

IOWA STATE UNIVERSITY

Extension and Outreach

Lee County Extension Council Meeting

February 15, 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 6:02 p.m. by Vicki Kokjohn.

Approval of Agenda- Motion by Brad Vandenberg, seconded by Tina Loges to approve the agenda as presented. Motion carried 6 to 0.

Roll Call- Present: Tina Loges, Dave Lowenberg, Tricia Knipper, Brad Vandenberg, Vicki Kokjohn, and Steve Newberry. Absent: Chris Lindner, Rick Tebbs and Tom Mohrfeld. Also attending were Janet Smith, Emily Benjamin and Lee Ann Shaffer Smith.

Minutes- After review of the minutes, Dave Lowenberg made a motion, seconded by Brad Vandenberg that the minutes of the 1/18/17 meeting be approved with the correction of FY18 instead of FY17. Motion carried 6 to 0.

Approval of Vouchers: After review of the vouchers, Tina Loges made a motion, seconded by Steve Newberry to approve payment of items beginning January 13, 2017 including voucher number 14288 and ending January 31, 2017 through voucher number 14319, direct deposits DD00652-DD00661, 2 EFT's (IPERS/S Treasury) totaling \$25,331.45. Motion carried 6-0.

Treasurer's Report: Janet Smith reported on January 31, 2017 NOW Account of \$15,253.93 and a Money Market Account of \$212,466.90. Tina Loges made a motion, seconded by Steve Newberry that the Treasurer's report be accepted. Motion carried 6-0.

Closure of Regular Meeting: Motion by Brad Vandenberg, seconded by Dave Lowenberg to close regular meeting to open Public Hearing on FY18 Lee County Extension Education Operating budget.

Public Hearing on Budget: Motion by Tina Loges, seconded by Steve Newberry to open the public hearing at 6:09 pm on the FY18 Lee County Extension Education Operating budget. The notice of public hearing did appear in the Democrat/Gate City newspaper on February 2, 2017 as required by law. No members of the public were present so no objections or comments concerning the budget were heard. Motion by Tina Loges, seconded by Steve Newberry to close the public hearing. Motion carried 6-0.

Reconvene Regular Meeting: Motion by Brad Vandenberg, seconded by Dave Lowenberg to reconvene the regular scheduled meeting of the Lee County Extension Council. Motion carried 6-0.

Approve FY18 Budget- Motion by Brad Vandenberg, seconded by Tina Loges to approve the below FY18 Budget. Motion carried 6-0.

- a. FY18 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. FY18 Extension Education Tort Liability budget be approved for \$2000 in expenditures with total tax request of \$2000, with \$1879 from property tax and \$121 from utility excise tax

c. Unemployment-No request

Staff Reports- Staff reports were presented by Whitney Weisinger (via ZOOM), Emily Benjamin and Lee Ann Shaffer Smith, see Dropbox for full reports.

Fair Entry Program Purchase: Emily Benjamin presented information regarding the Fair Entry software program. This program would be utilized to help with online entry and payment of fair entries, creation of weigh-in sheets, calculation of premiums among other uses. This software would help cut down the amount of time doing data entry for office personnel. The cost of the software would be a promotional price of \$500.00 for a one-year license. Motion to purchase a one-year license of the Fair Entry program for \$500.00 was made by Tina Loges, seconded by Brad Vandenberg. Motion carried 6-0.

Rising Star MOA: Janet Smith talked about the Rising Star intern program within Region 20 and needing approval for the program from Lee County. Motion to approve the Memorandum of Agreement for the program was made by Steve Newberry, seconded by Tina Loges. Motion carried 6-0.

Approval to close office on April 7 for Social Media PD in Henry County: Motion to close the office on April 7th for Social Media PD in Henry County was made by Tricia Knipper, seconded by Dave Lowenberg. Motion carried 6-0.

Pheasants Forever Donation: Motion was made to donate to Pheasants Forever by Steve Newberry, seconded by Brad Vandenberg.

Order ISUEO Apparel: Janet Smith discussed options for Staff and Council regarding the purchase of ISUEO apparel. Janet will bring information regarding the clothing available to the next council meeting.

Policy on Council Member Travel Reimbursement for Out of County Extension Council Meetings: Janet Smith presented information regarding reimbursement for expenses (hotel room, mileage, etc) for council members attending out of county extension council meetings. This information was mentioned in light of the upcoming Legislative Day on February, 28th and Extension Council Conference on March 4th.

4-H Youth Participation in Legislative Day: Emily Benjamin noted that at this time she is still looking for individuals that would be interested in attending the Legislative Day on February 28th.

Debit/Card Credit Payment: Whitney Weisinger will research information regarding the use and costs of a debit/credit card machine. Janet Smith noted Henry County currently uses this service at a charge of 2%. Whitney will bring information regarding the service to the next council meeting.

Building Remodel Update- Dave Lowenberg and Whitney Weisinger updated the council on the building remodel project. The council discussed the need for additional insulation to be added to the north side of the building above the offices. Suggestion was made to use batt insulation vs blown insulation for removal purposes. The use of cord around at the base of the new vinyl flooring and the need for purchasing additional trim was also discussed. Dave noted the cost and quantity needed to purchase between the current oak trim and a roll of vinyl trim. Motion was made to purchase additional oak trim, cord around for the vinyl flooring and batt insulation for use above offices by Dave Lowenberg, seconded by Steve Newberry. Motion carried 6-0.

Approval of Volunteers: Emily Benjamin announced the addition of Sarah Newton and Jenny Atkins as two new volunteers to the Clover Kids Club. Motion was made to approve new volunteers by Tina Loges, seconded by Dave Lowenberg.

Council Photos: Council photos will be postponed until ISUEO apparel is ordered.

ISUEO Extension Week – April 17-22: Janet Smith mentioned the need to start thinking about activities for the upcoming ISUEO Extension week in April. Lee Ann Shaffer Smith was asked to bring a budget and possible ideas for activities to the next council meeting.

Personnel – Lee Ann Shaffer Smith

- a. **Cell Phone:** Council discussed stipend for use of personal cell phone. Motion was made to approve stipend for \$75.00/month with a review in three months by Steve Newberry, seconded by Dave Lowenberg. Motion carried 6-0.
- b. **Insurance Options:** Council made recommendation to have Lee Ann speak with Jerry Koering with Benefit Partners in Ft. Madison regarding any insurance questions.
- c. **Credit Card Authorization:** Motion was made to approve a credit card for Lee Ann Shaffer Smith by Brad Vandenberg, seconded by Tina Loges. Motion carried 6-0.
- d. **Introduction and Discussion**

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

Adjournment- Dave Lowenberg made a motion, seconded by Steve Newberry, that the meeting be adjourned. Motion carried 6-0.

Tricia Knipper
Lee County Extension Council Secretary