

Jefferson County Extension Council Meeting Minutes

March 7, 2017

6:30 PM

Jefferson County Extension Office

Present: Steve Burgmeier, Jeff Dunbar, Paul Miller, Barbara Kistler, Sharie Leazer, Eric Miller, Betty Coop, John Peck

Absent: Stan Hughes

Also Present: Cherry Sandeen, Rachel Wonderlich

1. Meeting called to Order: by Chair @ 6:30 pm
2. Approval of Agenda: motion to approve by by P. Miller with amendment of addition to strategic plan. All approved.
3. Open Forum for Public Comments- none
4. Secretary's Report
 - a. Approval of minutes from February 7, 2017; motion by P. Miller. All approved.
5. Treasurer's Report – P. Miller
 - a. Approval of Vouchers: P. Miller moved to approved vouchers #11636-11652, with direct deposits and EFTs. All Approved.
 - b. Review of financial reports; Move to approve by P. Miller with 2nd by Dunbar. All Approved.

Budget Hearing 6:45 PM

Motion is needed to recess regular council meeting at or after time designated in the published hearing notice.

Motion by P. Miller to recess. All Approved_____

Chair: This is the time and place set for the public hearing on the Jefferson County Extension Education Operating budget.

Chair: The notice of the public hearing did appear in the Fairfield Ledger newspaper on February 17, 2017 as required by law.

Chair: Are there any objections or comments concerning the budget? None

1. If comments have been received to the extension office, staff or council members ahead of this hearing, it is appropriate to share these now. Likewise, if no comments have been received, note that in the minutes
 - a. There have _____ have not X been comments regarding the budget. No objections to the budget, written or verbal
2. Record any comments here- none
3. Chair instructs Secretary to note that there are no comments regarding the budget

Chair: Motion to Close the Public Hearing by Dunbar Vote passed unanimously.

6. Reports:
 - a. Staff and program specialists:
 - i. Stan Hughes – n/a
 - ii. Rachel Wonderlich – paper report in packet
 - iii. Colleen Matson – paper report in packet
 - b. Committee Reports:
 - I. Personnel – Report in the works.
 - II. Fiscal

- III. Programming –
- IV. Other appointed committees:
 - a. Youth Focus Group
 - b. Strategic Planning Group
 - c. MOU Group
- c. Regional –
 - i. Civil Rights Training – n/a
 - ii. Cathann Kress.Bob Dodds Video - done
 - iii. Extension Annual Conference
- d. IACEC – Kistler reported on Annual Conference attended on March 4
- e. 4H & Youth Committee: Cherry Sandeen presented the 4H Mission/Vision Core Principals; Strategic Planning Report
- f. Fairboard – Peck reported. Advisory Committee will meet soon to get things begun. Wonderlich will contact persons necessary for a meeting time.

7. Unfinished Business:

- a. Lease – Paul: Lease was signed by past Chair.
- b. Council Member Replacement suggestions and approval – Committee had several names and is still under consideration. Tabled till April
- c. Newsletter reinstated – responsibility to write it? n/a
- d. Update on LISCO and what services they are providing to the office: It is finished and is now available to all users
- e. Response from 4H Foundation – Paul – tabled till April
- f. Review of Hort job description and timeline to hire: changed 2-4 yr degree to 'or similar experience' and 'variable hours'. Advertise to be hired by July1. Move by Leazer. Advertise in paper (FaceBook, Fairfield Free Cycle, Fairfield Ledger (5 days), Richland and Van Buren paper and Iowa Workforce Development. All approved.
- g. Summer Intern: Chair appoints Leazer, Sandeen and Wonderlich to hire Summer Intern at agreed hours/wage.

8. New Business:

- a. FY18 budget approval:
P Miller moved that the FY 2018 Extension Education Operating Budget be approved for \$315,364 in expenditures with a total tax request of \$237,000 with 233,459 from property tax and 3,451 from utility excise tax. Motion carried by a vote 8-0.
- b. Extension Week Activities: Open House on April 20th, various specialists to speak, lunch/learn, etc. Members of Council should attend if possible.
- c. Late registration for Beef Show: n/a
- d. Permission for Rachel to attend new staff orientation: n/a

- e. Removal of planters in front of building: belong to FB, but need to be removed as they are falling apart. Leazer moved to replace/replant the planters in the front of building, not to exceed \$100. All approved.

- f. New programming approval: Some marketing for Retail Service program partnering with FA&CC Leazer moved to approve marketing assistance. All Approved; Additional MG Fall training and offer to reimburse the first 10 applicants to complete the 45 hours of training \$195 each. All Approve. Peck reported on Cover Crop program held in July/August. Dunbar moved to approve this program. All approved. And, Specialty Beef Feeding in January 2018. Motion by Peck and all approved.

9. Next meeting date: Tuesday, April 4 @ 7:30 PM –

10. Agenda Items – Review of hire of summer day camp assistant. Typed reports from all staff for every council meeting; including copy of log sheet/phone calls, etc.

11. Adjourn: Motion by Peck moved to adjourn at 8:37 PM.

Respectfully submitted by Barbara Kistler