

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

**Tuesday, September 5, 2017**

**7:30 PM**

**Jefferson County Extension Office**

1. Call the meeting to order and roll call – Burgmeier
  - a. Present: Tony Adrian, Barbara Kistler, Steve Burgmeier, Jeff Dunbar, Eric Miller, John Peck, Sharie Leazer, Paul Miller Absent: Betty Coop
  - b. Also present: Taylor Sickels, Sue Henderson, Rachel Wonderlich, Ashtin Walker
2. Approval of Agenda – Burgmeier. Agenda stands approved.
4. Open Forum for Public Comments Burgmeier wants to move the public comments to the end of the meeting. Will appear on October Agenda as moved to the end
5. Secretary’s Report – Kistler
  - a. Approval of minutes from August: Kistler moved to approve. Approved by all present council members.
6. Treasurer’s Report – P. Miller
  - a. Approval of Vouchers: moved by Adrian. All present council members approved.
  - b. Review of financial reports: P Miller wants detailed expense and revenue included in report. Henderson will have this included in future reports.

GUEST : Eric Olson, Engaged Scholarship PI via ZOOM: see handout in packet. Nice presentation and questions were posted for the project.

7. Reports:
  - a. Staff and program specialists- All staff reports included in packet. MG need help 9/22 to unload trees for Operation ReLeaf.
    - i. Rachel: Wonderful report of her summer camps.
    - ii. Ashtin: introduction of her after school programming.
  - b. Extension Council Committee
    - i. Personnel: Discussed Fair issues with staff and improvement plan is in place. In addition, existing staff would increase duties to include asst bookkeeping, inventory mgmt, registration, etc. Time frame for this change is the October council meeting. Burgmeier and Henderson will work on verbiage and presentation to council. Job description will be available in October.
    - ii. Fiscal: Budget training November 16 in Washington County 6-9 PM, with a meal served. Committee needs to meet to work on next year’s budget. Burgmeier brought up fiscal authorizations and sent to this committee to be completed in committee and present to the council at the October meeting.
    - iii. Programming: Kistler presented print-out of programming numbers since January.

- iv. Other appointed committees – strategic planning(meeting planned in September), MOU
- c. Regional: IACEC Conference March 10, 2018; meetings with new employees; Regional Council Meeting notes.
- d. Iowa Extension Council Association: n/a
- e. 4-H and Youth Committee: n/a
- f. Fair board – internet and repairs: n/a

#### 8. Unfinished Business

- a. Consideration of changes in inventory list and/or insurance coverage: Review of list. P Miller move approve inventory list and insurance policy level. All present council members approved.
- b. Consideration of carpet cleaning bids: ServiceMaster \$806; Absolute Cleaning \$637; Midwest Cleaning \$1005 (this includes stripping vinyl in front office and 3 coats of wax) Kistler made a motion to ask ServiceMaster to clean carpets and stripping the vinyl floors (hallway, front hall and bathrooms) and put on 3 coats of wax for \$1,000; otherwise give job to Midwest Cleaning. All present council members approved.
- c. Consideration of job description changes: see above in Personnel report
- d. Consideration of youth outreach coordinator: Motion by Leazer to approve hiring Ashtin Walker @ \$12.50/hr with 1,145 hours. Approved by all present council members.
- e. Consideration to levy for unemployment in FY 19 budget: E Miller makes a motion to levy for unemployment in FY 19 Budget.

#### 9. New Business

- a. Consideration of contributing to the scholarship of the grand champion market heifer winner Hunter Lock: P Miller moves to make a \$250 contribution. All present council members approved.
- b. Consideration of disposal of unwanted used items in office: Motion by Dunbar to donate to ReStore. All present council members approved.
- c. Consideration to update fiscal policy: Motion by Adrian to remove Stanford Hughes name from Fiscal Policy. All present council members approved.
- d. Consideration of disaster plan: tabled till October. All present council members approved.
- e. Consideration to remove TV service \$25 per month and wall box \$10 per month from bill: Motion by P Miller to remove the TV service and wall box. All present council members approved.
- f. New volunteers- MG list: Seven volunteers; motion by P Miller to approve subject to background checks.

10. Next meeting date \_\_October 3\_\_ with the following agenda items: 'OA' job description; Janitor Job Description; Fiscal Policy Section IX Authorization;

Peck makes motion to adjourn @ 9:42 pm.