

**LINN COUNTY AGRICULTURAL EXTENSION COUNCIL  
MEETING MINUTES OF APRIL 12, 2021  
@ LINN COUNTY EXTENSION OFFICE**

**Call to Order-** Chair Dennis Jordan called the meeting to order at 5:03 pm

**Roll Call-** Secretary Leland Freie, present: Dan Abel, Mike Anderson, Megan Fagle, Leland Freie, Dennis Jordan, David McDonald, Dana Nichols, Mike Olinger, Dan Pickar

**Public Comments-** None

**Council Packet-** County Director RaeAnn Gordon, will continue with e-mailing meeting information with a hard copy at the meeting. Will investigate the cost of iPads for members to use at meetings

**Approval of consent Agenda:**

- Staff reports,
- Meeting minutes,
- Volunteer approval or resignations

Motion to approve, Dana Nichols, second Mike Olinger, motion carried

**Guest presentation-** Emily Damro- 4-H Youth Programs Specialist- Annual 4-H program update

**Regional Director Report-Region 11- Director of Field Operations Bryan Whaley**

Discussed transition from County Director to Regional Director

**Committee Reports**

- Fiscal Committee-none
- Empowering staff and volunteers- Mike Olinger
- **Seeking approval-** Motion to approve the hiring of Sandy Rosenberg to fill the position as stated in the job description of Master Gardner Coordinator receiving an hourly rate of \$18 per hour, by Mike Olinger, second, Mike Anderson, motion carried (pending successful background checks, referrals and council approval)

Prairie Union Wildcat 4-H club account update- Following discussion the council agreed on the following steps to seek a resolution on the issue of overseeing club accounts:

Linn County 4-H or Prairie Union Wildcats.

- File of volunteer's files and agreements
- Copy of the club charter
- To have a legal opinion of the council
- Timeline to resolve by Sept/October 2021
- Removal of leader
- Dissolution of club

**County Director Search**

Review and approve county job description- motion to approve the updated and revised job description for the county Director job description by Mike Olinger, second by Mike Anderson, motion carried

Motion to approve filling this position by posting this position according to most recent

personnel policy by Mike Olinger, second by Mike Anderson, motion carried

Review timeline

Search committee makeup- Mike Anderson, Megan Fagle, RaeAnn Gordon, Dana Nichols  
Mike Olinger

Characteristics of ideal candidate- Group discussion followed

Demonstrating Impact- Mega Fagle, added Heidi Steffen to the committee, Annual report  
exercise with specific audiences in mind, next meeting on April 15, 2021 @ 10am

Cultivating Partnerships-Developing community needs assessments/partnerships

Expanding Our Reach- April 14, 2021 @4pm

#### **Treasure Report- Mike Anderson**

- Balance sheet
- Revenue and Expenses
- Monthly Bank Reconciliation
- Outstanding Checks #25436 thru #25469, total \$66,474.61

Motion to approve Mike Anderson, second Dana Nichols, motion carried

#### **Communications Director Report- Michelle Sillman**

- COVID Recovery- Share a Row High Light
- Social media report
- **Seeking Approval** for Council chair to sign agreement \$700 for professional services with  
Emerge Marketing solutions to perform the following services: graphic design of a small and large  
brochure for Client according to the specifications agreed upon and at the bottom of this contract  
between EmERGE Marketing and Client

Term shall be as follows-

Date to begin-March 23, 2021,

Termination date: June 30, 2021 or when project is complete,

Check point #1 May 1, 2021

motion to approve, Dana Nichols, second Megan Fagle, motion carried

Advance Media Campaign and Extension week-statewide media campaign focused on  
getting Iowans to access the website to show how ISU Extension offers research based  
education and resources for Iowans

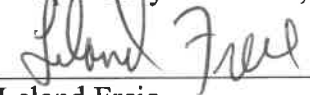
#### **Linn County Director Report-RaeAnn Gordon**

- **Seeking approval** for Council chair to sign contract with American Legion, Marion for  
purposes of the Plant Sale in May 2021, motion to approve, David McDonald, second, Mike  
Olinger, motion carried
- **Seeking acceptance** of the resignation by County Director (RaeAnn Gordon), motion to  
approve, Dennis Jordan, second, Dana Nichols, motion carried

#### **Information/Announcements -none**

**Motion to Adjourn-** Dana Nichols, second, David McDonald, motion carried

Respectfully submitted,

  
\_\_\_\_\_, Secretary  
Leland Freie