

# MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, February 5, 2019

6:30 PM

Cambridge Building

1. Call the meeting to order and roll call – Stephen Burgmeier (inclement weather. Some council members by phone)
  - a. Present: Steve Burgmeier, Susie Drish, Eric Miller, Shelly Moothart, John Peck, Christine Engwall
    - i. By Phone: Barbara Kistler, Cory Klehm,
  - b. Absent: Jeff Dunbar
  - c. Guests: Rachel Fishel, Lee Dimmitt, Sue Henderson
2. Approval of Agenda – Stephen Burgmeier. Motion by Burgmeier to approve agenda. APCMA
3. Secretary's Report – Barb Kistler
  - a. Approval of minutes from January 8, 2019 and January 10, 2019. Kistler moved to approve minutes from Jan 8 and Jan 10. APCMA
4. Treasurer's Report – Jeff Dunbar
  - a. Approval of checks #12319 to #12334 and EFT of \$ 4589.00. Motion by Burgmeier. APCMA
  - b. Review of financial reports
5. Reports:
  - Staff and program specialists- highlights
    - CYC gave report. Other staff is to be read by council as needed.
  - Extension Council Committees
    - Personnel – Stephen, Eric and Shelley: Advertising for new CYC position/ad.
    - Fiscal- Jeff, Susie and John: Peck gave report. Cuts were instituted for FY 2020.
    - Programming- Barb, Christine and Cory: Meeting Thursday @ 5:15.
  - Strategic Planning - John Peck and Christine Engwall
  - 100 year – report from Ron: email from Ron, but not all council members received email.
  - Regional and Iowa Extension Council Association- survey n/a at this time
  - 4-H and Youth Committee – Shelly Moothart. YC needs more money.
  - Fair board – John – n/a
6. Unfinished Business
  - Consideration of cumulative volunteer list: Miller made a motion to approve the current cumulative volunteer list. APCMA
  - Consideration of phone system installation cost- Burgmeier read estimates. Tabled until May meeting.
  - Consideration of fan – Peck – Tabled until March meeting
  - Consideration of renewal of CD – Miller makes a motion to renew CD at First National Bank at 3.1%. APCMA
7. New Business
  - Consideration of FY 20 budget (Consideration of Leadership program, maternity leave, and medical insurance) and set hearing date
  - Lee Dimmitt presented the county insurance group plan/Iowa Code.
  - Motion by Burgmeier to adopt budget with line 152 included.
    - Burgmeier:Yes      Engwall: Yes      Klehm: Yes      Drish: Yes      Miller: yes

Peck: yes      Kistler: Yes      Moothart: yes  
Budget Hearing will be held March 5 at 7:00 PM

Consideration to amend FY 2019 unemployment budget to \$10,000. Motion by Miller to amend the budget. APCMA

Budget hearing March 5 7:30 PM to amend the FY 2019 unemployment budget. Motion made Burgmeier. APCMA

Consideration of new volunteers – Rachel. Motion by Miller to approve Tina Glatch as new volunteer. APCMA

Consideration of fair superintendents – Rachel Motion by Engwall to approve the 2019 Fair Superintendents. APCMA

Consideration of summer intern job description and ad – Rachel. Motion by Kistler to post ad/job description for a part-time position up to 200 hours. APCMA

Consideration of approval of CYC Resignation: Motion to accept Rachel's resignation by Burgmeier. APCMA. Her last day is March 1, 2019.

Consideration of CYC job description and ad: Motion by Burgmeier to advertise the position on the county website and Iowa Workforce Development with a deadline of 4:30 Feb. 15, att: Lori Padgett. APCMA

Consideration of housing field staff: Motion Drish to approve field staff office in Jefferson County office. APCMA

Consideration of new meeting night: Moothart moved to move the meetings to the first Thursday of the month beginning April. APCMA

8. Open Forum for Public Comments

9. Next meeting date is March 5, 2019 6:30 PM with the following agenda items: Budget hearings- FY 20 Operating Budget, Unemployment, and Tort and FY 19 unemployment , cost of fan , consideration of CYC applications

10. Adjourn by John Peck @ 8:10pm