

Iowa State University Extension and Outreach

Iowa City, Iowa

MINUTES OF THE ORGANIZATIONAL MEETING OF JOHNSON COUNTY AGRICULTURAL EXTENSION COUNCIL

The first meeting of 2020 of the Johnson County Agricultural Extension Council was held on the 21st day of January 2020 at the Extension Office in Iowa City, Iowa.

Scott Stutsman, chairperson, called the meeting to order at 6:00 p.m. with the following council members present: Lori Donahoe, Scott Stutsman, John Schneider, Luann Pisarik, Greg Kuntz, Brent Bonner, Scott Ritter, Marianne Klouda, Karissa Norine Others: Gene Mohling, Brittnee Schneider, Sara Mohr, Kate Yoder, Jennifer Lamos

Kate Yoder, Sara Mohr and Brittnee Schneider presented the fair schedule, summer budget for support staff. Proposal 1 was to hire 1.5 FTE's with a budget of \$13,065.16 with goal to reduce overtime. Karissa Norine moved to approve proposal 1 with the 1.5 FTE's. 2nd by Brent Bonner Carried unanimously Scott Ritter moved to approve the 2020 county fair show schedule minus the advance feeder load out. 2nd by Marianne Klouda Carried unanimously Jennifer Lamos updated on her healthy foods access work in east central Iowa. Work performed in UAY, Shelter House with Plan, Shop, Save, Cook program. The National 4H mentoring grant will not be received for the 2020-2021 year. Discussion centered on the hire of a county employee to coordinate the various parts of the county programming in 2021. Melissa Mandernach will be working to coordinate the 4H on wheels for the summer of 2020. John Schneider moved to pay Melissa Mandernach \$21.48 for the 4H on wheels program. 2nd by Brent Bonner. Carried unanimously
There were no public comments.

Extension Council Members for the Year 2020 (Terms beginning January 1, 2017 and expiring December 31, 2020)

Name	Address (including zip code)	Telephone (including area code)
John Schneider	5725 520 th St., Lone Tree 52755	319-330-0744
Karissa Norine	1873 Goose Lake Circle, North Liberty 52317	319-358-2230
Luann Pisarik	4824 110 th St. NE, Solon 52333	319-631-2383
Marianne Klouda	1012 HWY 1 NE, Mount Vernon 52314	319-624-3989

Terms beginning January 1, 2019 and expiring December 31, 2022)

Name	Address (including zip code)	Telephone (including area code)
Lori Donahoe	295 Auburn Hills Dr., Coralville 52241	319-621-2827
Scott Ritter	5060 James Ave., SW, Kalona 52247	319-631-1087
Scott Stutsman	5319 Maier Ave SW, Riverside, IA 52327	319-679-2616
Greg Kuntz	2018 Lynncrest Drive, Coralville, IA 52241	319-530-1561
Brent Bonner	210 Lehigh Avenue, North Liberty, IA 52317	319-270-6449

ELECTION OF COUNCIL OFFICERS:

Scott Stutsman moved to nominate Scott Ritter for chairperson, Brent Bonner for vice-chairperson, Lori Donahoe for treasurer, Luann Pisarik for secretary 2nd by Marianne Klouda Carried unanimously.

REVIEW AND APPROVAL OF FISCAL POLICIES:

Motion by John Schneider to approve the following that the Johnson County Agricultural Extension District Fiscal policy has been reviewed and Council may revise the policies at any time.

that Hills Bank & Trust in Hills, Johnson County, Iowa, and Greenstate Credit Union, Johnson County, Iowa, are approved as the depository for the Johnson County Agricultural Extension operating fund for 2020; and that all receipts be deposited in these two depositories; and that the maximum amount to be on deposit is \$1,250,000.

that the regional extension education director be directed to secure an appropriate treasurer's bond for Lori Donahoe, duly elected as treasurer, volunteers, staff and the remaining 8 Council members in the amount of \$20,000 plus the employee dishonestly policy.

that any one of the nine Council members can be directed to sign operating fund or agency checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized under Johnson County Fiscal Policy Section 3.2 B. 4. For checks over \$10,000, any two of the nine Council members can sign. 2nd by Lori Donahoe Carried unanimously

SELECTION OF A DATE AND TIME FOR MEETINGS OF THE COUNCIL:

Motion by Lori Donahoe that the regular meeting of the council be held at 6:00 p.m. unless otherwise stated on the 3rd Tuesday of each month at the Extension Office. Motion seconded by Karissa Norine. Motion carried unanimously. Roberts Rules of Order will be followed, Quorum is defined at 5 of the 9 members, Monthly Financial Reports will be provided, attendance is expected.

