

Johnson Council Extension Council Minutes
Regular Meeting Date: April 21, 2020

Called to Order by Scott Ritter at 6:00 P.M.

SPECIAL NOTE: Due to recent recommendations from State Government (see declaration below), CDC and Iowa Public Health due to COVID-19 and social distancing recommendations, the Johnson County Extension Council met by teleconference at 6 P.M. April 21, 2020. The conference call number and access code were posted in the agenda.

Governor Reynolds Declaration

On Friday, March 20, 2020, Governor Reynolds issued an additional State Public Health Emergency Declaration that included the following directive:

ELECTRONIC MEETINGS AND HEARINGS

SECTION NINE. Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.

Roll Call Scott Ritter, Lori Donahoe, Brent Bonner, Luann Pisarik, Greg Kuntz, Marianne Klouda, Scott Stutsman, John Schneider Absent: Karissa Norine
Others: Gene Mohling, Brittnee Schneider, Kate Yoder, Amey Kollar, Shannon Bielicke, Charlie Isaacs

Public Comment Period: there were no comments

Fair Board Request for Support of Guidelines –

- 1) Charlie Isaacs requested that youth forfeit awards if leaving before release time without approval. The discussion was not clear as to who would enforce the rule and monitor; expectation by the Fair Board is that Extension would enforce. Council declined the idea but would entertain further discussion; suggested the list of exceptions and protocol be developed (i.e. funeral, state baseball/softball tournament, regional/national junior shows, weddings, military service, etc.) Any decision of this nature would be part of MOU for 2021 along with protocol; this will not be part of 2020 rules. If the fair board wishes to withhold premiums that is their decision. We will wait for list of exceptions and protocol before any further discussion.
- 2) Herdsmanship-\$100, \$50, \$25, \$10 cash awards and golden scoop by JCAA; decorate red, white and blue contest for clubs; banana split party on July 25. There are contradictions in the fairbook.
- 3) Places and premiums-reduce from \$4200 to \$3900. Curfew-no 4-H'ers from 11 pm to 5 am except for the camp grounds
- 4) Removal of projects at the end of the fair: exhibitors will receive a hang tag for their vehicle from the fair board and go in order. Questions about walking/carrying projects out were not answered; most all projects could be removed in this manner. There is a need to consider all options and circumstances; the plan was not complete.

Minutes: Brent Bonner moved to approve the February 18, 24, March 18, April 6 minutes. 2nd by Lori Donahoe. Carried unanimously.

Auditing Report/Vouchers: The auditing report and vouchers were reviewed.

Lori Donahoe moved to approve the **Extension Operating vouchers 27694-27745**. 2nd by Greg Kuntz Carried unanimously.

Lori Donahoe moved to approve the **BBBS Extension Operating vouchers, numbered 7656-7676**. 2nd by Greg Kuntz Carried unanimously.

Lori Donahoe moved to approve the **Agency Account vouchers 5011-5014** 2nd by Greg Kuntz Carried unanimously

Brent Bonner moved to accept the following: February 29, 2020

Operating Checking - Hills Bank & Trust Co.	\$13,878.35
CD – Hills Bank & Trust Co.	\$201,003.18
BBBS Checking - Hills Bank & Trust	\$37,772.62
Money Market Account - Hills Bank & Trust Co.	\$330,924.16
BBBS Money Market Acct - Hills Bank & Trust	\$73,595.00
Cash Box	\$100.00
CD - BBBS Greenstate Credit Union	\$22,306.46

2nd by Greg Kuntz Carried unanimously

Lori Donahoe moved to approve the **Extension Operating vouchers 27746-27778**. 2nd by Greg Kuntz Carried unanimously.

Brent Bonner moved to approve the **BBBS Extension Operating vouchers, numbered 7677-7691**. 2nd by Greg Kuntz Carried unanimously.

