

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

**Date/Time:** March 17<sup>th</sup>, 2022 5:00pm  
**Location:** In-person at:  
383 Collins Road NE, Cedar Rapids, IA 52402  
Large Conference room (2<sup>nd</sup> floor)

REGULAR MEETING AGENDA

**I. Call to Order – council chair**

**II. Roll Call – secretary**

\_\_\_ Dana Nichols (chair) \_\_\_ Megan Fagle (vice chair) \_\_\_ Mike Anderson (treasurer)  
\_\_\_ Selinya Carew (secretary) \_\_\_ Mike Olinger \_\_\_ Dan Abel \_\_\_ Leland Freie  
\_\_\_ David McDonald \_\_\_ Dennis Jordan

**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.*

**I.** *Anyone making public comment, please sign in and state your full name and address prior to comments*

**IV. Approval of Consent Agenda – (5 mins)**

- a. Prior meeting minutes for January 20<sup>th</sup>, February 2<sup>nd</sup>, 2022, February 17<sup>th</sup>, 2022**
- b. volunteer approvals**
  - i. 4-H/Youth Outreach**
  - ii. Master Gardeners**
- c. Program/reports**
  - i. 4-H – no report this month**
  - ii. Master Gardner**
  - iii. PEC**
  - iv. PABS/Fresh Conversation**

Motion by \_\_\_\_\_, Seconded by \_\_\_\_\_ Motion carried \_\_\_\_\_ to \_\_\_\_\_  
Those voting naye: \_\_\_\_\_

**V. Guest Presentation - (15 mins each)**

- a. Parent Education Consortium (PEC) rebranding, presentation of new logo**

**VI. Treasurer Report – Treasurer (10 Mins)**

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

# IOWA STATE UNIVERSITY

## Extension and Outreach

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_ Those voting naye: \_\_\_\_\_

### VI. Committee Reports –

- a. Personnel Committee Report - Mike Olinger (10 mins)
- b. Fiscal Committee Report – Mike Anderson (10 mins)
- c. Program/Strategic Planning Committee Report – Dennis Jordan (10 Mins)

### VII. Extension Council Training or Policy Review (10 mins)

- a. Update on Extension Council Conference on 3.5.22 - Dana Nichols
  - i. New and Exciting
  - ii. Next steps

### VIII. New Business –

- a. Seeking approval to hire:
  - i. Julie Nelson as a PEC Lead Childcare provider at \$15.25/hour PRN, as presented in required letter of intent
  - ii. Jason Hayes as Bookkeeper/Accounting Specialist at \$22.00/hour, as presented in required letter of intent
  - iii. The Office Manager position as presented in required letter of intent, if position accepted by applicant.

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

Those voting naye: \_\_\_\_\_

- b. Seeking Approval of Master Gardener Summer Americorp position, as presented in contract
  - i. from June 6<sup>th</sup> to August 12<sup>th</sup> (10 weeks) and they'll be working 35 hours per week. The daily schedule will fluctuate according to work load but will generally be Monday – Friday from 8am-4pm. Our cost share for this member will be \$270

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

Those voting naye: \_\_\_\_\_

- c. Seeking Approval of updated Personnel Policy as presented by Personnel Committee Chair

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

Those voting naye: \_\_\_\_\_

### IX. Old Business

- a. Update on Office Manager and Bookkeeping hiring process
- b. Update on Celebration of Ag Event in Cedar Rapids, March 23<sup>rd</sup>. Pre-Reception at 5:00pm with ISU leaders and Community leaders.
- c. Update on KGAN Commerical - \$2,500 can include a commercial scripted and produced by the news station, can be individualized to our county offerings.
  - i. Entertain a motion to allow country director to work with KGAN to produce a commercial for Linn County ISUEO at the \$2500 level

**IOWA STATE UNIVERSITY**  
Extension and Outreach

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

Those voting naye: \_\_\_\_\_

- d. Presenting Strategic Planning all-staff 2.23.22 meeting report, Update: Next Meeting 3.21.22
- e. Entertain a motion to Acknowledge and Thank Janice Savel for her 13 years of service as Office Manager for ISUEO - Linn County

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

Those voting naye: \_\_\_\_\_

- X. County Director Report (5 mins)
- XI. Regional Director Report (10 mins)
  - a. Council education
  - b. FY2020 Summary of County Audits
  - c. Other information as needed
- XII. Information/ Announcements for the greater good
- XIII. Motion to Adjourn

Motion to approve by \_\_\_\_\_, Seconded by \_\_\_\_\_

Motion carried \_\_\_\_\_ to \_\_\_\_\_

Those voting naye: \_\_\_\_\_

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