

IOWA STATE UNIVERSITY

Extension and Outreach

Lee County Extension Council Organizational Meeting

January 8, 2020 beginning at 6:00 p.m.

414 N. Main Street

Donnellson, Iowa 52625

Lee County Extension Organizational Meeting was held on January 8, 2019 with interim Chair Brad Vandenberg calling the organizational meeting together at 6:15 p.m. Council members present: Dave Lowenberg, Brad Vandenberg, Tricia Knipper, Roger Fullenkamp, Russ Schwartz, Paula Ellis, Vicki Kokjohn and Tina Loges. Staff members: Whitney Weisinger and Janet Smith. Tina Loges moved the order of the agenda be approved and second by Russ Schwartz. Motion approved 8-0.

Election of Council Officers was held:

i. Chair

1. Brad Vandenberg Nominated by: Roger Fullenkamp

Seconded by: Russ Schwartz

Those voting for candidate #1- Tina Loges, Dave Lowenberg, Paula Ellis, Tricia Knipper and Vicki Kokjohn.

Motion carried by a vote of 7 to 0.

Elected: Brad Vandenberg

Meeting handed over to duly elected chairperson Brad Vandenberg.

ii. Vice Chair

1. Dave Lowenberg Nominated by Vicki Kokjohn

Seconded by: Roger Fullenkamp

Those voting for candidate #1 – Russ Schwartz, Brad Vandenberg, Tina Loges, Tricia Knipper and Paula Ellis.

Motion carried by a vote of 7 to 0.

Elected: Dave Lowenberg

iii. Secretary

1. Tricia Knipper Nominated by: Dave Lowenberg

Seconded by: Roger Fullenkamp

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Those voting for candidate #1 – Tina Loges, Russ Schwartz, Brad Vandenberg, Paula Ellis and Vicki Kokjohn.

Motion carried by a vote of 7 to 0.

Elected: Tricia Knipper

iv. Treasurer

1. Vicki Kokjohn Nominated by: Roger Fullenkamp

Seconded by: Tina Loges

Those voting for candidate #1-Brad Vandenberg, Russ Schwartz, , Dave Lowenberg, Paula Ellis, and Tricia Knipper.

Motion carried by a vote of 6 to 0.

Elected Vicki Kokjohn

Moved by Tina Loges to approve all Consent Agenda items to include:

Updated Personnel and Updated fiscal policies
Adopting Roberts Rules of Order
Financial reports provided before each council meeting
Balance sheet
Council revenue and expense statement
Bank reconciliation

Seconded by Russ Schwartz. Motion carried 8 to 0.

b. Regular council meeting date and time

Regular council meetings will be scheduled for the 2nd Wednesday of every month at 6:00 pm.

Moved by Dave Lowenberg, Seconded by Tricia Knipper.

Motion carried 8 to 0.

c. Committee Assignments

Committee Assignments were made:

(a) Fiscal/Legal	(b) Personnel	(c) Program/Marketing	d) Building	e) Fair
Brad Vandenberg	Tina Loges	Tricia Knipper	Dave Lowenberg	Russ Schwartz
Dave Lowenberg	Vicki Kokjohn	Chris Lindner	Roger Fullenkamp	Brad Vandenberg
Vicki Kokjohn	Brad Vandenberg	Paula Ellis	Russ Schwartz	Dave Lowenberg
Roger Fullenkamp				

Moved by: Russ Schwartz, Seconded by: Roger Fullenkamp

Motion carried 8-0.

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d. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be Daily Gate City (Keokuk) and Daily Democrat (Fort Madison)
Moved by: Roger Fullenkamp, Seconded by: Tina Loges
Motion carried 8 to 0.

e. Fiscal Procedures

The depository for the county extension district will be Pilot Grove Savings Bank with all receipts deposited in said bank. Maximum to be on deposit is \$250,000. Motion was made by Tina Loges and second by Trisha Knipper. Motion carried 8-0.

The County Extension District will not authorize an agency account.
Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4.

Council members authorized to sign checks: Dave Lowenberg, Brad Vandenberg and Vicki Kokjohn.

Council members Lowenberg, Vandenberg, Kokjohn and Bookkeeper-Lori Meierotto are authorized to transfer funds and/or access the Pilot Grove bank accounts electronically. Motion was made by Russ Schwartz and second by Paula Ellis. Motion carried 8-0.

A group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor. Motion was made by Roger Fullenkamp and second by Tina Loges. Motion carried 8-0.

Selection of Financial Institution (s) Pilot Grove Savings Bank, Maximum deposit-
This was tabled for the February 12, 2020 Extension Council Meeting.

f. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports (The following items are required for those councils without consent agenda approval.)

Motion by Vicki Kokjohn to approve the county personnel and fiscal policies, adopting Robert's Rules of Order and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation. Seconded by Tricia Knipper.
Motion carried 8 to 0.

g. Approval of Office Holidays

Motion by Russ Schwartz to approve office holidays being: two days at Christmas, Thanksgiving, the Friday after Thanksgiving, Labor Day, Memorial Day, Martin Luther King Jr. Day, Independence Day, and New Years Day. Seconded by Paula Ellis. Motion carried 8 to 0.

h. Approval to Ajourn Organizational Meeting

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Motion to ajourn the Organizational Meeting at 6:31 pm was made by Vicki Kokjohn and seconded by Roger Fullenkamp. Motion carried 8 to 0.

