

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

Date/Time: November 17th, 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 October 20th, 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)** -No Committee this month

VII.Extension Council Updates, Training or Policy Review (10 mins) - Council Organization meeting review and prep.

- I. Annual Council Organization preparation

VIII.New Business

- I. Seeking approval to close office 12:00-4:30pm to public December 17th for staff volunteer event and holiday party.
- II. Seeking approval to add two extra holidays to our schedule and close the office those days, per the Governor’s announcement and ISU Extension and Outreach’s recommendation; Wednesday November 23rd and December 27th. (We already receive December 23rd and 26th off as holidays)
- III. Seeking approval to update Personnel Policy to add “Should Iowa State University add more holidays, Linn County Extention will observe these additional holidays without the need for council action.”
- IV. Seeking approval to accept letter of resignation of Sandy Rosenberger, Master Gardener Coordinator, with an **updated** end date of November 28th, 2022.
- V. Seeking approval of job description and job posting for Master Gardener Coordinator position
- VI. Seeking approval to hire Julia Flaherty in a part-time, temporary position at \$15.00/hours, no more than 112 hours, starting November 21, 2022, ending February 24, 2022 for the Master Gardener Marketing Assistant position.
- VII. Seeking approval of the Public Information Request policy, as presented
- VIII. Seeking approval of the Kirkwood Facilities Contact for MG Winter Gardening Fair signed by county director, as presented

IX.Old Business

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

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

XII.Information/ Announcements for the greater good

- I. Master Gardener Winter Garden Fair – Saturday February, 18th

XIII.Motion to Adjourn

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