

**MINUTES**  
**JEFFERSON COUNTY EXTENSION COUNCIL**

**Tuesday, June 5, 2018      7:30 PM**  
**Jefferson County Extension Office**

1. Call the meeting to order and roll call –
  - a. Present: Betty Coop, Rachel Wonderlich, Ashtin Walker, Barbara Kistler, Taylor Sickels, Sue Henderson, Paul Miller, Steve Burgmeier, Jeff Dunbar, Eric Miller, Colleen Matson, Sharie Leazer, John Peck, Tony Adrian
  - b. Absent: 0
2. Approval of Agenda – Steve. P Miller moved to approve. APCMA
3. Secretary's Report – Barbara
  - a. Approval of minutes from May 1, 2018. These were emailed to Council prior to meeting. Kistler moved to approve the May minutes. APCMA
4. Treasurer's Report – Paul
  - a. Approval of Vouchers: P Miller moved to approve #12069 - #12104, 7 DD and 2 EFT. #12091-#12104 were signed at this meeting but not on the voucher list. APCMA
  - b. Review of financial reports: P Miller presented.
5. Reports:
  - a. Staff and program specialists- All staff reports emailed to council last week.
  - b. Extension Council Committee
    - i. Personnel – Sickels withdrew resignation and will continue as Hort
    - ii. Fiscal – Later in Agenda
    - iii. Programming – meeting in July.
    - iv. Other appointed committees – strategic planning. Coop & Kistler attended the last meeting
  - c. Regional: Henderson to meet with nominating committee in July;
    - i. Iowa Extension Council Association:
    - ii. 4-H and Youth Committee: minutes are on the website
    - iii. Fair board: storage unit needs to be moved and leveled and will assist council members to move it. Peck will call Fritchen regarding MOU
6. Unfinished Business
  - a. Consideration of Youth Committee budget: tabled until August meeting; Discussion at staff meeting if it should be noted that the youth committee needs to attend for a budget presentation and for the explanation of why they want longer terms??
7. New Business
  - a. Consideration of priority of year end expenses: Discussion of 'Wish List': See attached list: Motion by P. Miller to approve the printed list, with addition of rabbit cages, paying Anna Bruen, removing Keurig machine, phone system and EV3 Robotics, to be spent by June 30. APCMA.
  - b. Consideration of support staff hours at fair: Motion to approve Fair hours for Laura & Colleen by Coop. APCMA

- c. Consideration of Ashtin's new job description (adding in summer work) Motion by P Miller to approve the new job description. APCAMA
  - d. Consideration of FY 19 wages: Personnel committee recommends \$1.00/hr raise for Astin and Taylor, with .50 raise for Rachel, beginning July 1. Colleen will be considered for a raise after her probationary period is finished. Motion by P Miller to approve. APCMA
  - e. Consideration of Consideration of Youth Committee by-laws: Motion by Burgmeier to approve Article 3 – Membership "Member should attend at least 75% of all meetings", This portion of the Bylaws amendment only. Aye: Dunbar, Adrian, Peck, Leazer, E Miller, Coop, Burgmeier and Kistler. Nay: P Miller
  - f. Consideration of Personnel committee recommendation(s): Stated above
  - g. Consideration of means test scale for scholarship for master gardener class: Motion by P Miller to approve the detail matrix and worksheet. APCMA
  - h. Consideration of new volunteer(s): Kendra Hellweg and Tom Gordon. Motion to approve by Leazer to approve the new volunteers. APCMA
8. Open Forum for Public Comments
  9. Next meeting date is August 7 at 7:30 PM with the following agenda items
  10. Adjourn by Peck at 9:11 PM