

# IOWA STATE UNIVERSITY

## Extension and Outreach

### Lee County Extension Council Meeting

August 12, 2020 beginning at 6:00 p.m.

Lee County Extension Office

Donnellson, IA 52625

**Call the budget meeting to order-** The meeting was called to order at 6:03 p.m. on August 12 by Brad Vandenberg.

**Council Members present:** Brad Vandenberg, Roger Fullenkamp, Dave Lowenberg, Vicki Kokjohn, Paula Ellis and Russ Schwartz (Russ came at 6:16 pm). **Absent:** Chris Lindner, Tina Loges, and Tricia Knipper. **Staff:** Whitney Weisinger and Janet Smith.

**Approval of Agenda-** Motion by Vicki Kokjohn, seconded by Paula Ellis to approve the agenda as presented. Motion carried 5-0.

**Public Forum:** The Lee County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. There will be no action taken at this meeting, but concerns may be an agenda item at future meetings. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum. No public present at this meeting.

**Approval of Minutes:** After review of the minutes, Roger Fullenkamp made a motion, seconded by Dave Lowenberg that the minutes of the June 9, 2020 meeting be approved. Motion carried 5-0.

**Approval of Vouchers:** After review of the vouchers, Dave Lowenberg made a motion, seconded by Roger Fullenkamp to approve payment of items beginning June 1, 2020 including voucher number 15762 and ending June 30, 2020 through voucher number 15794, direct deposits DD01110-DD01117, 0182002877, 1208XXX and 64032645 EFT's (IPERS/S Treasury) totaling \$68,476.58. Motion carried 5-0.

After review of the vouchers, Dave Lowenberg made a motion, seconded by Roger Fullenkamp to approve payment of items beginning July 1, 2020 including voucher number 15795 and ending July 31, 2020 through voucher number 15826, direct deposits DD01118-DD01125, 120874986 and 24667639 EFT's (IPERS/S Treasury) totaling \$21,930.38. Motion carried 5-0.

**Treasurer's Report:** Treasures report on June 30, 2020 NOW Account balance of \$39,225.23 and a Money Market Account balance of \$260,993.56 and on July 31, 2020 NOW Account balance of \$16,882.46 and a Money Market Account balance of \$247,211.09. Russ Schwartz made a motion, seconded by Vicki Kokjohn that the Treasurer's report be accepted. Motion carried 6-0.

#### **Staff and Program Updates:**

**Staff Reports:** Whitney Weisinger reported on the approaching programs/events/activities: wildlife kits, tree identification packets, emergency preparedness packets and upcoming meetings. Whitney reported on Breana's hour programs once a month with the libraries and discussed how Alisha has been helping prepare materials. See Cybox for full reports.

**COVID-19 Recovery Issue Prioritization-** Council was asked to priority the needs of our community during COVID-19 and report back next month to help determine programming and areas of concern.

**Shelley Oltmans- Community Development Programming:** Whitney and Janet let the council know that Shelley has asked for the council to think about changing the contract that was signed a few months ago and agree to paying more of her wages due to the Keokuk Chamber of Commerce not being able to fulfill their portion of the contract due to COVID-19 not allowing them to fundraise. Vicki mentioned that she feels the Keokuk Chamber should be the one approaching us about this not Shelley. The contract is with Iowa State University so the Keokuk Chamber would need to discuss this with them. No action is being taken at this time.

#### **Forestry Field Day Update:**

Dave Lowenberg and Janet Smith discussed the upcoming Forestry Field Day in October. It will be a virtual field day this year due to COVID-19. There will be no fee and no meal. The Extension Office will help with marketing, promotion and possibly be a site for people to watch the webinar if they do not have internet.

#### **New Business:**

**Thompson Feeds:** Thompson Feeds has requested to use our back room for a meeting. Council agreed that since they have been good supporters and partners that we would allow this since the other meeting spaces in the community are being used by the schools during COVID.

**Dispersal of furniture, equipment:** Whitney discussed the need to get rid of the old furniture and equipment in the back room that is no longer being used. Council agreed to get quotes from Tim's TV's and Jerry Mohrfeld on the cost of the lights and TV's. All equipment and furniture will be placed on Buy Sell Trade.

**4-H Livestock Coordinator Responsibilities:** Whitney Weisinger has requested to step down from the Livestock Coordinator responsibilities and asked that those duties be placed back on the 4-H Youth Coordinator since that is how it is in other counties and was originally set up. Russ Schwartz made a motion to put the livestock coordinator responsibilities back on the Youth County Coordinator, Vicki Kokjohn seconded that motion. Motion carried 6-0.

**Salary Rates:** Board agreed to continue with the current salary rates. These rates will be review in January 2021. The current rates are:

- Whitney Weisinger \$25/hr
- Breanna Houtz \$18.86/hr
- Alisha Davidson \$15.50/hr
- Lori Meierotto \$34.00/hr

**State Audit-** The State Auditor will be assessing Lee County in the next few weeks. Most of the audit will be done remotely.

**Iowa 4-H Foundation Endowment Report-** Janet Smith reported that Lee County currently has \$10,908.99 in the Iowa 4-H Foundation Endowment Fund.

**Old Business:**

**Health and Family Program Coordinator Position:** The council has agreed that it is not a good time to hire someone due to COVID-19 and not being able to have face-to-face programming so the Health and Family Program Coordinator Position is on hold until further notice.

**Volunteer Approvals:** A current list of volunteers was presented. The updated list was approved on August 12. Motion was made by Russ Schwartz and seconded by Paula Ellis. Motion carried 6-0.

**End of Year Published Report:** Janet let the council know we will be sending the End of Year Published Report to the Auditors Office and it will be in the Daily Democrat and the Daily Gate City newspapers.

**Next council meeting** will be held on September 9, 2020 at 6:00 pm. It will be held at the Lee County Extension Office.

**Adjournment:** Roger Fullenkamp made a motion, seconded by Vicki Kokjohn, that the meeting be adjourned. Motion carried 6-0.

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Acting Secretary