

# MEETING

## JEFFERSON COUNTY EXTENSION COUNCIL

**Tuesday, June 6, 2017**

**7:30 PM**

### Jefferson County Extension Office

1. Call the meeting to order and roll call – Steve...opened at 7:30
  - Present: John Peck, Paul Miller, Steve Burgmeier, Betty Coop, Eric Miller, Jeff Dunbar
  - Absent: Sharie Leazer
  - Guest: Sue Henderson & Rachel Wonderlich
2. Approval of Agenda – Steve. Special meeting for two late agenda items Thursday June 8, by phone @ 6:30. Motion by P Miller to approve. All approved
4. Open Forum for Public Comments n/a
5. Secretary's Report – Barb
  - a. Approval of minutes from, April 11, May 9 and May 11, 2017: as these were emailed/mailed out prior to the meeting, Kistler moved to approve minutes. All Approved.
6. Treasurer's Report – Paul
  - a. Approval of Vouchers: Alliant Energy bill is excessively high. This is to be checked before signing. P Miller moved to approve four EFT and vouchers #11708-11710 and 11712-11735. All Approved.
  - b. Review of financial reports: question regarding staff overtime to be directed to Chair for approval. Motion by P Miller to approve report. All approved
7. Reports:
  - a. Staff and program specialists- Rachel and Colleen. Rachel filled us in on the new employees, Ashtin and Kelley. Rachel presented 4H report.
    - Daycamps are FULL...with waiting lists full as well!
    - Fairbook is late again. Look for next year to get a copy out to kids earlier.
    - The office is not to collect funds for the Fairboard. A FB envelope should be available and given to client for the client to deposit in the FB dropbox. The office can unlock buildings as needed. Policy will be on Special Meeting Agenda.
  - b. Extension Council Committee
    - Personnel: Hort apps interviews done today. The committee will make the decision and the person will be confirmed at August meeting.
    - Fiscal: look under new business
    - Programming :
      - Field Day on Cover Crops Aug 30; Programming calendar presented through Fall
    - Other appointed committees – strategic planning, MOU
      - Moved to July/August after Fair
      - MOU after Fair as well.
  - c. Regional: What does the Council want Sue's role to be will be discussed and presented at late date
  - d. Iowa Extension Council Association: n/a
  - e. 4-H and Youth Committee: Fair

f. Fair board: n/a

8. Unfinished Business

- a. Consideration of new council member replacement: E Miller nominated Tony Adrian to fill the unexpired council seat left by Brad Lauderman. No other nominations. All present council approved. He will become a member of the council after taking the oath of office.
- b. Consideration of increase in marketing:
  - Motion by P Miller to increase newsletter size to 2/2-sided pages, front page color to be sent bi-monthly to begin August 1<sup>st</sup>. All approved
- c. Consideration of sponsorship of Presidential Volunteer Service Award
  - Motion to consider sponsorship by Kistler to be completed by future qualified employee. Approved by Burgemeier, Coop, Peck, E Miller, Dunbar Kistler. P Miller abstained for lack of knowledge as this was presented at last meeting and he was absent

9. New Business

- a) Consideration to purchase items with carryover monies:
  - P Miller presented the carryover figures and the 'Wish List'; Council ranked the items as to importance. P Miller moved to purchase items as proposed and as ranked and at discretion of office employees with aid of REED. All approved.
- a. Consideration to hire cleaning person 2 extra hours on Wednesday night of the fair
  - Motion by E Miller to hire cleaning person 2 extra hours on Wednesday, etc. Approved
- b. Consideration to raise credit card limit temporarily
  - Motion by P Miller to raise limit to \$15K for 60 Days. All approved.
- c. Consideration of county director position
  - No action
- d. Consideration of CYC training in the fall
  - Motion by Kistler to allow Rachel to attend any or all of the events at her discretion. Dunbar amended Rachel to attend all three with pre-registration in June for Indiana event. All approved.
- e. Consideration of overtime for summer help
  - Motion by E Miller to approve 10-15 hours for Fair and any additional approved by Executive Committee. All approved.
- f. Water Quality Americorps Service member:
  - Motion by Burgemeier to participate with part time position. All approved.

10. Next meeting date \_\_\_\_\_ June 8 \_\_\_ @ 6:30 pm \_\_\_\_\_ with the following agenda items

- Volunteer consideration
- Late Fair paperwork consideration
- Policy on handling FB money

11. Adjourn: Motion by Peck to adjourn @ 10:00. All aye