

MEETING
JEFFERSON COUNTY EXTENSION COUNCIL

Tuesday, October 3, 2017

7:30 PM

Jefferson County Extension Office

Revised Agenda 10/2/2017

1. Call the meeting to order and roll call – Steve
 - i. Present: Paul Miller, Sharie Leazer, Betty Coop, Barbara Kistler, Steve Burgmeier, Jeff Dunbar, Eric Miller, John Peck (absent Tony Adrian)
 - ii. Also present: Rachel Wonderlich, Ashtin Walker, Sue Henderson
2. Approval of Agenda – Steve. Motion to approve by Leazer. All present council members approved. (Burgmeier instructed Henderson to relate to OA that if it is a revised agenda, it should state that in the title.)
3. Secretary's Report – Barb
 - a. Approval of minutes from September. Motion to approve by Kistler. All present council members approved
4. Treasurer's Report – Paul
 - a. Approval of Vouchers: moved by P Miller to approve vouchers #11846-#11872, 6 direct deposits, and 6 EFTs. All present council members approved.
 - b. Review of financial reports –
5. Reports:
 - a. Staff and program specialists- All staff
 - A. Ashtin – Great response to after-school programs in Middle, Pence and Home School. Youth Fest will be attended 10/24-10/26.
 - B. Rachel – 99 kids enrolled at this time, with 1/3 new members. Goal is 200 enrolled by end of 2018 4H year! Lego League Jr/Home School; Lego League at Middle School. Looking forward to Conference in Indianapolis this month.
 - b. Extension Council Committee
 - i. Personnel – see below
 - ii. Fiscal – meeting in November regarding Budget and next fiscal year
 - iii. Programming – see below
 - iv. Other appointed committees –
 - A. strategic planning – restructuring committee to accommodate schedules
 - B. MOU – see below
 - c. Regional – Fiscal Training Nov 16. in Washington County; Eric Olsen meeting update; focus groups will be later.
 - d. Iowa Extension Council Association : Conference March 10
 - e. 4-H and Youth Committee

- i. Meeting with CYC regarding YC on Sept. 29. Meeting with YC with assigned seating: YC/EC/YC/EC, etc. Meeting date see below. Dunbar presented Fair rule changes for review which will be voted at November meeting.

f. Fair board – repairs – Richard Heald is the person to contact for any repairs.

6. Unfinished Business

a. Consideration of Office Assistant job, janitor and expanded job description:

- A. Office Tech (16 hrs) – (add web calendar/website to description) Motion to approve this job description by Leazer effective after hiring new personnel. All present members approved.
- B. Janitor – Motion to approve this job description October 15. Motion to approve by Leazer. All present council members approved
- C. OA (24 hrs)- Motion to approve by Leazer. All present council members approved.

b. Consideration of MOU – Motion to approve MOU as proposed by P Miller with addendum #34 that will address Fair Book rules and publishing date. All present council members approved. (Kistler again requested that paperwork for vote be sent to council for review before meeting night)

c. Consideration of disaster plan: n/a

d. Consideration of updates on fiscal policy – fiscal committee

- i. 3.3A: Remove Stanford Hughes and replace with Office Tech
- ii. #4.3: Amount is \$10,000.00
- iii. #4.7: Remove Stanford Hughes and replace with Treasurer (timesheets/payroll) or Office Tech (review, approve, and direct preparation of expenditures)
- iv. Motion by P Miller to approve these changes. All present council members approved.

e. Consideration of Powerful Tools for Caregivers

- i. Moved by Leazer to approve class. All present council members approved.

7. New Business

a. Consideration of Horticulturist plan for rest of year

- i. Motion to approve by Leazer. All present council members approved

b. Consideration of New volunteers- Taylor and Rachel

- i. Gina Buttikofer – Motion by Kistler to approve. All present council members approved.

c. Consideration of Scholarship application

- i. Example of verbiage to be discussed at next meeting. Kistler to send examples of Greater Jefferson County Foundation documents for use as possible template.

d. Consideration of change of timing of payroll payments: Motion by P Miller to employees to provide their timesheets by the last working day of the month, Extension to pay employee within 5 working days beginning November 1st. All present council members approved.

e. Consideration of Marketing plan – Barb and Sharie:

Advancement Update is an informational monthly E-newsletter regarding marketing assistance/ideas.

My Extension has Advancement Resources such as toolkits, templates, photos, news spots, social media resources, PowerPoint resources, etc

We need to put our 100 Year Celebration in the Budget now...Ideas???

Stakeholders Report due December 2017. Overview of the year's programming will look VERY good this year!!! Send to Legislators, Chamber, Supervisors, Schools, City Council, Banks, etc

Online Marketing tools include:

- Social Media (cheap and easy event boost)
- Our Webpage (imperative to keep it updated)
- Our Web Calendar

f. Consideration of date for council to meet with Youth Committee

i. Tuesday, October 17, 2017 7:30 pm

8. Next meeting date ___November 7, 2017__@ 6:30 pm_____ with the following agenda items

9. Adjourn: 9:18 PM Motion to adjourn by Peck. All aye