Chairperson Louie Zumbach called the meeting to order at 6:09 P.M. in the Large Conference Room.

Council Members present were: Dan Abel, Pat Harstad, Vicki Keegan, Mary Jane McWilliams, Lloyd Smith, Jerry Ziese, Louie Zumbach.

Council Members absent were: Cindy Garlock.

Also present were Region 10 Extension Education Director, Linda Fischer, and Linn County Extension Director, Diane Hagarty.

Additional persons present were: David McDonald, Kathy Wimer, Emily Saveraid, Tiffany Greene, James Greene, Connie Wier, Cindy Fagen, Lisa Person, Monica Long, Tony Long, Philip Pfister, Mike Anderson, Gayle Zingula, Mary Dlouhy, Jane Schildroth, Johanna Rahbusch, Kristy McGinty.

Public Comment (3 minutes each)

1. Jane Schildroth, 2014 Chair M.G. Steering Committee: Reviewed her last month’s comments. Over 200 M.G., financially stable, Stressed ADA compliant building for program needs for an older group, increased staffing needs for program are also important. Urged Council to consider MG candidate to fill the remainder of Judy Stevens’ term due to the size and success of the M.G. Program.

2. Kristi McGinty, MG intern. Read Deb Walser’s written comments (unable to attend tonight due to doing library talk in Central City): Importance of MG program. Speaker’s Bureau – our large outreach; educated 1,818 people through speaker’s bureau last year, library talks – this spring 7 libraries will have 4 talks at each library and attracts large numbers of general public at each one. Praised ISUEO Linn County staff for program support. Asked to be part of the committee to consider future space needs for the office. Also, recommended Mike Anderson for consideration to fill Judy Stevens’ term on the council.

3. Emily (Barnd) Saveraid – Development Director, Iowa 4-H Foundation. Grew up in Linn County. Wants to invite everyone to Gala fund raiser to be held in Cedar Rapids on February 28, 2015. Dollars raised are used to fund scholarships, kids camp fees, etc. through the 4-H Foundation. Would like to see a good Linn County turn out at fundraising event. 4-H is a grassroots program and funding needs to come from those grassroots.

4. Phil Pfister, MG – Co-Chair of the Plant Sale on May 16, 2015 – MG fund raiser – revenue helps fund the other M.G. programs throughout the year. M.G.’s use this building parking lot for the plant sale. The need to bring 100s of plants to Conference Room (upstairs) Thursday, Friday then Saturday (downstairs) to set up for plant sale. Accessibility problems. The need to carry anywhere from 4” pots to 5 gallon large pots – heavy – elevator on wrong side of building to be convenient. Last year had to use a human conveyor line to get plants up and down the stairs.

5. Gayle Zingula – interested in filling empty Extension Council position prior held by Judy Stevens. Grew up in Cedar Rapids, live in rural Central City area, 4-H family with kids, and knows some of what Extension office can offer to the public.

6. Kathy Wimer – Community Agricultural Programs Coordinator for ISUEO Linn County. Read letter from Beulah Dvorak who could not attend. Some thoughts and concerns to share – impressed with agenda format as aghast at last month’s meeting dysfunction. Asked Council to consider Mike Anderson – strong financial background - or Glen Babinat as Council member replacement for Judy Stevens. Building issues/Problems – space allocations, numerous steps for aging population. Has building been ADA certified? If not, I would like to see that take place. Spoke about tight squeeze in large conference room for most M.G. events. Why did M.G. program audit not take place prior to the budget process as it was to happen last fall? M.G. has contributed 25% of annual fund raising $ back to ISUEO Linn County office. Want budget reviewed in correlation with program audit. Looks forward to reviewing this meeting’s minutes.
7. **David McDonald** – Former member of the ISUEO Linn County Council. Would like to submit his name to fill the open Extension Council position from Judy Stevens’ resignation. Was appointed to complete open term expiring December 31, 2014. He feels he has understanding of all ISUEO Linn County programs. Is currently employed by Rockwell Collins, volunteers for Cedar Rapids Kennel Association and Linn County Fair board.

8. **Mike Anderson** - Has contributed over 1600 volunteer hours with MGs. 35 years as Engineering manager at Rockwell Collins, Cedar Rapids and Downers Grove, IL. Managed 15-20 engineers developing products for aerospace industry, on schedule, and on budget. Experience with Non-profits; 3 years Church in Downers Grove, IL; 4 years Church in Cedar Rapids; 4 years Linn Co. MG Steering Committee.

End of Public Comments.

