employee Assistance Program: Motion by Kistler to approve employment membership (\$20 per employee). Discussion. 0 Aye; 9 NAY

Individuals to be considered for 4H volunteers to be tabled until phone meeting Thursday, 1/10/19 @ 6:30pm. **1-866-809-4014 9323040#**

8. Open Forum for Public Comments:

9. Next meeting date is Tuesday, February 5, 2019 at 6:30 PM with the following agenda items – budget hearing and FY 20 budget; Leadership, YC Budget, Maternity leave policy, employee insurance, cumulative volunteer list, CD investment, and volunteers. **This meeting will take place in the Cambridge Building**

10. Adjourn Motion by Peck at 8:27 pm. Respectfully submitted by Barbara Kistler

4H volunteers approval to be tabled until phone meeting Thursday, 1/10/19 @ 6:30pm. **1-866-809-4014 9323040#:**

Tentative agenda for Thursday, January 10 phone meeting

1. Consideration of volunteers

Meeting held Thursday, January 10 by phone in vote at 6:56 PM. Present: Dunbar, Kistler, Burgmeier, Drish, Miller, Peck, Absent: Klehm, Engwall and Moothart,

Motion by Kistler to approve new volunteers Julie Walker, Joanna Desautels, Eileen Pickard, Jennifer Stever, Orville Brown and Ted Diers, and Kim Myers. All present council members approved.

Motion to adjourn at 7:05 by Peck. All approved.