

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

**Date/Time:** June 16th, 2022 5:00pm

**Location:** In-person at:

ISU Extension and Outreach – Linn County

383 Collins Road NE, Ste 201

Cedar Rapids, IA

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. 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 May 19th, 2022**
- b. **Volunteer approvals**
  - i. **4-H/Youth Outreach**
  - ii. **Master Gardeners**
- c. **Program/reports**
  - i. **4-H**
  - ii. **Master Gardner**
  - iii. **PEC**
  - iv. **PABS/Fresh Conversation**

**V. Guest Presentation - (10 mins each)**

**VI. 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. Committee Reports –**

- a. **Personnel Committee Report – Megan Fagle (10 mins)**
- b. **Fiscal/Facilities Committee Report – Mike Anderson (10 mins)**

**c. Program/Strategic Planning Committee Report – Dennis Jordan (10 Mins)**

**VII.Extension Council Updates, Training or Policy Review (10 mins)**

**VIII.New Business**

- a. Seeking approval of current External Bookkeeper’s resignation, Lori Meierotto**
- b. Seeking approval of ‘22-23 staff raises as presented**
- c. Seeking approval of Master Gardener past expense of water line instillation at Prairiewoods Center for the Green Community Garden**
- d. Seeking approval of MOU with Prairiewoods for the Green Community Garden**
- e. Seeking approval of Food Corp Service Agreement**
- f. Seeking approval to hire Lynda Marshall at \$34.00/hour for the External Bookkeeper position, as presented in the Letter of Intent**
- g. Seeking approval of the ECI-Family Learning Connection contract renewal**
- h. Seeking approval of the Notice of Appointment for the Extension Nominating Committee (CAED-1), to be signed by Council Secretary**
- i. Seeking approval to close the office one day in July or August (Date TBD) for a staff retreat/team building event.**

**IX.Old Business**

- a. Program Planning Pilot update**
- b. Strategic Planning process update**
- c. MOU Renewal Committee Update – please review MOU and give feedback to Hailee by June 28<sup>th</sup>.**

**X. County Director Report (5 mins)**

**XI. Regional Director Report (10 mins)**

**XII.Information/ Announcements for the greater good**

**XIII.Motion to Adjourn**

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