**Director Report: (7 minutes) - Diane Hagarty**

*Curriculum Peer Review Process* – Per MOU between Linn County Agricultural Extension District and ISUEO, “Locally developed programs must fit within the scope of the Extension & Outreach mission, provide instruction or information, and are peer reviewed as outlined in the Curriculum Review Process.” Therefore, County Extension staff cannot develop and/or implement new programs without prior curriculum review and approval by ISUEO staff on campus. According to Linda Fischer’s Region 10 Internal Staff News January 2015, the Curriculum Review process is now up and running. The curriculum review establishes a systematic process to determine mission-based and research based appropriateness of Extension & Outreach curricula to ensure high quality and effective Extension & Outreach educational programs. As part of the curriculum review process faculty and staff are asked to make their submissions by the First Friday of each quarter. The next due date will be April 3rd. The application and additional information about the curriculum review process can be found on the ISU Extension & Outreach for Staff website: [http://www.extension.iastate.edu/staff/reporting](http://www.extension.iastate.edu/staff/reporting).

Linn County Extension staff is planning to re-apply to the Iowa Department of Education to become an approved provider for Supplemental Educational Services (SES) to provide tutoring to children attending elementary schools that qualify for free and reduced lunches. April 1st is the deadline for SES Application - deadline of April 3 for curriculum peer review. Linn County Extension staff will be coordinating application with Deb Sellers on campus as well as applying for the peer review process through her department simultaneously.

**REED Report: (7 minutes) - Linda Fischer**

*Civil rights review* – Fischer plans to conduct this training annually. Used Powerpoint. Diversity refers to human differences and covers: Race, color, creed, sex, age, disability, marital status, national origin, public assistance, veteran status, and sexual orientation. U.S. is most diverse nation in world’s history. It is important to be inclusive in programming and hiring. As public institution, ISUEO, State of Iowa and USDA – each pledge to be inclusive. Civil Rights act of 1964. We receive federal financial assistance and must comply with all of this. Look at MOU to link together all of this with the local county extension district. New laws since 1964 and some require reporting and documentation of participation. Need to review and understand definitions. Requirements: Discussed program delivery requirements – need to adapt program content to meet needs of audience, ie: ethnic foods should be considered if cooking class. Need to consider large ethnicity in planning new programs as well as make up of oversight committees. Need to meet ADA requirements for office and meeting space. If not ADA compliant, need to move to other location. Other topics include: public notification – where and how we advertise our programs to reach all clientele, civil rights training, compliance, EEOC employment practices, handling of public complaints, parity = % of program participation = the same % of population, compliance is reached when the rate of program participation = 80% of the potential audiences (parity). Lloyd Smith asked, “Are we are required to actually do it or just required to work towards it”. Fischer replied “work towards it”. We need to have goals to achieve these goals and parity. Once every four years ISUEO Linn County must conduct civil rights review and partner organizations must sign non-discrimination statement. Every ten years the federal civil rights will come to Iowa and randomly select 5-10 counties to review. Fischer did a Review of Justice Statements. Linn County is now more diverse according to census data. In Iowa K-12 students, the minorities are now up to 20% and Linn County is higher than state average of school aged kids.

Fischer handed out Duties of ISUEO Council Committees and stated that each committee should meet with her and Hagarty before the next regular meeting. Council should make an annual schedule of duties of each committee to stay on track with assignments.

IACEC day is February 25, 2015 at the State capital. Council members can ride with the 4-H Intermediate kids on the bus for no fee – it will stop at Jones, Linn and Benton Counties.
Approval of Minutes:

Jerry Ziese moved, Dan Abel seconded, and the motion carried to approve the minutes of the January 13, 2015 Re-Organizational Meeting held at 4:00 P.M. Motion carried.

Mary Jane McWilliams moved and Lloyd Smith seconded to approve the minutes of the Regular January 13, 2015 Linn County Agricultural Extension Council Meeting. Motion carried.

Committee Reports:

Standing Committees:

Finance – Led by Jerry Ziese.

Jerry Ziese reviewed the financial report for the period ending January 30, 2015. He stated we will need to transfer $50,000 from the money market to pay vouchers. Jerry Ziese moved to transfer $50,000 from the Hills Bank & Trust money market account to Farmers State Bank Checking Account. Dan Abel seconded. Carried.

Jerry Ziese moved, Vicki Keegan seconded to approve voucher #22008 through voucher #22054 including ACH deposits, balance sheet, Council Revenue and Expense Report and Bank reconciliation. Carried.

Personnel – Led by Lloyd Smith (also Pat Harstad and Vicki Keegan).

