

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

Date/Time: June 15th, 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 Abel ____ Jennifer Dunn ____ Kylie Mysak ____ Emmaly Renshaw ____ Ryan Sieck

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 May 18th 2023

b. Volunteer approvals

i. 4-H/Youth Outreach

ii. Master Gardeners

c. Committee Reports (may Include)

i. Personnel Committee

ii. Program Committee

iii. Fiscal Committee report

d. Program/reports (may include)

i. 4-H

ii. Master Gardener

iii. PABS/Fresh Conversation

iv. BELH

v. Human Sciences

vi. CED

vii. ANR

V. Treasurer Report – Treasurer (10 Mins)

a. Financial Details-

i. Balance Sheet

ii. Revenue & Expenses

iii. Monthly Bank Reconciliation

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

VI. Extension Council Training or Policy Review (10 mins) - <https://www.iaextensioncouncils.org/3-minute-videos>

VII. New Business –

- a. Seeking approval to close the office June 26th-July 3rd to the public to allow staff to move and set up new space.
- b. Seeking approval for staff raises, beginning July 1st, 2023 as follows:
 - i. Hailee Sandberg, Country Director, 3% raise, going from \$75000 to \$77250, salaried
 - ii. Sara-Ann Severson, MG Coordinator, 1.5% raise going from \$19.79 to \$20.09 per hour
 - iii. Jason Hayes, Internal Bookkeeper, 3% raise, going from \$22.55 to \$23.23 per hour
 - iv. Lynda Marshall, External Bookkeeper, 3% raise, going from \$34.00 to \$35.02 per hour
 - v. JD Otterbein, CYC, 4% raise, going from \$19.48 to \$20.25 per hour
 - vi. Sarah Wilson, Office Manager, 3% raise, going from \$20.50 to \$21.12 per hour
 - vii. Erika Serbousek, 4-H Outreach Coord., 1.5% raise, going from \$19.50 to \$19.79 per hour
 - viii. Melissa Blair, Lead Nutrition Ed., 3% raise, going from \$22.72 to \$23.40 per hour
 - ix. Dawn Foss, Nutrition Ed, 3% raise, going from \$17.00 to \$17.51 per hour
- c. Seeking approval to have Council Chair sign the FY 24 Regional Office Agreement, as presented.
- d. Seeking approval of the proposed CIRAS Agreement for space use in new office suite, as presented.
- e. Seeking approval to gift 2 gun safes and content including ammo and a 20-gauge youth shotgun to Cedar County CAED, on condition that they will do joint programming with Linn County if Cedar County offers youth shooting sports programming.
- f. Seeking acknowledgement of the 4-H Forward Grant Letter sent on June 1st, 2023, as presented
- g. Seeking approval to sign a new lease with our current printer provider, Konica Minolta as presented.
- h. Seeking Acknowledgment of the IMON agreement to move services to the new building, as presented.
- i. Seeking approval to use Human Science program funds (99 Account) to pay for EFNEP/BELH expenses, over the \$2000 budgeted for FY 23.
- j. Seeking approval to authorize a Council Officer (approved bank signer) to renew our current FSB CD that expires July 31st at a competitive rate being offered at the time.
- k. Seeking approval to allow Country Director to work with Personal Committee to create a job description, advertise and start the hiring process for a combined full time PABS, Kids In the Kitchen and 4-H Outreach position to be funded by grant, state and county funding, as presented.
- l. Seeking Council Approval to allow alcohol at a private Master Gardener Social event on June 30th, 2023. Event is for Master Gardener volunteers and their spouses/partners. Event insurance will be purchased to cover event.

VIII. Old Business

- a. The Move Update

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- IX. County Director Report (5 mins)**
- X. Regional Director Report (5 mins) - no report this month**
- XI. Information/ Announcements for the greater good**
 - a. ANR Spring Field Day at Crawfordsville – Volunteer Opportunity June 21st**
 - b. Linn County Fair begins Wednesday June 28th – Please plan to attend the Opening Program where you will be recognized for your work on the council – Wear Red!**
 - c. We need 4-H booth judges for the fair! Judged by 5:00pm on Wednesday, 6/28.**
- XII. Motion to Adjourn**

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