

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

Date/Time: April 20th, 2023 6:00pm

Location: In-person at:

383 Collins Road NE, Cedar Rapids, IA 52402

Large Conference room (2nd floor)

REGULAR MEETING AGENDA

I. Call to Order – council chair

II. Roll Call – secretary

____ Dana Nichols ____ Michael Olinger ____ Megan Fagle ____ Selinya Carew
____ Dan Able ____ Jennifer Dunn ____ Kylie Mysak ____ Emmaly Renshaw ____ Ryan Seick

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. Guest Presentation – Master Gardener program, Sara-Anne Severson

V. Group Council Picture – Happy Extension and Outreach Week!

VI. Approval of Consent Agenda – (5 mins)

- a. Prior meeting minutes for March 16th 2023
- b. Volunteer approvals
 - i. 4-H/Youth Outreach
 - ii. Master Gardeners
- c. Committee Reports
 - i. Personnel Committee
 - ii. Program Committee
 - iii. Fiscal Committee report
- d. Program/reports
 - i. 4-H
 - ii. Master Gardener
 - iii. PABS/Fresh Conversation
 - iv. BELH
 - v. CED

V. Treasurer Report – Treasurer (10 Mins)

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

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Extension and Outreach

- iv. Outstanding checks
- v. Bank Statements
- vi. Carryover report

VI. Extension Council Training or Policy Review (10 mins)- County Insurance; liability and medical

VII. New Business –

- a. Seeking approval of updated Fiscal Policy.
- b. Seeking acknowledgment of lease termination letter, signed by council chair, sent by certified mail April 5th, 2023.
- c. Seeking acknowledgment of Office Network Setup contract with Campus IT, signed by County Director, sent 3/29/23.
- d. Seeking Approval to hire Ashley Yedlik, as a summer assistant as presented in the LOI at \$14/hour for up to 400hrs, starting approx. June 1st; ending approx. August 11th 2023.
- e. Seeking acknowledgement of the Pick A Better Snack RFA renewal submission, as presented
- f. Seeking acknowledgement of the Lamar billboard contract signed by County Director for the Master Gardener Spring Plant Sale, as presented.
- g. Seeking approval to pay a bill to Edgewood Locker of \$3142.00 for a 4-H fundraiser for the Mt Vernon Trailblazers
- h. Seeking approval to pay the Linn County Master Gardeners Winter Gardening Fair catering bill for \$5352.13 to Catering by LJ's as presented.
- i. Seeking approval for County Director to close the office to the public up to two days in May to allow our staff to prepare for the move and best serve the public.

VIII. Old Business

- a. The Move Update
 - Jason, Sarah and county director are meeting weekly
 - We have 3 moving company Estimates – will review in May
 - Processes to liquidate our office furniture
 - Branding in New Space
 - Will be asking to close the office to the public June 26th-July 7th and possible a couple days in May and June to allow staff time to pack.
 - IT and Phone set up – working on it
 - Working on staff coverage for fair

IX. County Director Report (5 mins)

X. Regional Director Report (5 mins)

XI. Information/ Announcements for the greater good

- a. Staff Lunch on May 10th out of office. 4-H volunteers will watch the phones and front desk.

XII. Motion to Adjourn

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