

MEETING MINUTES

JEFFERSON COUNTY EXTENSION COUNCIL

Thursday, May 7, 2020 7:30 PM

Please click this URL to start or join.

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Meeting ID: 970 0872 5366

Call the meeting to order and roll call Stephen Burgmeier:

Present: Shelly Moothart, Steve Burgmeier, John Peck, Barbara Kistler, Eric Miller

On Zoom: Laurie Bennett, Christine Engwall, Susie Drish

Absent: Cory Klehm, Christine Engwall

Also present: Sue Henderson, Rachel Fishel, Clint Mercer,

2. Approval of Agenda Stephen Burgmeier: motion by Kistler to approve the agenda. Roll Call Vote. All approved
3. Secretary's Report Barbara Kistler
  - a. Approval of minutes from April 2, 2020 and April 9, 2020: Kistler moved to approve both April 2 and April 9 minutes. Roll Call Vote. All approved.
4. Treasurer's Report Eric Miller
  - a. Approval of checks # 12836 to # 12854 and EFT \$2994.93  
Postponed until Eric Miller arrives
  - b. Review of April, 2020 financial reports: question about a voucher/answered
5. Reports: **Highlights only**
  - a. Staff and program specialists
  - b. Extension Council Committees
    - i. Personnel Susie, Laurie, and Shelly
    - ii. Fiscal - Eric, Stephen, and John
    - iii. Programming - Barb, Christine and Cory
    - iv. Strategic Planning - Shelly and Laurie
    - v. 4-H and Youth Committee - Eric
    - vi. Fair board - John Peck. No word on Fair at this time.
    - vii. MOU -John and Christine
    - viii. Advisory - Susie and John
  - c. Regional
    - No word yet on the new Regional Director
    - State auditor standing firm on all 4H financials moved to the office
    - LMC moving to Nurse Triage (phone number) for accident reports, beginning July 1
6. Old Business
  - a.) Consideration of cleaning service: This will be addressed at the August meeting.
7. New Business
  - a) Consideration of MOU: Motion to approve the MOU and addendum A by Kistler. All present council members approved.

- b) Consideration of approval of volunteers: Motion by Bennett to approve Shelly Moothart. All present council members approved.
- c) Consideration of RD office: Motion to apply for RD office. All present council members approved.
- d) Consideration of carryover dollars: Motion by Burgmeier to allow staff and regional director to spend 66% of the carryover dollars with budgeted items. Any non-budget items would have to come back to the council for approval. All present council members approved.
- e) Consideration of unemployment claim: Motion by Kistler to not protest unemployment claim. All present council members approved
- f) Consideration of CYC hire: Motion by Bennett to hire Grace Davidson as Jeff Co CYC at \$16/hr./40 hr with up to \$280/mo. insurance, starting Monday, May 18, 2020. All present council members approved
- g) Consideration of reopening office: Motion by to allow office to reopen on May 18<sup>th</sup>, pending supplies (gloves, masks & sanitizers), limiting clients coming into the office using Iowa State and Iowa Dept. of Health guidelines. All present council members approved. (Engwall did not respond during Zoom meeting vote)

8. Open Forum for Public Comments

9. Next meeting date is Thursday, June 4, 2020 at **7:30 PM** with the following agenda items:

10. Motion to adjourn by Peck at 8:59pm Meeting was held electronically due to COVID 19.