Lloyd Smith is new Chair. (Was voted Chair at February 5, 2015 Committee meeting.)

Meeting 1: Lloyd Smith and Vicki Keegan met with Staff. It was an eye opening opportunity to learn about job descriptions, high level of professionalism, diverse program offerings, etc. by Linn County Extension staff.

Meeting 2: Met today and Discussed Staff issues – some issues are significant and serious.

Lloyd Smith moved to have Personnel Committee meet 4 times before next Extension Council meeting to make recommendations to the council. Jerry Ziese seconded. Carried.

No volunteers to be approved today.

Program – Led by Dan Abel, Chair. (also Cindy Garlock and Mary Jane McWilliams)

Program committee has not met since last meeting. They need to get operational audit started – need to divide up the rest of the programs using David McDonald’s template. Discussed upcoming events, such as M.G. Winter Gardening Fair on February 21, 2015, Linn County Fair the last week of June, and how to get greater council presence in addition to staff at these events. Vicki Keegan asked for a list of these events and Dan Abel stated that he would get that out to council members in the next week.

Old Business (Carried over from Prior Meetings:

Contract update between ISUEO Linn County and City of Marion Parks and Recreation

As presented by Phil Pfister at January 2015 meeting on behalf of Master Gardener program.

Phil Pfister reported that he had received the contract amendment with 50/50 cost share, plus 50/50 cost for maintenance – catastrophic expenses would be covered under insurance. The contract also added a Hold Harmless clause that was not discussed last month. Found out Extension can use the Arts Building 1 time at no charge. MGs can use anytime. Discussed plant sale at Lowe Park. No action taken.

Office Space:

Presentation of Lease by Jerry Ziese. with current landlord covering January 1, 2015 through June 30, 2015 as voted in the November 13, 2014 minutes and re-directed by Zumbach to get done at January 13, 2015 meeting. Jerry Ziese met with landlord and signed – January 1, 2015 through June 30, 2015 at the same rental rate for 6 months. Landlord is willing to continue updating on 6-month basis. Landlord is also offering another building at $15/square foot, nice building, 19,000 square feet, Old ITT building, Highway 30 and East Post Road. This building has gigantic room for classrooms. Street address is 3735 Queen Court S.W. owned by same landlord.
**ADA Compliance** by Jerry Ziese (ADA requirements above and beyond working elevator). He is not hearing that the use of the building does not meet ADA – what I am hearing is that the building is not big enough. Although it is difficult to move stuff around, doesn’t matter if the space doesn’t work. City inspected the building and it meets standard.

Jerry Ziese would like to meet with Master Gardeners re: requirements for plant sale – Jerry Ziese suggested alternate locations that he might be able to help with. Ziese asked where plant sale was held prior to moving to this location – Phil Pfister stated at the old office in Marion. Mr. Ziese is the chairman of the Veteran’s Commission and might be able to offer building downtown for M.G. plant sale. If M.G. utilizes space at Lowe Park for plant sale, would need to share profits with the City of Marion Park & Rec Commission.

**Program Needs Update** - by Diane Hagarty as directed by Council during January 13, 2015 re-organizational meeting ad hoc building committee discussion. Complete report attached, summary below.

1. Due to time restraints between January 2015 Council Meeting and February 2015 Council Meeting, it was impossible to list every single program, project, group, or class that currently utilizes the current Linn County Extension office.
2. ISUEO Linn County programs are varied – serving ultimately the entire population of Linn County.
3. All ISUEO Linn County staff and program participants recognize that there are limited resources available for office and classroom space, therefore, the focus should be solely on the “needs” and not necessarily the “wants”.
4. Office needs for ISUEO Linn County are the same as offices everywhere that are public entities serving the community, mainly:
   a. Safety for staff and community members regardless of day or night, or day of the week, including weekend hours:
      i. Visible – not isolated,
      ii. Well-lit exterior and interior,
      iii. Located in a low-crime area,
      iv. Parking adjacent to the building,
      v. Ability to have separate entrance solely for ISUEO Linn County rather than large building with multiple tenants and possibility of doors left unlocked and/or possibility of persons that have not been background screened through ISUEO Linn County having access to program participants;
   b. Easy access:
      i. GPS needs to recognize address and traffic routes to and from,
      ii. Location should be near major streets, interstate, or other form of transportation;
   c. Well-maintained parking, sidewalks, grounds, common areas:
      i. Adequate parking in relationship to the size of the office/classroom space,
      ii. Owner needs to be willing to keep parking, sidewalks, etc. cleared of snow, ice, etc.,
      iii. Sidewalks should have handrails, etc.
   d. ADA Compliant and welcoming to all:
      i. Ground Level Entrance,
      ii. Ground level office/classrooms or easily accessible passenger elevators,
      iii. Handicap parking and entrance coming into the main reception area rather than back door that is isolated from rest of the office
5. Cost should be considered as an annual expense for the total package of space as opposed to a cost/square foot as footage may or may not be usable in some portions of a potential building.
6. ISUEO Linn County staff is willing to sacrifice the private office area portion of the space in favor of space that will better serve the community at large.
7. Staff and community need to utilize other community resources as needed, ie: libraries, schools, Kirkwood, GWAEA, churches, in order to stretch limited funds – especially for one-time or limited-time program offerings.
8. In addition to cost, the number one consideration should be safety and ADA compliance to reduce risk and potential liability issues for the organization.
9. As space is current 20% of the total tax portion of the ISUEO Linn County budget, it is imperative that these funds be spent frugally while meeting as many needs as possible.

