

**Jefferson County Extension Council Meeting Minutes**  
**February 7, 2017    6:30 PM    Jefferson County Extension Office**

Present: Steve Burgmeier, Jeff Dunbar, Barbara Kistler, Sharie Leazer, Eric Miller, John Peck, Paul Miller, 6:53pm (late)

Absent: Betty Coop

Also Present: Stan Hughes, Alex Morley and Danielle Lunsford (Ottumwa Leadership Academy), , Colleen Matson, Rachel Wonderlich, Bonnie Hilger, Shilo Hilger

1. Meeting called to Order: Burgmeier @ 6:30 pm
2. Approval of Agenda:
3. Open Forum for Public Comments
4. Secretary's Report
  - a. Approval of minutes from January 4, 2017: approved by Burgmeier with no corrections.
5. Treasurer's Report – P. Miller:
  - a. Approval of Vouchers: question on Personal Concepts bill \$169.40 for posters. Posters signed for but not the building. Probably got mixed up with pipeline mail. Motion to P Miller to approve vouchers #11612-11635. All approved. 7-0
  - b. Review of financial reports – P Miller reviewed financial reports. Motion by P Miller to approve report. All approved. 7-0
6. Reports:
  - a. Staff and program specialists: Joyce Lash (no paperwork available), Stan Hughes, Rachel Wonderlich, Colleen Matson. Stan: upcoming programming and marketing;
    - i. Rachel wants to use the greenhouse. Peck reported on status of building. It's in good shape. Leazer recorded MG were going to be using it as well. Wonderlich asked who was responsible for making sure any repairs/updates were done to the greenhouse. Keys to greenhouse should be in the safe. FS will be contacted for maintenance on propane tank. Cost of propane will be made in Ag budget Hort/non Hort. Propane can be purchased through Farmers Coop of Libertyville.
    - ii. Fairbook: maximum numbers of static exhibits. Question on how to make change to Fairbook. Take to YC first and then Council for final approval.
    - iii. FSQA training: changing to YQCA. Cost involved in online testing is \$12, with face to face cost is \$3 per person. Could/Would Council help with fee payment? Motion by Leazer that the kids pay ½ the fee (\$6.00) of the online YQCA training and Council would pay the other half. (100-125 kids) Motion carried. 7-0
    - iv. Summer assistant for daycamps: Motion to allow Rachel to take application for CYC helper Fair/Daycamps @ \$10/hr with personnel committee/Rachel/Stan to do the interviewing. Motion carried.7-0
  - b. Committee Reports:

- I. Personnel: later in Agenda: Burgmeier/Dunbar met with Hughes/Wonderlich (see Old Business). Motion by Kistler to move Wonderlich to Full Time effective Feb. 8<sup>th</sup> at current wage \$15.50/hr. In July, a .50 raise would go into effect. Carried 7-0
- II. Fiscal – during Budget
- III. Programming – Updated matrix attached. Action item in New Business: Later on Agenda as well
- IV. Other appointed committees: a) Youth Focus Group; b) Strategic Planning Group: Rachel reported mid-March will meet with Don Brosher (outside facilitator). Burgmeier suggested that an alternate Anna Bruen as a local facilitator (executive director of RC&D) Rachel will contact to see when/if/cost of Anna; c) MOU group: Burgmeier, Hughes and Peck met with Fairboard president Steve Fritchen regarding MOU agreement to ask Ron Bower to facilitate this meeting. Peck presented to Fairboard at their meeting. All were in agreement. Include FFA teachers, 4H Leaders, parents, Rachel, etc.
- c. Regional – Group formation information – Terry Maloy(absent tonight) Video shown with regards to Risk Management
- d. IACEC – Terry Maloy...Kistler will attend March 4 meeting in Ames
- e. 4H & Youth Committee - earlier
- f. Fairboard - earlier