OTHER EXTENSION COUNCIL BUSINESS:

Motion by Brent Bonner to approve the December 17 minutes. Motion seconded by Greg Kuntz. Carried unanimously.

The checks and vouchers were reviewed by Lori Donahoe, Scott Ritter, Greg Kuntz, John Schneider.

Karissa Norine moved to approve the **BBBS Extension Operating vouchers**, numbered 7618-7640 plus EFTP's. 2nd by Lori Donahoe. Carried unanimously.

Karissa Norine moved to approve the **Extension Operating vouchers** 27589-27644 plus EFTP's. 2nd by Lori Donahoe. Carried unanimously.

Motion by Lori Donahoe to accept the BBBS checking account balance of \$44,385.21, BBBS money market account balance of \$40,121.87 \$100 cash box, \$22,306.48 CD Greenstate, Extension checking account balance of \$12,872.31, Extension money market account balance of \$355,303.54, Extension Hills Bank CD \$200,000. Seconded by Luann Pisarik. Carried unanimously.

Motion by Lori Donahoe to approve research farm agency account checks 5006-5008 and has the balance of \$12,718.99. The research farm board will be constructing a new shop and machine shed in 2020; fiscal activity will increase significantly.

Motion by John Schneider to accept the volunteers list. Seconded by Marianne Klouda. Carried unanimously.

John Schneider moved to accept the liaisons for 2020: BBBS liaison will be Brittnee Schneider with her reporting to the Council. Lori Donahoe will be the IECA liaison. John Schneider will assist with JCAA as needed. Luann Pisarik attends the Johnson County Ag Committee meeting (June 28 pancake breakfast, the ag committee will be involved in the event).

The discussion on wage and salary was tabled.

JCAA passed a motion at its January 2012 meeting stating they will pay Extension \$1500 for Extension's use if Extension places the fair book on line and refrains from printing copies as was done in the past. JCAA will receive copies of the fair book. Extension may opt to return to printing the fair book if needed. The Fair Board would like to meet to discuss the development of an MOU with FFA, 4H and Fair Board.

The mileage rate reimbursement is \$.575 per mile, the federal rate enacted January 1, 2020.

Brittnee Schneider led a discussion on several aspects of the budget FY19, FY20, FY21; valuations; levy limits; the funds within the budget.

Motion by John Schneider that the FY2021 Budget estimate be published with total expenditure of \$1,947,787 with \$600,000 in property taxes and \$8500 in tort revenue (\$15,000 in tort expenses) with a total mil rate of \$.06861. Motion seconded by Marianne Klouda. Carried unanimously.

Motion by Luann Pisarik to set the FY2021 budget hearing for Tuesday, Feb. 18 at 6:30 p.m. at the Extension Office. 2nd by Lori Donahoe Carried unanimously.

Motion by Lori Donahoe that the official newspapers for 2020 will be the Iowa City Press Citizen and the Lone Tree Reporter/The News for publishing the public hearing notice and financial reports. Motion seconded by Karissa Norine Motion carried unanimously.

Three Council Committees: Legal/Financial, Policy/Personnel and Program, be appointed or accept volunteers as needed. Motion by Lori Donahoe to appoint or accept volunteers for committees as needed. 2nd by Luann Pisarik Carried unanimously.

This MOU is a 2 year document and freezes the shared support services fee at 2.7% for FY20. A new 3 year MOU will be provided this spring. Work continues on the Fair Board MOU.

Gene Mohling discussed ADA, EEO, Title IX & VI, and Open Meetings/Records Law with the Council members.

HR policies. John Schneider moved to approve the Office Policy. 2nd by Karissa Norine Carried unanimously.

Gene shared ISU policy on staff as volunteers. Policy does not permit staff to serve as volunteers for tasks that may be similar to their job responsibilities and should avoid staff as volunteers at all times. The Council does approve of the school buddies program whereby a staffer may give one hour per week as a “big” and it is paid time.

