

Johnson Council Extension Council Minutes
Meeting Date: March 18, 2020

Called to Order by Brent Bonner at 3:00 P.M. The meeting was held as a teleconference due to the COVID-19 outbreak.

Roll Call: John Schneider, Brent Bonner, Scott Stutsman, Luann Pisarik, Scott Ritter, Lori Donahoe

Absent: Greg Kuntz, Marianne Klouda, Karissa Norine

Others: Gene Mohling, Brittnee Schneider, Kate Yoder, Amey Kollar, Shannon Bielicke

Public Comment Period: No comments were offered.

Brittnee proposed to Council a plan for Johnson County Extension in response to the COVID-19 pandemic and based on recommendations from Iowa State University and Iowa State University Extension and Outreach. The plan was presented as follows:

- The office will close to the public March 19-April 3, 2020
 - This will be posted on the Johnson County Extension webpage, front door and apart of the voicemail message
- The office will be staffed by one person 5 days/week (by Shannon/Amey/Brittnee/Kate). They will use a rotating schedule March 23-27 and March 30-April 3.
 - Staffing coverage will ensure essential functions continue including: receiving mail, receipting money, bank deposits, returning phone messages, etc.
- All staff are encouraged to work from home, but all deadlines for work are still in place and staff are still expected to provide timely customer service
- Staff are asked to limit their time in the building (March 19-April 3)
- All staff will utilize TimeClock Plus to record hours worked
- Office closure will enact similar procedures as snow days in that contracted hours will be honored
- All events in the building/conference rooms for this time period will be cancelled
- Summer staffing interviews and offers can continue at staff's discretion

Lori Donahoe move to approve this plan. 2nd by John Schneider Carried unanimously

To provide a safe working environment for all, Council also asked employees to self-report to Gene or Brittnee to inform all staff of exposure.

Shannon and Brittnee informed Council of a plan to include other staff in cleaning the building during this two-week period.

Gene presented that Jay Harmon with ANR Extension & Outreach has asked that new Swine Specialist, Matt Romoser, be housed in Johnson County. Brent Bonner moved to approve. 2nd by Luann Pisarik. Carried unanimously.

John Schneider moved to adjourn at 3:35 P.M. 2nd by Lori Donahoe. Carried unanimously.