

## MEETING

### JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, March 6, 2018 6:30 PM

#### Jefferson County Extension Office

1. Call the meeting to order and roll call – Stephen @ 6:29 pm.
  - a. Present: Paul Miller, Betty Coop, Tony Adrian, Steve Burgmeier, Eric Miller, Jeff Dunbar, Barbara Kistler, John Peck, Sharie Leazer
  - b. Guest: Nick Bolin, Access Systems
2. Approval of Agenda – Stephen. Motion by Dunbar to approve. All approved.
3. Secretary's Report – Barb
  - a. Approval of minutes from February 6, 2018  
Motion by Kistler to approve minutes as emailed to council prior to meeting and on website. All approved.
4. Treasurer's Report – Paul
  - a. Approval of Vouchers: Motion by Miller to approve vouchers 11978 – 12002, 7 direct deposits for wages and EFT for unemployment. All approved.
  - b. Review of financial reports.
5. Reports:

Staff and program specialists- All staff: Reports supplied. (No OA report from Colleen.)  
Pence stopped after school program without notifying Ashtin. A letter was sent to all parents by Pence stating end of program. Recommendation by Leazer to send letter to Pence principal, school board members, Superintendent requesting better future communications, etc. Letter will be penned by Dunbar.

Wonderlich presented her upcoming program plans.  
Hort: Pruning Workshop rescheduled to March 17.

Extension Council Committees:
  - i. Personnel:
  - ii. Fiscal:
  - iii. Programming
  - iv. Other appointed committees –  
Strategic Planning: Plans for March/April/May meetings with Anna.  
MOU: Amendment #34 with FB

Regional –  
March 26 is extension annual conference; May 8 is regional picnic in Van Buren Co.  
Iowa Extension Council Association – March 10 is annual conference  
4-H and Youth Committee: N/A  
Fairboard: Discussion regarding AED. One can be borrowed from hospital during Fair season.
6. **Old business**
  - a. Consideration of shooting sports issue and inventory – Rachel. Tabled for a later meeting.
  - b. Consideration of copier machine changes- Paul

Nick from Access Systems presented. Motion by P Miller to enter into contract with Access Systems. All council members approved. Rate sheet attached to minutes.

c. Consideration of items from facility review – Tony- General posting (General Information Board) of emergency contact numbers needed and storm warnings. Ground fault outlets not in bathrooms. Key for Tornado Shelter needed from Fairboard for outside Fairground bathroom in case of emergency. Pacemaker/microwave use need to be posted? List made by Adrian/Dunbar.

7. **New Business**

a. Consideration of Extension Week activities: April 16-2. More plans at April meeting

b. Consideration of 4-H Hall of Fame names: Tabled for April meeting. YC is still discussing.

c. Consideration of full time day camp/ fair help: Ashtin Walker has been hired FT by Personnel Committee

d. Consideration of part time summer helper: McKenna Gambell hired PT (reference January 2018 meeting minutes) by Personnel Committee.

e. Consideration of after school program paid assistants: Interviews with applicants upcoming

f. Consideration of paying staff for attending meetings: Motion by Kistler to pay program staff for attending Council Meetings. All council members approved.

g. Consideration of volunteer(s): Motion to approve Cynthia Post as volunteer(s) by Adrian. Voting AYE was Kistler, Voting NAY were Burgmeier, Adrian, E Miller, P Miller, Dunbar, Leazer, Peck and Coop. Motion did not carry.

8. Open Forum for Public Comments

9. Next meeting date is April 3 at 7:30 PM with the following agenda items:

Increasing newsletters from quarterly.

Extension Week

4-H Hall of Fame nominees

After School program paid assistants

10. Adjourn 8:22

Respectfully submitted by Barbara Kistler, Secretary