Lori Donahoe reported on IECA...March 28 is the IECA annual conference; Legislative Day Feb. 18

Staff were sent performance review materials and reviews will be scheduled with Council in the next 2-3 months.

Motion by Brent Bonner that meeting adjourn at 8:30 p.m. Motion seconded by Lori Donahoe. Motion carried unanimously.

Luann Pisarik, Secretary

I, Scott Ritter, Chairperson, and I, Luann Pisarik, Secretary, to the best of our knowledge and belief, certify that the above is a correct record of actions taken at said meeting.

Signed this 21st day of January, 2020, _____
Scott Ritter, Chair

Signed this 21st day of January, 2020, _____
Luann Pisarik, Secretary

One copy to be filed in the County Extension Office and typed in the County Agricultural Extension Council Minute book.

**Iowa State University
Extension & Outreach**

**Iowa City, Iowa
CERTIFICATE OF ORGANIZATION***

Johnson County Agricultural Extension Council

I, Scott Ritter, Chairperson, and I, Luann Pisarik, Secretary of the Johnson County Agricultural Extension Council do hereby certify that the first meeting of 2020 of the elected council members of the Johnson County Agricultural Extension Council was held on the 21st day of January 2020 at 6:00 p.m. at Extension Office, in Iowa City, Iowa, and elected the following as chairperson, vice-chairperson, secretary and treasurer of the Johnson County Agricultural Extension Council for one-year terms starting January 2020.

	Name	Address (including zip code)	Telephone (including area code)
Treasurer	Lori Donahoe	295 Auburn Hills Dr., Coralville, IA 52241	319-621-2827
Chairperson	Scott Ritter	5060 James Ave., SW, Kalona, IA 52247	319-631-1087
Secretary	Luann Pisarik	4824 110 th St. NE, Solon 52333	319-631-2383
Vice Chairperson	Brent Bonner	210 Lehigh Avenue, North Liberty, IA 52317	319-270-6449

The following is a complete list of members of the Johnson County Agricultural Extension Council: (List all members including officers listed above.)

(Terms beginning January 2019 and expiring December 2022)

Name	Address (including zip code)	Telephone (including area code)
Scott Ritter	5060 James Ave., SW, Kalona, IA 52247	319-631-1087
Lori Donahoe	295 Auburn Hills Dr., Coralville, IA 52241	319-621-2827
Scott Stutsman	4789 Lackender Ave., SW, Iowa City 52240	319-679-2616
Brent Bonner	210 Lehigh Avenue, North Liberty, IA 52317	319-270-6449
Greg Kuntz	2018 Lynncrest Drive, Coralville, IA 52241	319-530-1561

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Luann Pisarik	4824 110 th St. NE, Solon 52333	319-631-2383
Marianna Klouda	1012 HWY 1 NE, Mount Vernon 52314	319-624-3989

The following are bona fide signatures of duly elected officers of the Johnson County Agricultural Extension Council:

Signature of Chairperson: Scott Ritter_____

Signature of Vice-Chairperson: Brent Bonner_____

Signature of Secretary: Luann Pisarik_____

Signature of Treasurer: Lori Donahoe_____

Date January 21, 2020 Signed _____

Scott Ritter, Chairperson

Date January 21, 2020 Signed _____

Luann Pisarik, Secretary

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- Original copy to be filed in office of the Board of Supervisors (County Auditor)**
 - One copy to be filed with the County Treasurer**
 - Two copies to be sent to your Regional Extension Director**
 - One copy to be filed in the County Extension Office**
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Iowa State University Extension & Outreach
Iowa City, Iowa

**NOTICE THAT BOND OF
JOHNSON COUNTY AGRICULTURAL EXTENSION
DISTRICT TREASURER HAS BEEN FILED**

I, _____, County Auditor of Johnson County, Iowa, do hereby notify Scott Ritter, Chairperson of the Johnson County Agricultural Extension District, that Lori Donahoe, Treasurer, Extension employees, volunteers and Council members of the Johnson County Agricultural Extension District has filed in this office on this ____ day of _____, 2020, a surety bond in the amount of \$20,000 dollars for the Treasurer and an employee dishonesty policy covering staff, volunteers and other Council members.

Dated this ____ day of _____ 2020.

Johnson County Auditor

- File original copy in the County Extension Office**
- Send one copy to your Regional Extension Director**