

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

Date/Time: May 18th, 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 – none

V. Approval of Consent Agenda – (5 mins)

- a. **Prior meeting minutes for April 20th 2023**
- b. **Volunteer approvals**
 - i. **4-H/Youth Outreach**
 - ii. **Master Gardeners**
- c. **Committee Reports**
 - i. **Personnel Committee**
 - ii. **Program Committee – not held**
 - iii. **Fiscal Committee report**
- d. **Program/reports (may include)**
 - i. **4-H**
 - ii. **Master Gardener**
 - iii. **PABS/Fresh Conversation**
 - iv. **BELH**

V. Treasurer Report – Treasurer (10 Mins)

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

VI. Extension Council Training or Policy Review (10 mins)- The 6 Types of Working Genius

VII. New Business –

- a. Seeking Approval to hire Jessica Ferentchak, as a summer assistant as presented in the LOI at \$13.50/hour for up to 400hrs, starting approx. May 29th, ending approx. August 11th 2023.
- b. Seeking approval to allow summer interns Ashley Yedleck and Jessica Ferentchak to start employment the week of May 22nd, instead of May 29th.
- c. Seeking approval to updates to Health Insurance qualifications as presented in the updated Personnel Policy
- d. Seeking approval to provide short term disability leave as presented in updated Personnel Policy
- e. Seeking approval of the bereavement leave policy as presented in the updated Personnel Policy
- f. Seeking approval to provide \$25/month (\$300/year) to eligible employees for utilizing their personal cell phone for work as presented in updated Personal policy
- g. Seeking approval of complete updated Personnel Policy, as presented
- h. Seeking approval to hire Always Moving Forward based on estimates, as presented.
- i. Seeking approval to sell office furniture to the public by public-notification, starting May 19th 2023

VIII. Old Business

a. The Move Update

- i. Choose a mover (need council motion): Always Moving Forward, James Lang – not to exceed \$4050, Will move on two dates, downstairs the week of June 19th and upstairs on Wednesday June 28th.
- ii. Phone system and Printer updates
- iii. Sell furniture to public first (need council motion) – starting May 19th through July 3rd or until sold. Update on Franklin County needs. Landlord says we can leave undamaged items here
- iv. Guns and Safe – Cannot go to Kirkwood, want to give to Jones or Cedar County w/ condition of partnering w/ us in future for programming (need a council motion).
- v. Draft press release and internal partner email is complete will send out this week.
- vi. Update meeting with CIRAS 5/8/23 - Rent proposal for their space + shared space + shared services = ~\$6100, pay quarterly, 2-year agreement, renewable until the end of our lease. CIRAS will find a draft agreement to use.

IX. County Director Report (5 mins)

X. Regional Director Report (5 mins)

XI. Information/ Announcements for the greater good

XII. Motion to Adjourn

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