Hagarty shared a story from Cathann Kress, V.P. ISUEO:

*More Than a Cup of Joe:* This week, I had an interesting conversation with my children about a cup of coffee. We had agreed to meet for coffee and then had quite a discussion about where we wanted to go. Each of us suggested several places, and as we argued their merits, I realized something bigger was afoot and relevant to those of us in Extension and Outreach.
My middle son – ever the practical one – was all about who had the most reasonable price with minimum fuss. My older son cited his choice for its convenience, ample parking, and short lines. My daughter’s choice, however, at first was met with derision. She suggested her choice because she “felt comfortable” sitting there. “It’s about coffee,” son 2 retorted, and as she dug in, I realized that no, it wasn’t. As we all gathered at the coffee shop she had advocated, it was clear to me that some things become meaningful and create value in our lives beyond their utility or convenience. It’s worth the extra effort to seek them out, because of how we feel about them or what we believe about the experience.

Sometimes people just want a convenient cup of joe, but sometimes they want more. If we provide them with an exceptional experience, they’ll come back again and tell their friends. Our goal should be to create meaning and value, as well as utility and convenience. See you there.”

-- Cathann

Hagarty asked the Council to consider what we wanted to offer our customers, volunteers, and the general public – a plain ole’ cup of Joe or an experience that includes drinking coffee? The office space has a great deal to do with impressions of our organization—first and/or everlasting.

**Statement by Louie Zumbach:**
We are currently in this office location because the owner of the Marion property bought out the lease and required all tenants to vacate for new construction. Although this is not permanent, or ideal, we are not going to move just for the sake of moving as moving is expensive.

**Strategic Plan** – Hagarty provided updates on each of the five goal areas through end of December 2014, put estimated time lines and costs involved to complete all five goal areas. All of these continue to be works in progress – keep processing and improving. Unfortunately ISUEO Linn County continues to stay the best kept secret in Linn County – we just need to keep chipping away at this until it is not a true statement. Pat Harstad – need to get on television and radio – don’t have that kind of money. Vicki Keegan asked about the Programs goal – David McDonald’s program review template – are we going to continue to use this? Dan Able stated that he was going to use the review template – sit down – works better with two council members. Dan has every morning free and will do one every morning the rest of the month. Four signature areas – need to discuss the four areas – each council member take responsibility for a different area and oversee it as a go-to person. Dan will give copies to the new people and the four signature areas and get out to them this month. Zumbach said this could be discussed in further detail at a retreat.

**100 year celebration.** Linda Bigley chairing. Is out of state. Anybody wanting to help should let Hagarty know.

Discussion for persons wanting to apply for Judy Stevens’ opening on council which expires December 31, 2016. Four candidates have expressed an interest. Three were present and spoke: Gail Zingula, Mike Anderson and David McDonald. The fourth candidate, Glen Babinet, was not present. Dan Able asked Gail Zingula if she had any financial background – she stated that she owned a farm corporation, clerk township experience, somewhat familiar with public budgets.

Jerry Ziese is concerned he does not know enough to vote on this tonight. Ziese moved, Able seconded to require all candidates to prepare a one page introduction of themselves for the council to review and vote in March. Lloyd Smith added a friendly amendment to limit the candidacy consideration to these four candidates. Pat seconded friendly amendment. Ziese accepted friendly amendment. Diane Hagarty asked for clarification regarding time limit and method of providing the information to council – time limit of two weeks from today to submit this to the office and send out to the council for review. All voted aye. Motion carried.

