

**LINN COUNTY AGRICULTURAL EXTENSION COUNCIL
MEETING MINUTES OF JUNE 14, 2021
@ LINN COUNTY EXTENSION OFFICE**

Call to Order- Chair Dennis Jordan called the meeting to order at 5:04 pm

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

Public Comments-none

Consent Agenda-

- a. Meeting minutes
- b. Staff report
- c. Volunteer approvals

New Volunteers for the 4-H program- cleared to work with children-no restrictions

Rebekah Bagley, Andrew Bowen, Neill Dunlap, Michelle Eilers, Cory Hochstedler, Amber Jordan, Savanna, Lange, Mitchell Louwagie, Andrew Louwagie, Carly Martin, Sarah Gericke, Tracie Martinson, Curtis McGovern, Anita Meeker, Steve Plantenberg, Caitlin Robertson, Abigail Scott, Amy Robinson Valley, Diane Wolf, Zachary Cooper, Diane Coberly

Existing Volunteers approved- cleared to work with children-no restrictions Melissa Elliott, Dee Lille, Julie Martinson, Nancy McGovern, Micah Otterbein, Eric Zumbach

Motion to approve consent agenda- Dan Pickar, second, Mike Anderson. Motion carried 6 yeas to 0 nays

Guest presentation- Paula Wood, Buy. Eat. Live Healthy-Unit review

Will continue to develop and expand partnerships with the possibility of hiring a second person person. Goal is to build capacity with quality of services as well.

New Business- RaeAnn Gordon,

- a. Seeking approval to sign business agreement between Tanager Place and ISU Extension and Outreach, motion to approve Mike Anderson, second Dan Pickar, motion carried, 7 yeas to 0 nays
- b. Seeking approval to sign contract with Early Childhood Iowa as provided for purposes of providing Parent Education consortium parent education, goal is to provide 16 Parent Education sessions, motion to approve, Megan Fagle, second, Dan Able, motion carried 7 yeas, to 0 nays

Committee Reports

- a. Staff Evaluations update, Mike Anderson, all but two in person evaluations have been conducted the two outstanding in person evaluations will be completed prior to June 30, 2021
 - b. Seeking approval of annual staff wage increase- Mike Anderson moved to approve a 3% wage increase beginning July 1, 2021 for Johanna Rahbusch, JD Otterbein, Janice Savel, Michelle Sillman, Amy Schmidt D' Amico, Melissa Blair, a 2% wage increase beginning July 1, 2021 for Morgan Bryant, Missy Drzycimski, second, Dan Pickar, motion carried 7 yeas to 0 nays
 - c. 4-H club investigation update- Mike Anderson moved, to approve the first letter as presented to the PUW club leaders regarding their request for an investigation-to be sent by Kay Ostvig, Attorney at her earliest convenience, second Dan Abel, motion carried 6 yeas to 0 nays, Dennis Jordan abstained, letter will be sent by certified mail
 - d. Prairie Union Wildcats outstanding account update- Mike Anderson moved, to approve the second letter as presented to the PUW club leaders regarding a formal request for compliance with Linn County Extension Council's fiscal policy to be sent by Kay Ostvig, attorney at her earliest convenience, second, Dan Pickar, motion carried 6 yeas to 0 nays, Dennis Jordan abstained, letter will be sent by certified mail
- Seeking approval to hire County director- Hailee Sandberg, annual salary \$72,000, starting June 21st, 2021, motion to approve, Mike Anderson, second Megan Fagle. motion carried 7 yeas to 0 nays

Linn County Extension Staff request for work from home policy revisions- Personnel committee will meet to create/ update a work from Home Policy and present to council

Fiscal Committee Report- Mike Anderson

Summarized Revenue and Expenses

Southeast AG Research Farm- Motion to approve \$ 4,000 donation to the Southeast AG Research Farm (funds will come out of fee programs funds) Mike Anderson, second Dan Pickar, motion carried 7 yeas to 0 nays

Contract for Rising Stars- motion to approve \$3,333.00, Mike Anderson, second, Megan Fagle, motion carried 7 yeas to 0 nays, Linn County will split 50/50 the \$6,666.00 cost with Benton County adding another \$3,333.00.

Seeking Approval – Mike Anderson moved to approve the purchase of iPads and accessories (slim folio and keyboard) for a cost up to \$6,000 for use by council with properly executed council member use agreement, second, Dan Abel, motion carried 7 yeas to 0 nays

Strategic Planning Leadership-Dennis Jordan and Rae Ann Gordan

Seeking Approval- to sign presented contract between Linn County Ag Extension and ISU Extension and Outreach Communities and Economic Development for the purposes of Strategic Plan implementation support from Aimee Viniard-Wiedeman with \$5000 initial payment for her services, motion to approve, Dennis Jordan, second Leland Freie, motion carried 7 yeas to 0 nays

d. Cultivating Partnerships (CP)

e. Expanding Our Reach (EOR)

f. Demonstrating Impact (DI)

Treasurer Report-Mike Anderson

a. Financial Detail

Balance Sheet\

Revenue and Expense

Monthly Bank Reconciliation

Outstanding checks #25418 thru #25561 and EFTs total \$51,866.40

Motion to approve, Mike Anderson, second, Megan Fagle, motion carried 7 yeas to 0 nays

Communications Director Report- Michell Sillman

a. Update on Linn CO Brochure, looking for feedback

b. Media coverage Report- presented highlights and design changes

Regional Director Report- Regional Director Re Ann Gordon

Reviewed 2-Way scorecard

Linn County Director Report- Acting County Director, RaeAnn Gordon

a. seeking approval to end the conditions of the pandemic preparedness plan which allows for flexible work arrangements and county paid emergency sick leave on June 30,2021, motion to approve, Mike Anderson, second, David McDonald, motion carried, 7 yeas to 0 nays.

b. Seeking approval to use 2021 Warning, Waiver, Release and Hold Harmless Agreement for the Linn County Fair Association, motion to approve, Mike Anderson, second, Dan Abel, motion carried 7 yeas to 0 nays

Information/Announcements- RaeAnn Gordon; Gary Stevens acknowledged \$50,000 from the Estate of Judy Stevens, former Master Gardener, was bequeathed to Linn County Extension for the purpose of building a Greenhouse for the Master Gardeners program

Motion to Adjourn- Dennis Jordan

Respectfully submitted,

 _____, Secretary
Leland Freie