

MEETING

JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, November 7, 2017

6:30 PM- NOTE TIME CHANGE

Jefferson County Extension Office

1. Call the meeting to order and roll call – Steve @ 6:35 pm
 - a. Present: Steve Burgmeier, Betty Coop, Barbara Kistler, John Peck, Sharie Leazer
 - b. Absent: Paul Miller, Jeff Dunbar, Eric Miller, Tony Adrian
 - c. Others in attendance: Sue Henderson, Ashtin Walker, Colleen Matson,
2. Approval of Agenda – Steve.
3. Secretary’s Report – Barbara.
 - a. Approval of minutes from September: Motion by Kistler to approve Oct 3 minutes. Approved by present council members.
4. Treasurer’s Report – Paul
 - a. Approval of Vouchers: Motion by Kistler (request by Miller) to approve vouchers 11871 – 11900 with 3 EFT payments. All present council members approved.
 - b. Review of financial reports. Henderson reviewed financial report (green sheet). Background check costs are a little high but with all new volunteers approved this is expected. Henderson will call to check on disability payments.
5. Reports:
 - a. Staff and program specialists- All staff at Pence, Washington and Home School. Pick-A-Better Snack will be beginning at Pekin in November.
 - i. Ashtin: Report of after-school programs.
 - b. Extension Council Committee
 - i. Personnel – Comments on Office Tech position, # of applicants. Personnel will be scheduling interviews
 - ii. Fiscal – Jeff Co fiscal committee 5:30 PM November 20, 2017
 - iii. Programming – working on winter programming
 - iv. Other appointed committees – strategic planning, MOU – NA
 - c. Regional – Budget mtg in Washington, Henderson & Wonderlich attended YouthFest;

- d. Iowa Extension Council Association – Day on the Hill Feb 28, 2018, with 4Hers encouraged to attend. Council Members are also invited. March 10 is annual meeting.
- e. 4-H and Youth Committee: status of meeting with YC: **Reschedule meeting with Youth Committee for Monday, November 20th: 7:00 PM.**
- f. Fair board: Question regarding present MOU to be signed by Burgmeier, with new MOU template coming from ISU in December.

6. Unfinished Business

- a. Consideration of MOU addendum #34: Motion by Peck for Fairbook to be finalized February 1 and printed by March 10. All present council members approved. Kistler will type #34 Addendum to be signed by Burgmeier and presented to Fairboard.
- b. Consideration of changes in scholarship application: Kistler presented outline of proposed scholarship documents. Motion to include ISU logo and Extension verbiage on the document. Documents will be given to CYC for this verbiage and will be tabled until the January meeting.
- c. Consideration of fair rule changes: Motion by Peck to approve the rule changes, with caveat that 1a OR 1b approved according to Fair Board minutes from October 2017 meeting. All present council members approved.
- d. Consideration of disaster plan amendment: Henderson presented the Active Shooter. Motion by Leazer to accept the Active Shooter language. All present council members approved.

7. New Business

- a. Consideration of overtime for Rachel while at NAE4-H. Motion by Kistler to allow OT for CYC at Indianapolis Conference. All present council members approved.
- b. Consideration of more permanent hours for Ashtin: Motion by Leazer to increase Ashtin's hours to 40 hrs/week. All present council members approved. Effective 11/7/17.
- c. Consideration of place to meet for December dinner meeting: Burgmeier proposed 4 Corners in Lockridge and will make the arrangements for a Thursday night, with staff/family to be invited as well, on December 7th. No official meeting, just social.
- d. Consideration to amend unemployment budget and set hearing date: Motion by Coop to set Public meeting is January 2, 2018 @ 7:00 for hearing.

- e. Consideration of review of all financials by Lori Meierotto: Audit done before new hire begins with cost of less than \$1,000.00. Motion by Kistler to allow Lori Meierotto to audit financials by December 31, 2017. All present council members approved.
 - f. Consideration of volunteer: Approval of 4H volunteers: Kandi Diers, Douglas Wise and Kathy Cabbage. Motion by to Kistler approve. All present council members approved.
8. Open Forum for Public Comments: Matson questioned when her hours will be reduced to 24/hrs week. Burgmeier replied it depends on the applicants and the qualifications of the applicants and decision of the Personnel committee.
 9. Next meeting date __December 7, dinner meeting_____ with the following agenda items
 10. January meeting will be January 2, 2018 at 6:30 PM.
 11. Adjourn by Peck 8:22 PM. All Aye.

Respectfully submitted by Barbara Kistler