

Notice of Organizational Meeting of the Linn County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the **Linn County Agricultural Extension Council** will be held at **5:30 p.m.** on the **19th** day of **January, 2023** at **383 Collins Rd NE, Suite 201** in **Cedar Rapids, Iowa**.

It is important that all members attend this meeting.

Organizational Meeting includes the following:

Call to Order – council chair

Roll Call – secretary

___ Dana Nichols ___ Megan Fagle ___ Selinya Carew ___ Mike Olinger ___ Dan
Abel ___ Emmaly Renshaw ___ Ryan Sieck ___ Jennifer Dunn ___ Kylie Mysak

Election of extension council officers

Approval of consent agenda items for regular meetings (could include the following)

- Previous meeting minutes
- Volunteer approvals
- Program reports
- Financial reports provided before each meeting
- Other as appropriate

Approval of consent agenda items for Organizational Meeting

- Currently Approved Personnel and Fiscal policies
- Meeting attendance expectations
- Adopting Roberts Rules of Order
- Approval of master volunteer list

Regular council meetings date and time

Committee assignments

Appointments to other boards and committees

Official newspapers

Fiscal procedures

- Depository
- Authorization for signing checks and electronically transferring funds
- Bonding of treasurer and staff

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- Other as appropriate

Designate custodian of public record and open record requests

Approval of policies, meeting requirement, meeting conduct, volunteers, and financial reports

The regular monthly meeting will be held upon completion of the organizational meeting agenda. Agenda will include:

- I. **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***

- II. **Approval of Consent Agenda – (5 mins)**
 - a. **Prior meeting minutes for December 15th 2022**
 - b. **Volunteer approvals new since December 15th 1/2023**
 - i. **4-H/Youth Outreach – None to approve**
 - ii. **Master Gardeners - None to approve**
 - c. **Program/reports**
 - i. **4-H**
 - ii. **Master Gardener**
 - iii. **PABS/Fresh Conversation**
 - iv. **BELH**

- III. **Treasurer Report – Treasurer (10 Mins)** Hailee S. will give report
 - a. **Financial Details-**
 - i. **Balance Sheet**
 - ii. **Revenue & Expenses**
 - iii. **Monthly Bank Reconciliation**
 - iv. **Outstanding checks**
 - v. **Bank Statements**
 - vi. **Carryover Report**

- IV. **Approval FY24 Work budget**
 - a. **Working budget document**
 - b. **Budget narrative**
 - c. **IDOM documents**

- V. **Committee Reports –**
 - a. **Personnel Committee Report - (10 mins)**
 - b. **Fiscal/Facilities Committee Report – (10 mins)**
 - c. **Program/Strategic Planning Committee Report – (10 Mins) - No report**

- VI. **Old Business**
 - a. Seeking Approval of mid-year staff raise for Melissa Blair, PABS Lead Educator of 2.5%, w/ a new rate of \$24.94/hr beginning January 1st, 2023, as presented.

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- b. Seeking acknowledgement of the Letter of Intent to lease space at the Kirkwood Community College Linn Regional Center sent on 1/10/23 to Troy McQuillen, Vice President of Facilities and Public Safety, as presented.

VII. New Business

- a. Seeking approval to hire Sara-Anne Severson for the Master Gardener Coordinator position at \$19.50/hr, with a possible 1.5% raise (\$19.79/hr) based on performance at 3 months eval with personnel committee approval, as presented in the Letter of Intent and Statement of Salary and Benefits.

VIII. County Director Report (5 mins)

IX. Regional Director Report (10 mins)

X. Information for the Greater Good

- a. **Master Gardener Winter Gardening Fair – Saturday February, 18th**
- b. **Celebration of Ag – March 27th, 2023, presenter Richard Childress**
- c.

XI. Motion to Adjourn

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