**New Business:**

**Budget** – Jerry Ziese. Since no raises were given the year before, he said that state and others are using 1.3% of salary for increases currently being given this year. So he is requesting 2.6% to allow for 1.3% last year and 1.3% this year. Exact amounts will be determined by Personnel Committee working with Diane Hagarty. Pat asked about funds coming from Hazmat Programs that can be used for wages – this has accumulated and may not be able to continue every year. She has concerns. She believes employees deserve raises but is concerned that we are sacrificing programs to make this happen.

Jerry is moving that the budget allow for the 2.6% increase in wages. Linda Fischer states that she prefers to do budgeting in November/December and not in a rush at the last minute like we are doing this year. She also brought up the issue of Tort Liability and Unemployment Claims that are separate budget requests in addition to what was worked on yesterday. When asking for max limit of tax dollars like we are currently doing in Linn County, can also request reimbursement of Tort Liability ($2,448) and Unemployment claims ($18,933 from past year in actual claims plus add an additional $20,000 for future claims)– these require extra votes.

Explanation of funds – tax dollars to cover basic overhead needs, program fee revenue, and third is grants and contracts. The law says that carryover at the end of the year should be 25-50% of total annual expenditures – part of which should be tax dollars – but we have spent all of ours. The program fees come from four program areas: Ag & Natural Resources, Human
Dan Abel asked for an explanation as to why some programs were getting increased support and/or multi-year support and other programs were not. Pat Harstad explained that ISUEO was requiring long-term commitments for some of their programs – that this is what Ames wants from Linn County.

Ziese moved that the FY2016 Extension Education Operating Budget be approved for $904,620 in expenditures with a total tax request of $496,527, with $475,075 from property tax and $21,452 from utility excise tax and that the Council Secretary or designee be directed to officially publish the FY2016 Budget Public Hearing for March 5, 2015 at 6:00 p.m. at 383 Collins Road N.E., Cedar Rapids, IA 52402. Motion seconded by Lloyd Smith. Motion carried by a vote of five to one as follow:

Yes - Votes: Pat Harstad, Vicki Keegan, Mary Jane McWilliams, Lloyd Smith, Jerry Ziese.

No - Votes: Dan Abel

Motion carried.

Ziese moved that the FY2016 Unemployment Compensation Fund levy be approved for $38,983 in expenditures with a total tax request of $38,983 with $37,341 from property tax and $1,642 from utility excise tax and that the Council Secretary or designee be directed to officially publish the FY2016 Budget Public Hearing for March 5, 2015 at 6:00 p.m. at 383 Collins Road N.E., Cedar Rapids, IA 52402. Motion seconded by Pat Harstad. Motion passed unanimously.

Ziese moved Tort Liability Fund levy be approved for $2,448 in expenditures with a total tax request of $2,448, with $2,375 from property tax and $73 from utility excise tax and that the Council Secretary or designee be directed to officially publish the FY2016 Budget Public Hearing for March 5, 2015 at 6:00 p.m. at 383 Collins Road N.E., Cedar Rapids, IA 52402. Motion seconded by Vicki Keegan. Motion passed unanimously.

**NE Iowa Research Farm Board** – Linda Fischer – needs new board member from Linn County – asking for help from Extension Council to help recruit – must be a member. Hagarty asked Fischer to scan the membership list and send out to the council members to look at. $100 membership fee if somebody new wants to participate. Fischer has a brochure and can make copies so that council members know more about this. Council members can call Hagarty if somebody is identified as being interested.

**REGION 10 IACEC Delegate:** Linda Fischer – state council. Each council extension council can nominate one person. State council has 20 members. Nominate Dan Abel by Lloyd Smith. Seconded – motion unanimous.

**Retreat** – Ross Wilburn, from ISU can lead this. Get to know each other, understand roles on the council, wait until the new person has been identified to participate. Open to the public – more than five council member requirement. Ziese said not open to the public – no votes. Break up into committees and do some work. Get to know each other first. Vicki Keegan suggested that dates be looked at to get Ross Wilburn booked. Keegan voted to have retreat after fill vacancy. Use Ross Wilburn as facilitator. Pat Harstad seconded. Lloyd is coordinating.

Items carried forward – just reminders to keep on future agendas so that we don’t

- Annual review of Fiscal Policy
- Annual review of Personnel Policy

Pat brought up request to add item to allow finance to bring items to council throughout year for financial consideration.

Adjourn – motion by Jerry Ziese, seconded by Mary Jane McWilliams. Carried.

Meeting adjourned at 9:37 p.m.