

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

Date/Time: September 15th, 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 August 18th, 2022**
- b. **Volunteer approvals**
 - i. **4-H/Youth Outreach**
 - ii. **Master Gardeners**
- c. **Program/reports**
 - i. **4-H - 3 reports**
 - ii. **Master Gardner – no report this month**
 - iii. **PEC- no report this month**
 - iv. **PABS/Fresh Conversation- no report this month**

V. Guest Presentation - (10 mins each) - No guest presentations this month

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 - Mike Olinger (10 mins)**
- b. **Fiscal/Facilities Committee Report – Mike Anderson (10 mins)**
- c. **Program/Strategic Planning Committee Report – Dennis Jordan (10 Mins) - no report this month**

VII.Extension Council Updates, Training or Policy Review (20 mins)

- I. IECA Member Benefit Survey and 3-Minute Video**
- II.MOU Feedback from Council**

VIII.New Business

- I. Seeking approval of Family Learning Connection staff resignations as presented**
- II.Seeking acknowledgement of postage meter lease agreement with Quadient Leasing USA Inc. as presented**
- III.Seeking approval for internal and external bookkeeper and account managers to be able to view on-line FSB Visa Credit Card statements.**

IX.Old Business

- I. Acknowledge Linn County Public Health - Fresh Conversation contract amendment signed by Dana Nichols, Chair on 9.1.22**
- II.Seeking approval of Appendix A: Internal Procedure Training document of the updated 2022 fiscal policy as presented**

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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