II. Regular Meeting

- a. **Call the meeting to order-** The regular meeting was called to order at 6:32 pm by Brad Vandenberg.
- b. **Roll Call-** Present: Dave Lowenberg, Russ Schwartz, Roger Fullenkamp, Brad Vandenberg, Tina Loges, Tina Loges, Tricia Knipper and Vicki Kokjohn. Absent: Chris Lindner. Note that Tina Loges had to leave at 6:50 pm. Also attending was Whitney Weisinger and Janet Smith.
- c. **Approval of Agenda-** Motion by Russ Schwartz, seconded by Paula Ellis to approve the agenda as presented. Motion carried 8 to 0.
- d. **Approval of Minutes-** After review of the minutes, Roger Fullenkamp made a motion, seconded by Vicki Kokjohn that the minutes of the 12/4/19 meeting be approved. Motion carried 8 to 0.
- e. **Voucher Report Approval-** After review of the December vouchers, Vicki Kokjohn made a motion, seconded by Tina Loges to approve payments of items beginning December 1, 2019 including voucher number 15569 and ending December 31, 2019 through voucher number 15598, direct deposits DD01054-DD01061, 3 EFT's (IPERS/ Treasury) totaling \$22,024.04. Motion carried 8-0.
- f. **Treasurer's Report:** Vicki Kokjohn reported on December 31, 2018 NOW Account balance of \$14,508.45 and a Money Market Account balance of \$311,080.21. Roger Fullenkamp made a motion, seconded by Dave Lowenberg that the Treasurer's report be accepted. Motion carried 8-0.
- g. **Old Business**
 - i. Structure for Success- Paul Gieselman came and talked about the Structure for Scuccess models. Whitney Weisinger and Dave Lowenberg discussed how out of the three options that model 1 is the only one we really qualify for based on the qualifications. Whitney Weisinger discussed how we are already following that model and so there wouldn't be much change. Vicki Kokjohn pointed out that there is a one-time option to move from one model to another during the three years of the MOU. Motion made by Vicki Kokjohn to choose Model 1 of the Structure for Success. Motion was seconded by Roger Fullenkamp. Motion carried 8 to 0.
- h. **New Business- Approval of FY20 Work Budget**
 - i. FY20 Extension Education Operating budget be approved for \$393,257 in expenditures with total tax request of \$285,000.

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- ii. FY20 Extension Tort budget for \$2000 in expenses with no tax request.
- iii. FY20 Extension Unemployment budget be approved for \$12,000 in expenditures with no tax request

Motion to approve the above operating budget, tort budget and unemployment budget was made by Vicki Kokjohn and seconded by Russ Schwartz. Motion passed 7-0. (Tina Loges left the meeting).

- iv. FY20 Proposed hearing date, time, and place: February 12, 2020 at 6 pm at the Lee County Extension Office 414 North Main Street, Donnellson IA (Set time and place for hearing on FY20 Budget and direct publishing in two newspapers at least 10 days but not more than 20 days prior to hearing- Daily Democrat and Gate City.

Motion by Vicki Kokjohn and seconded by Roger Fullenkamp. Motion carried 7 to 0.

Personnel Report:

- a. **Salary/ Benefit Proposal-** Vicki Kokjohn spoke for the personnel committee and they proposed that Breana Houtz and Alisha Davidson's wage be increased by .50 cents and Whitney Weisinger's wage to be increased by \$1.00. Whitney Weisinger's increase was based on a market adjustment. They also proposed to raise the insurance allotment from \$400.00 to \$500.00. Motion was made by Vicki Kokjohn and seconded by Paula Ellis. Motion carried 7-0.
- b. **Approve of hire for Health and Family Educator- .5 FTE-** Vicki spoke for the personnel committee and proposed the hiring of a part-time Health and Family Educator to help with human science programming focusing on nutrition, local foods, food insecurity and community awareness. Wage would be determined on experience ranging from \$17.00 to \$20.00/hour. Motion to approve the hiring of the proposed Health and Family Educator was made by Roger Fullenkamp and seconded by Russ Schwartz. Motion carried 7-0.

Commercial Pesticide and Commercial Manure- Implementing the state recommended \$10.00 reshew fee- Vicki Kokjohn motioned to approve charging the state recommended \$10.00 reshew fee for all commercial pesticide and manure recertifications. Motion was second by Roger Fullenkamp. Motion carried 7-0.

Chick Incubator/Embryology project- Motion was made to purchase supplies up to \$3,000 for chick embryology project to be implemented in school classrooms by Dave Lowenberg and second by Russ Schwartz. Motion carried 7-0.

Building/Equipment, Smart TV, Lighting, Tables, ADA Door Opener- This agenda items was tabled for the February council meeting.

Staff Reports- Staff reports were presented by Whitney Weisinger. See dropbox for full reports.

Upcoming Meetings/ Events: Extension Council Conference- Mar. 28th, 2020; Legislative Meeting- Feb. 19, 2020.

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Next Council Meeting- The next council meeting will be on February 12th, 2020 at 6:00 pm at the Lee County Extension Office.

Adjournment- Vicki Kokjohn made a motion, seconded by Roger Fullenkamp that the meeting be adjourned. Motion carried 7-0.

Tricia Knipper
Secretary, Lee Agricultural Extension District