

# IOWA STATE UNIVERSITY

## Extension and Outreach

### Lee County Extension Council Meeting

January 18, 2017 beginning at 6:00 p.m.

414 N. Main Street

Donnellson, Iowa 52625

**Call the meeting to order-** The meeting was called to order at 6:10 p.m. by Chairperson, Chris Lindner.

**Approval of Agenda-** Motion by Vicki Kokjohn, seconded by Brad Vandenberg to approve the agenda as presented. Motion carried 8 to 0.

**Roll Call-** Present: Tina Loges, Dave Lowenberg, Tricia Knipper, Brad Vandenberg, Vicki Kokjohn, Steve Newberry, Chris Lindner and Rick Tebbs. Also attending were Janet Smith, Emily Benjamin and Whitney Weisinger

**Minutes-** After review of the minutes, Brad Vandenberg made a motion, seconded by Vicki Kokjohn that the minutes of the 1/4/17 meeting be approved. Motion carried 8 to 0.

**Approve a Maximum Amount Deposit-** Informational for Council Members to note current amount is getting close to limit. May need to look at options in the future.

#### **Approve Working Budget-**

- a. Motion the FY17 Extension Education Operating budget be approved for \$357,639 in expenditures with total tax request of \$254,853, with \$239,246 from property tax and \$15,607 from utility excise tax.
- b. Motion the FY17 Extension Education Tort budget be approved for \$2000 in expenditures with total tax request of \$2000, with \$1879 from property tax and \$121 from utility excise tax

Motion by Tina Loges, seconded by Vicki Kokjohn to approve the FY17 Extension Education Operating budget. Motion carried 8 to 0.

Motion by Vicki Kokjohn, seconded by Tina Loges to approve the FY17 Extension Education Tort budget. Motion carried 8 to 0.

**Approve Personnel Policy-** Motion by Brad Vandenberg, seconded by Steve Newberry to approve that overtime will be paid out, the maximum accumulation on sick leave is 480 hours and a total of 5 sick days can be used for family illness.

**Staff Reports-** Staff reports were presented by Emily Benjamin and Janet Smith, see Dropbox for full reports.

**Building Remodel Update-** Dave Lowenberg and Whitney Weisinger updated the council on the building remodel. Whitney talked about speaking with a technician from ISU regarding the Ethernet system and the need for upgrading the wiring to a category 6 system throughout the office. This would include two outlets in each office. This upgrade would cost an additional \$4000 to the remodel project to rewire the facility. Whitney will secure a quote in writing from the electrician for this amount.

Council members also did a walk-through of the office to discuss changes suggested by the contractor. Suggestion was made to add an additional wall to the back corner office for an additional \$1500 to \$2000. The suggestion was also made to cover the window in the same office. There was no estimate for this.

Motion was made by Dave Lowenberg, seconded by Brad Vandenberg to improve and rewire the office to improve the Ethernet system.

Motion was made by Vicki Kokjohn, seconded by Steve Newberry to approve removing the window and adding the additional wall to the back corner office. Whitney to inform council of the additional cost of covering the window.


**Approve wage increase for Whitney Weisinger-** Motion by Vicki Kokjohn, seconded by Brad Vandenberg to approve the wage increase for Whitney Weisinger (Office Assistant) from \$13.50 to \$14.00 effective next pay period.

**Approve Program Coordinator Position-** Motion by Vicki Kokjohn, seconded by Dave Lowenberg to approve Lee Ann Shaffer-Smith to be hired for the Program Coordinator position at the pay rate of \$42,000 with wage review in 6 months pending background approval.

**Public Hearing on Budget-** Public Hearing on the budget will be held February 15, 2017 at 6:00 p.m. It will be held at the Lee County Extension Office.

**Next Council Meeting-** The next Council meeting will be February 15, 2017 at 6:00 p.m. It will be held at the Lee County Extension Office.

**Adjournment-** Vicki Kokjohn made a motion, seconded by Tina Loges, that the meeting be adjourned. Motion carried 8-0.



Tricia Knipper  
Lee County Extension Council Secretary