

**LINN COUNTY AGRICULTURAL EXTENSION COUNCIL
ORGANIZATIONAL AND REGULAR MEETING MINUTES
OF JANUARY 13, 2020
@ LINN COUNTY EXTENSION OFFICE**

Vice Chairman David McDonald called the organizational meeting to order at 5:10 pm. Council members present were Dan Abel, Mike Anderson, Leland Freie, Dennis Jordan, David McDonald, Dana Nichols (via Zoom), Claire Smith, Patty Webster. Guests were Jim Harken and RaeAnn Gordon.

David called for public comment: there was none.

RaeAnn reviewed the Council packet.

The next agenda item for the organizational meeting was the election of officers, commencing with the office of Chairperson. Leland nominated David McDonald. Dennis nominated Patty Webster. Patty was elected Chairperson by a majority vote.

For the office of Vice Chairperson, Claire nominated David McDonald. Patty nominated Dennis Jordan. David was elected Vice Chairperson by a majority vote.

For the office of Secretary, Claire nominated Leland Freie. There were no other nominations, therefore Chairperson David noted the candidate, Leland, is elected.

For the office of Treasurer, Dennis nominated Mike Anderson. There were no other nominations, therefore Chairperson David noted the candidate, Mike is elected.

RaeAnn interceded that Council member, Pat Harstad submitted her resignation from the Council effective at this meeting. Following discussion, Dennis moved with Leland seconding the motion to appoint Dan Pickar to fulfill Pat's term that ends in December 2020. The motion passed unanimously. RaeAnn will contact Dan regarding his acceptance to the position.

The regular meeting dates and times were established as the second Monday monthly with the regular monthly meetings commencing at 5:00 p m via a motion by Dennis, seconded by Patty that passed unanimously.

Council members were then asked to choose on which of the following committees they would serve. The committees are:

Fiscal/Legal: Mike, Patty

Strategy/Programs: David, Dennis, Leland

Facilities: Dan, Dennis, Dana

Personnel: David, Dan, Claire

The committees were then approved via a motion by Leland, seconded by Dennis and approved unanimously.

As appointments to other committees and boards are optional, no action was taken.

Two newspapers must be chosen for publication of official published reports. Patty moved with Claire seconding a motion to select *The Gazette* and the *Linn Newsletter*. The motion passed unanimously.

Regarding Fiscal Procedures, Dennis moved with Dan seconding, the following inclusive motion: the depository for the County Extension District will be Hills Bank, Marion, IA with all receipts in said bank. The maximum to be on deposit is \$1,000,000. The County Extension District will not authorize an agency account. The duly elected Treasurer is directed to sign operating fund checks as needed as authorized in Fiscal Policy, section 3.4. Other Council members authorized to sign checks are the Chair, Vice Chair and Secretary. No members are authorized to transfer funds and/or access the bank account electronically. A group surety bond as required by state statutes and an employee dishonesty policy must be purchased and the certificate of insurance provided to the County

Auditor. The motion passed in its entirety, unanimously.

Mike moved to approve the county personnel and fiscal policies, adopting Robert's Rules of Order, approval of cumulative volunteer lists and the following financial reports provided prior to each meeting, Balance Sheet, Council Revenue and Expense Statement and Bank Reconciliation. Leland seconded the motion that passed unanimously.

The Organization meeting concluded, and the Chair moved on to the regular meeting agenda at 5:44 p m. David called for approval of the minutes of the December 2019 meeting. Dennis moved to approve the minutes with Mike seconding the motion with the correction of spelling of Dana's last name (Nichol to Nichols). The motion passed unanimously.

Mike reviewed the Financial statement, then moved that Council approve the balance sheet, revenue and expenses, bank reconciliation and voucher report and check # 24911-24955. Patty seconded the motion that passed unanimously.

Jim's REED report noted that Linn County is now officially a Model 3. More information will follow with Structured for Success completion in February 2020.

RaeAnn's reported the two Rising Star interns have been selected. We will share them with Benton County. The summer interns employed last summer, have been hired for this summer. She provided her current and ongoing projects including Structured for Success and FY2021 budget planning. She has received information on employee health and dental insurance benefit increases. She mentioned the Wings2Water project. The Council acknowledged the collaborative letter about our Model 3/four county request sent to Dr. John Lawrence RaeAnn shared a vendor request she received. Following discussion on this matter, Leland moved that Linn County Extension will accommodate information requests following FOIA guidelines with compensation from the vendor provided as per a standard rate structure for time and materials. Dennis seconded the motion that passed unanimously.

David called for a motion to approve, collectively, the volunteer certifications for 4-H and Master Gardeners. Dennis moved to approve both lists with Leland seconding the motion that passed by majority vote with Mike and Claire, as Master Gardeners, abstaining from voting on the Master Gardener certifications.

Committee reports were as follows:

Fiscal: Mike said staff is reviewing the budget.

Strategy/Programs: by David, remain on hold pending completion of Structured for Success. The committee would like to have final plans completed by the end of June. Policies will be reviewed prior to that time.

Dan indicated the Facilities committee is also on hold.

Patty's Personnel report noted meetings she has had with Morgan (Boniface) Bryant and Eric Christensen. The Committee will be reviewing job descriptions with consideration for staff additions.

Structured for Success was discussed earlier in the meeting. There was no other Old Business; neither was there any New Business.

David called for a motion to adjourn. Dennis so moved with Mike seconding. The motion passed unanimously, and the meeting adjourned at 6:50 pm.

Respectfully submitted,

_____, Secretary
Claire Smith