#### 7. Old Business:

- a. Stan's \$1/hr raise: Effective July 1<sup>st</sup> 2017; Motion by Burgmeier to raise Hughes' pay \$1/hr. Aye: Peck, Burgmeier, Dunbar, E Miller. Nay: P Miller, Kistler, Leazer. Passed 4-3
- b. Possible closed session: N/A
- c. Newsletter: plan to email and mail quarterly, online subscription available. Highlight email section: to make more visible to give readers the chance of an email option if desired. Motion by P Miller that outside of newsletter be color only and inside black and white and mailed quarterly. To be begin mid-February to cover March programs. Carried 7-0.
- d. Update on LISCO: Bonnie explained how the Robotics team and others uses the Internet service (LISCO). Hughes will follow up to see where public connection is and why we don't have it . Find out if it's on the bill already.
- e. Approval of Brad Lauderman's resignation: Moved to approve by P Miller. Carried 7-0
- f. Process for replacement of council member: Henderson presented the process with a map and demographics. Other considerations are gender, age and occupations, etc. Burgmeier appointed a nomination committee of Burgmeier, Kistler, and Wonderlich with names presented at the March meeting.
- g. Selection of 4Her and 2 council members to attend legislative day February 28: no report
- h. Approval of Master Gardener volunteer list: Motion to approve MG volunteer by P Miller. Approved. 7-0

8. New Business:

- a. KMCD radio spots (First Thursday/month) Who is going to cover these? Hughes goes to Ottumwa monthly spot occasionally (when contacted by DJ). Rachel will continue with KMCD monthly spots (first Thursday/month 8:30 am)
- b. FY 18 budget proposal and set hearing date – includes hire/not hire of Horticulturist. P Miller moved that the FY 18 Extension Education Operating Budget estimate be approved for \$315,364.00 in expenditures with a total tax request of \$237,000.00, with \$233,459.00 from property tax and \$3,451.00 from utility excise tax, and that the Council Secretary or designee be directed to officially publish the FY 18 Budget Public Hearing for March 7, 2017 at 6:45 PM at the Jefferson County Extension Office, 2606 W. Burlington, IA. Motion carried unanimously

Horticulturist: Motion by Leazer to add 8 Hr for Horticulturist to the budget at \$12/hr begin interviewing April 1<sup>st</sup>, 8 hours/week and continuing through FY18 budget year. Motion amended by P Miller to move hiring to FY18 (July 1). Yes: Dunbar, E Miller, P Miller, Peck, Leazer; Nay Burgmeier, Kistler Passed 5-2

- c. New programming considerations – updated Matrix and other information Budget: Hilger presented the Robotics program business plan. Henderson will look into mileage/gas reimbursement. CYC will be point of contact. STEM Summer Camps is also part of presentation. Monetary need is approximately \$3600 for the summer camps. Motion by Peck to spend not more than \$4,000 to be held July 31 – Aug 1 in FY18. Motion carried 7-0.
  - A motion is made by Leazer to give no more than \$3,000 to the Robotics team for FY 18. Carried 7-0.
  - Motion by Peck to award \$1,050 to finish FY 2017. Motion carried. 7-0

Budget hearing set for March 7, 2017 at 6:45pm

- d. Response from 4H Foundation: Email to Hughes. Burgmeier asked P Miller to personally ask Jeff Johnston the particulars regarding the organization and their scholarships, etc; how can we work together?
- e. Lease: P Miller will be working on writing a new lease. Will present at March meeting.

9. Next meeting date: Tuesday, March 7 @ 6:30 PM – Agenda Items

- i. Council Member replacement
- ii. Lease
- iii. Cherry Sandeen
- iv. New Staff Orientation
- v. Day Camp Hire
- vi. Lisco
- vii. Extension Week
- viii. Hort hire
- ix. Hasler notification
- x. Budget hearing and budget approval

10. Adjourn to adjourn @ Peck 10:25 pm Carried

Respectfully submitted by Barbara Kistler.