Lee County Extension Council Meeting
February 10, 2021 beginning at 6:00 p.m.
Lee County Extension Office
Donnellson, Iowa 52625

Call the meeting to order- The meeting was called to order at 6:02 p.m. by Brad Vandenberg.

Roll Call- Present: Dave Lowenberg, Tricia Knipper, Vicki Kokjohn, Paula Ellis, Brad Vandenberg, Addison Loges, Roger Fullenkamp, Russ Schwartz and Mary Hellige (via Zoom). Also attending were Janet Smith and Whitney Weisinger.

Public Hearing on FY22 Lee County Agriculture Extension District Budget: Motion by Roger Fullenkamp, seconded by Vicki Kokjohn to open the public hearing on the FY22 Lee County Extension Agriculture Extension District budget meeting. The notice of public hearing did appear in the Daily Democrat newspaper on January 28, 2021 as required by law. No members of the public were present so no objections or comments concerning the budget were heard. Motion by Russ Schwartz, seconded by Vicki Kokjohn to close the public hearing. Motion carried 9-0.

Reconvene Regular Meeting: The regular business meeting was called to order at 6:03 p.m. by Brad Vandenberg.

Approval of Agenda- Motion by Vicki Kokjohn, seconded by Paula Ellis to approve the agenda as presented. Motion carried 9 to 0.

Minutes- After review of the minutes, Paula Ellis made a motion, seconded by Vicki Kokjohn that the minutes of the January 13, 2021 meeting be approved. Motion carried 9 to 0.

Approval of Vouchers: After review of the vouchers, Vicki Kokjohn made a motion, seconded by Roger Fullenkamp to approve payment of items beginning January 1, 2021 including voucher number 15950 and ending January 31, 2021 through voucher number 15974, direct deposits DD01168-DD01175, 2 EFT’s (IPERS/Treasury) totaling $20,081.61. Motion carried 9 to 0.

Treasurer’s Report: Vicki Kokjohn reported on January 31, 2021 NOW Account balance of $21,194.56 and a Money Market Account balance of $228,189.18. Russ Schwartz made a motion, seconded by Addison Loges that the Treasurer’s report be accepted. Motion carried 9 to 0.

Staff Reports: Staff reports were presented by Whitney Weisinger.

NEW BUSINESS:

Approve FY22 Lee County Ag Extension District Budget- Motion by Roger Fullenkamp, seconded by Russ Schwartz to approve the below FY22 Budget. Motion carried 9 to 0.

a. FY22 Extension Education Operating budget be approved for $429,937 in expenditures with total tax request of $272,245.

b. FY22 Extension Education Tort Liability budget be approved for with no tax request, no expenditures.
c. FY22 Extension Unemployment budget be approved for $10,000 in expenditures with no tax request.

Approval of Jessica Ellison, Food and Family Educator: Interviews were held for the Food and Family Educator position. Motion by Roger Fullenkamp, seconded by Vicki Kokjohn to hire Jessica Ellison as the Food and Family Educator beginning February 8, 2021 at a wage of $17.00/hr. Motion carried 9 to 0.

Approval of credit card for Jessica Ellison: Motion by Vicki Kokjohn, seconded by Russ Schwartz to approve a credit card with a limit of $1500.00 for Jessica Ellison. Motion carried 9 to 0.

Extending COVID leave banks. Tax credit through March 31, 2021: Janet Smith discussed the current status of the employee COVID leave bank and the tax credit that ends on March 31, 2021. Motion by Vicki Kokjohn, seconded by Roger Fullenkamp to extend the employee COVID leave bank until March 31, 2021. Motion carried 9 to 0.

Personnel Policy: Personnel Committee will meet prior to March council meeting to discuss changes in the personnel policy. Personnel Committee will report to the council at the next meeting.

Staff Wage: The Personnel Committee met prior to the February 10th council meeting to discuss employee reviews and wage increase. Vicki Kokjohn presented to the council recommendations from the Personnel Committee. Motion by Dave Lowenberg, seconded by Paula Ellis to approve the Personnel Committee’s recommendations of a 3% increase effective at the next paycheck for Breana Houtz and Whitney Weisinger. Alisha Davidson will receive her 3% increase effective 6 months after her re-hire date. Breanna Houtz is currently at $18.86 plus $0.57 (3% increase) for a total of $19.43/hr. Alisha Davidson is currently at $15.50 plus $0.47 (3% increase) for a total of $15.97/hr. Whitney Weisinger is currently at $25.00 plus $0.75 (3% increase) for a total of $25.75/hr. Whitney will also receive an additional $0.75 merit increase for a new total of $26.50/hr. Motion carried 9 to 0.

April 17-21 is Extension Week: Whitney Weisinger mentioned Extension Week on April 17-21. She is looking for suggestions or ideas on ways to celebrate.

OLD BUSINESS:

Livestock Scales: Russ Schwartz reported he has been researching information on a new livestock scale for weigh-in purposes for the Lee County Fair. He has been in contact with Cardinal Scales on options but no firm numbers yet. Information will be discussed at the next Fair Partnership meeting to find out the needs of each animal group.

Approval of Volunteers: No new volunteers to approve

Next Council Meeting: The next council meeting will be March 10, 2021 at 6:00 p.m. It will be held at the Lee County Extension Office.

Adjournment- Russ Schwartz made a motion, seconded by Roger Fullenkamp, that the meeting be adjourned. Motion carried 9 to 0.

Tricia Knipper
Lee County Extension Council Secretary