Brent Bonner moved to approve the **Agency Account vouchers 5011-5014** 2nd by Greg Kuntz Carried unanimously

Brent Bonner moved to accept the following: March 31, 2020

Operating Checking - Hills Bank & Trust Co.	\$13,385,10
CD – Hills Bank & Trust Co.	\$201,003.18
BBBS Checking - Hills Bank & Trust	\$60,171.51
Money Market Account - Hills Bank & Trust Co.	\$273,666.44
BBBS Money Market Acct - Hills Bank & Trust	\$42,872.65
Cash Box	\$100.00
CD - BBBS Greenstate Credit Union	\$22,362.13

2nd by Greg Kuntz Carried unanimously

Endowment Fund Balance as of Dec. 31, 2019 is \$137,343.76

Volunteer Update: Brent Bonner moved to approve the volunteers (includes new, 3 year and 6 year checks). 2nd by Greg Kuntz. Carried unanimously.

Program Up-Date Report on Youth Dev. Comm./Fair Board/4-H/Others

Clover U, Jr. Camps-all are cancelled, WCF cancelled, Fair Books are done.

Intermediate trip moved to fall. Mailing of garden seeds to partners due to COVID19 for Extension Week

Memorandum of Understanding: Lori Donahoe moved to approve the MOU and Addendum A Model 1. 2nd by John Schneider Carried unanimously

Job Descriptions for Model 1 - Job descriptions for Model will be sent to Council members for review in the coming weeks with a goal for approval at the May meeting.

Staffing Plan-Brittnee Schneider/Office Coordinator: letter of resignation was provided; Brittnee will start May 11 in Washington County. Council will not advertise for the vacancy until we see a lessening in the severity of COVID19. A plan was presented by Scott Ritter, Scott Stutsman and John Schneider. Brent Bonner moved to approve the plan as presented. 2nd by Marianne Klouda Carried unanimously John Schneider abstained

- Move to Washington County payroll full time on Monday. May 11 at \$22/hour
- Start full accrual of vacation, sick leave and use of holiday pay on May 11 in Washington, Johnson accrual ends May 10
- Johnson buys out your vacation pay
- Move sick leave accrual from Johnson to Washington
- Johnson pays for health insurance through June 30, move to university coverage with spouse on July 1
- Obtain letter from Johnson County administration to document coverage to move to university coverage
- Have two fund accounts in TCP, log in and out to reflect work load in each county
- Goal to be 50/50 in the two counties until the end or lessening of COVID19 issues
- Johnson monthly will reimburse Washington at \$22 per hour plus FICA and IPERS each month until the end of sharing
- New office coordinator in Johnson is trained free of charge in exchange for fiscal work completed January through May 10 in Washington.

Lori Donahoe moved to accept Brittnee Schneider's resignation. 2nd by Greg Kuntz Carried unanimously John Schneider abstained Council members congratulated her!!

Staffing Discussion-Director of Field Operations/REED Gene will start at the DFO for the south service area on May 18, the search committee members for the REED vacancy are Shannon Bielicke and Lori Donahoe. Gene will work to train his replacement. John Schneider moved to house Gene Mohling. 2nd by Lori Donahoe Carried unanimously

Staffing Plan-Amey Kollar/Program Assistant: letter of resignation was provided; Amey will start as the new YPS for Iowa and Johnson County on May 15 Plan is to advertise for the vacancy as an office assistant position when we start to see a lessening in the COVID19 restrictions. Amey has approval to train her replacement. Council members congratulated her!! John Schneider moved to accept Amey Kollar's resignation. 2nd by Marianne Klouda Carried unanimously

The decision on advertising of the positions will be delayed and COVID19 issue monitored week by week.

Southeast Research Farm Sponsorship Campaign-Rebecca Vittetoe presented information on the capital campaign for a new education center at the SE Iowa Research Farm. Tabled until June meeting.

Performance Review Update/Wages Performance reviews were completed and a wage spread sheet was provided. John Schneider moved to table until June. 2nd by Greg Kuntz Carried unanimously

Pancake Breakfast-options for a fundraiser, suggested for August/September timeframe. Lori Donahoe moved to support Option B and F. 2nd by Greg Kuntz Carried unanimously
Option B-host event late August/early September Option F-cancel breakfast but host online auction

IECA <http://www.iacec.info/News/> Update Terry Maloy, Exec. Director is retiring on April 30, the position is 60% with full benefits from ISUEO

Scott Stutsman moved to adjourn at 9:10 p.m. 2nd by Greg Kuntz. Carried unanimously

Luann Pisarik, Secretary