

JEFFERSON COUNTY EXTENSION COUNCIL MEETING

Tuesday, October 2, 2018

7:30 PM Jefferson County Extension Office

1. Call the meeting to order and roll call – @ 7:32 pm
 - i. Present: Sharie Leazer, Steve Burgmeier, John Peck, Eric Miller, Barbara Kistler, Betty Coop,
 - ii. Absent: Jeff Dunbar, Tony Adrian, Paul Miller
 - iii. Also Present: Sue Henderson, Lori Padgett, Ashtin Walker, Ron Bower, Taylor Trudell, Rachel Fishel
2. Approval of Agenda – Steve, approved as written
3. Secretary's Report – Barb
 - a. Approval of minutes from September 4, 2018: Motion by Kistler to approve the Sept 4 minutes with correction of spelling of guest 'Spees' in 'also present', Padgett spelled with 1 't'. All approved.
4. Treasurer's Report – Paul
 - a. Approval of Vouchers: Motion to approve following auditing by executive committee by Peck. All approved.
 - b. Review of financial reports: Duplicate reports not necessary.
5. Reports:
 - Staff and program specialists- highlights (reports included)
 - Youth Specialist: Pence, Washington, Pekin, Middle School and Home School: adult volunteers needed!
 - CYC: 150 re-enrolled again already!
 - Hort: Growing Together Grant referenced
 - OA: training progressing
 - Retiring OA: Exit report

Extension Council Committees -

Personnel: Exit survey from Laura;

Fiscal: 4H clubs finances will soon be included in Extension bank account

Programming: 2019 programs coming up

Other appointed committees –

Strategic planning,

100 year – Ron Bower is chairing this celebration.

Regional- Henderson presented. March 30 is Council Training Day.

Iowa Extension Council Association- Burgmeier and Coop attended regional meeting with Lawrence.

4-H and Youth Committee – Fiscal: 4H clubs finances will soon be included in Extension bank account. Sharie and Betty will attend a leaders meeting to answer questions

Fair board – Peck attended. Maintenance issues with toilets and Cambridge Bldg doors. FB will take care of issues.

8:00 pm Tort Budget amendment hearing: Open at 8:06 pm: Appeared in Fairfield Ledger 9/14: Any comments? There were no comments noted and motion made by E Miller to close public hearing. All present council members approved.

6. Unfinished Business

- Consideration of insurance costs and inventory list update: Inventory is now at \$170K+. Motion by E Miller to approve updated inventory list. All present council members approved. Motion withdrawn to be put on November agenda with new premium amounts.
- Consideration of meeting room policy and procedure: Meeting Room Agreement reviewed. Motion by E Miller to approve and make a policy. All present council members approved.
- Consideration of purchase of fan: Peck will investigate price of fan. Tabled until November meeting.
- Consideration of internet and phone company change and system: Tabled until November meeting.
- Consideration of tort budget amendment: Motion to amend Tort Budget from \$1,250.00 to \$3,350.00 budget by E Miller. All in Favor: All present council members approved.
- Consideration of strategic plan: Motion to approve by Leazer. All present council members approved.

7. New Business

- Consideration of new volunteers: Motion to approve Kelly Heroux and Sophia Coker-Gunnick, Dustin Hinton, Erin Davis, Tarah Sands, Tracie Miller, Ashley Foutch, Joshua Foutch, Hope Hewitt by E Miller. All present council members approved.
- Consideration of new desk for office assistant: Motion by E Miller to approve purchase of desk in the amount of \$1,165.00. Kistler Nay; Aye: Burgmeier, Leazer, E Miller, Coop, Peck. Motion passed.
- Consideration of recycling container: Motion by Leazer to hire recycling to be picked up by Connolly for \$30/mo. All present council members approved. Peck will ask FB where to place receptacle. Receptacle will be locked to prevent outside use.
- Consideration of changes to fiscal policy for credit card use: Motion by Kistler to approve updated policy as written by the fiscal committee. All present council members approved.
- Consideration of 100 year celebration budget: Motion by Leazer to approve budget of \$3,000.00 for marketing. All present council members approved.

8. Open Forum for Public Comments

9. Next meeting date is November 6 at 6:30 PM (note time change) with the following agenda items: Discussion of additions to MOU/Fairboard

10. Adjourn by Peck at 9:35 pm.