

**PUBLIC ANNOUNCEMENT OF THE
Linn County Agricultural Extension District Council:
Public Meeting / Regular Meeting**

Date/Time: Monday, April 12, 2021; 5:00 pm

Location: 383 Collins Road NE, large conference room on 2nd floor
Cedar Rapids, IA 52402

Notice: Masks will be required when 6 feet or more distance cannot be maintained.
Accessibility elevator at the back of the building as needed. Please call 319-377-9839 for assistance.

- I. Call to Order – Chair**
- II. Roll Call (number hours served in the prior calendar month) – Secretary**
- III. Public Comments:** *The Linn 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 3 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.*
 - a. Anyone making public comment, please state your full name and address prior to comments*
- IV. Council Packet – County Director**
 - a. Review Council Packet
 - b. Determine council packet preparation (online or hardcopy)
- V. Approval of consent agenda items**
 - a. Staff reports
 - b. Meeting minutes
 - c. Volunteer approval or resignations
- VI. Guest presentations (15 minutes)**
 - i. Emily Damro – 4-H Youth Programs Specialist – annual 4-H program update
- VII. Regional Director Report (Region 11) –Director of Field Ops – Bryan Whaley**
- VIII. Committee Reports:**
 - a. **Fiscal Committee**
 - b. **Empowering Staff and Volunteers / Personnel**
 - i. **Seeking approval** to hire Sandy Rosenberger to fill the position of Master Gardener coordinator pending clearance of background checks.
 - ii. Prairie Union Wildcats 4-H club account update
 - iii. County Director Search
 1. Review and approve County Director job description
 2. Review timeline
 3. Search committee makeup
 4. Characteristics of ideal candidate
 - c. **Demonstrating Impact**

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Extension and Outreach

- d. **Cultivating Partnerships**
- e. **Expanding our Reach**

IX. **Treasurer Report** – Treasurer or designee

- a. Financial Detail –
 - i. Balance Sheet
 - ii. Revenue & Expenses
 - iii. Monthly Bank Reconciliation
 - iv. Outstanding checks

X. **Communications Director report** – Michelle Sillman

- a. COVID Recovery – Share a Row highlight
- b. Social media report
- c. **Seeking approval** for Council Chair to sign agreement for professional services for purposes of marketing
- d. Advancement Media Campaign & Extension Week

XI. **Linn County Director Report** – RaeAnn Gordon will provide necessary updates and acknowledgements

- a. **Seeking approval** for Council Chair to sign contract with American Legion, Marion for purposes of the Plant Sale in May 2021.
- b. **Seeking acceptance** of the resignation by County Director.
- c. Other announcements as necessary

XII. **Information/Announcements for the greater good**

XIII. **Motion to Adjourn**

1. File of volunteers' files and agreements
2. Copy of the club charter
3. To have a legal opinion of the council
4. Timeline: to resolve by Sept/October
 - a. Removal of leaders
 - b. Dissolution of club

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