

**Linn County Agricultural Extension District Council Meeting Minutes**  
June 16th, 2022 at ISU Extension and Outreach – Linn County

**Regular Meeting Minutes**

Call to Order – Chair Dana Nichols called the meeting to order at 5:01pm

Roll Call – Chair Dana Nichols, Vice Chair Megan Fagle, Treasurer Mike Anderson, Secretary Selinya Carew, Dan Abel, Leland Freie, Dennis Jordan present; David McDonald present by phone; Mike Olinger absent

Public Comments – None

Approval of Consent Agenda – (5 mins)

- Prior meeting minutes for May 19th, 2022
- Volunteer approvals
  - 4-H/Youth Outreach
  - Master Gardeners
- Program/reports
  - 4-H
  - Master Gardner
  - PEC
  - PABS/Fresh Conversation

Motion to approve Consent Agenda: Dennis Jordan, Second: Megan Fagle, Motion carried: 8 to 0

Guest Presentation - (10 mins each) – None

Treasurer Report – Treasurer (10 Mins)

- Financial Details-
  - Balance Sheet
  - Revenue & Expenses
  - Monthly Bank Reconciliation
  - Outstanding checks
  - Bank Statements
  - Carryover Report

Motion to accept Treasurer's Report consisting of the Balance Sheet, Voucher Report, Bank Reconciliation Report, Revenue & Expense Report and pay all EFTs and checks 26123 through 26165: Mike Anderson, Second: Dan Abel, Motion carried 8 to 0

Committee Reports –

- Personnel Committee Report – Megan Fagle (10 mins)

Vice Chair Megan Fagle reported that staff evaluations and salary recommendations were discussed and approved by committee, also discussed the External Bookkeeper position and candidate Lynda Marshall, and updates on the strategic plan and MOU renewal committee.

Discussion was then held regarding staff evaluations and inflation, as well as the need to review the budget in 6 months rather than waiting the full year.

- Fiscal/Facilities Committee Report – Mike Anderson (10 mins)

Treasurer Mike Anderson reported that the May Treasurer's Report was reviewed, EIC agreed to cover benefits for PEC staff, FY23 medical and dental premium information was received from Linn County, and that the MOU will need to be reviewed.

- Program/Strategic Planning Committee Report – Dennis Jordan (10 Mins)

Dennis Jordan reported that the information is a DRAFT and the latest still needs read over by Aimee Viniard-Weideman. Good progress is being made.

Extension Council Updates, Training or Policy Review (10 mins) – None

#### New Business

- Seeking approval of current External Bookkeeper's resignation, Lori Meierotto

Motion to approve: Leland Freie, Second: Selinya Carew, Motion carried: 8 to 0

- Seeking Approval of FY23 staff raises starting 7/1/22 as follows:

a wage increase for Sandy Rosenberger to \$18.45 per hour, JD Otterbein to \$19.00 per hour, Amy Schmitt-D'Amico to \$19.03 per hour, Melissa Blair to \$22.17 per hour, Dawn Foss to \$15.38 per hour, Jacquie Montoya to \$24.60 per hour, and Missy Drzycimski to \$17.98 per hour.

Motion to approve: Megan Fagle, Second: Mike Anderson, Motion carried: 8 to 0

- Seeking approval of Master Gardener past expense of water line installation at Prairiewoods Center for the Green Community Garden

Motion to approve \$1,800 expense: Mike Anderson, Second: Dan Abel, Motion carried 8 to 0

- Seeking approval of MOU with Prairiewoods for the Green Community Garden

Motion to approve: Dennis Jordan, Second: Leland Freie, Motion carried 8 to 0

- Seeking approval of Food Corp Service Agreement

Motion to approve: Megan Fagle, Second: Selinya Carew, Motion carried 8 to 0

- Seeking approval to hire Lynda Marshall at \$34.00/hour for the External Bookkeeper position, as presented in the Letter of Intent

Motion to approve: Megan Fagle, Second: Mike Anderson, Motion carried 8 to 0

- Seeking approval of the ECI-Family Learning Connection contract renewal

Motion to approve: Dennis Jordan, Second: Selinya Carew, Motion carried 8 to 0

- Seeking approval of the Notice of Appointment for the Extension Nominating Committee (CAED-1), to be signed by Council Secretary

Motion to approve: Dan Abel, Second: David McDonald, Motion carried 8 to 0

- Seeking approval to close the office one day in July or August (Date TBD) for a staff retreat/team building event.

Motion to approve: Leland Freie, Second: Selinya Carew, Motion carried 8 to 0

#### Old Business

- Program Planning Pilot update

Aligns well with Strategic Planning. We need to be more intentional with what we are doing and why we are doing it in regard to programming.

- Strategic Planning process update

Hailee Sandberg, County Director updated regarding program committee session and will continue to move forward.

- MOU Renewal Committee Update – please review MOU and give feedback to Hailee by June 28<sup>th</sup>

Diverse committee that seems to have good representation across the state. Next committee meetings are June 28<sup>th</sup> and July 26<sup>th</sup>, both to be held virtually.

#### County Director Report (5 mins)

Hailee Sandberg, County Director reported on a meeting she had with Rachel Hahn with CIRAS (Center for Industrial Research and Service). CIRAS is looking at renting space in the building and would like to utilize our Large Conference Room and possibly to update the AV equipment in return.

Hailee Sandberg, County Director reported that she met with Laura Seyfer with Cedar Rapids Metro Economic Alliance. Ignite ICR is a program offered to Alliance members and is designed for college interns. Three of our five interns were able to attend the first session and plan to attend other offerings.

The Linn County Fair starts next week and Council Members are encouraged to attend the opening ceremony. Three judges are needed for judging the club booths; Chair Dana Nichols, Secretary Selinya Carew, and Leland Freie each said they'd check schedules/get back to Hailee on their availability.

**Regional Director Report (10 mins)**

Council Members were asked to fill out a Composition Analysis form and return to Sarah. Potential nominees will be asked to complete the form as well.

RaeAnn Gordon, Regional Director highlighted some information from the Two-Way Scorecard Communication Tool Report. The Two-Way Scorecard has been an opportunity to carefully consider how our organization is performing.

**Information/ Announcements for the greater good**

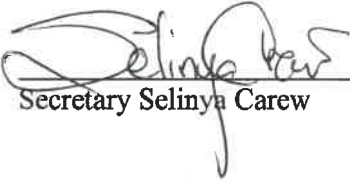
Chair Dana Nichols stated there will be no regular Council Meeting held in July, however if something comes up and needs Council approval earlier than the August meeting, then a special Council Meeting would be held.

Dan Abel shared information on the Middle Cedar Watershed Management Plan.

**Motion to Adjourn**

Motion to Adjourn: Leland Freie, Second: Megan Fagle, Motion carried 8 to 0

Minutes recorded by: Office Manager Sarah Wilson



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Secretary Selinya Carew

