Chairperson Louie Zumbach called the meeting to order at 6:11 PM in the Small Conference Room.

Council members present were: Dan Abel, Cindy Garlock, Pat Harstad, Victoria Keegan, Mary Jane McWilliams, Lloyd Smith, Jerry Ziese, and Louie Zumbach.

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

Additional persons present were: Mike Anderson, Ann Torbert, Janice Savel, Mary Dlouhy, Heidi Steffen, Jan Lacy, and Johanna Rahbusch

Chair Louie Zumbach asked if there was a motion to recess the regular Council meeting. Dan Abel moved to recess the regular Council meeting for the Public Hearing. Pat Harstad seconded. Motion carried.

Louie Zumbach stated “This is the time and place set for a public hearing on the Linn County Extension Education Operating Budget, Unemployment and Tort Liability.”

“The notice of the public hearing did appear in the Cedar Rapids Gazette newspaper on February 18, 2015 as required by law. Are there any objections or comments concerning the budget?”

There were no objections or comments.

Chair Louie Zumbach requested a motion to close the public hearing. Lloyd Smith moved to close the public hearing. Motion seconded by Jerry Ziese, and the vote carried unanimously.

Chair Louie Zumbach reopened the recessed meeting and requested a motion to approve the budget request.

Pat Harstad moved that the FY-2016 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. Motion seconded by Mary Jane McWilliams. Motion carried by a vote of 7 to 0. Those who voted yes were: Dan Abel, Cindy Garlock, Pat Harstad, Vicki Keegan, Mary Jane McWilliams, Lloyd Smith, and Jerry Ziese.

Jerry Ziese moved that the Fy-2016 Extension Education Unemployment Compensation Budget be approved for $18,983 in expenditures with a total tax request of $38,983 with $37,341 from property tax and $1,642 from utility excise tax. Motion seconded by Mary Jane McWilliams. Motion carried by a vote of 7 to 0. Those who voted yes were: Dan Abel, Cindy Garlock, Pat Harstad, Vicki Keegan, Mary Jane McWilliams, Lloyd Smith, and Jerry Ziese.

Jerry Ziese moved that the FY-2016 Extension Education Tort Liability Budget 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. Motion seconded by Lloyd Smith. Motion carried by a vote of 7 to 0. Those who voted yes were: Dan Abel, Cindy Garlock, Pat Harstad, Vicki Keegan, Mary Jane McWilliams, Lloyd Smith, and Jerry Ziese.
Public Comment (not concerning the budget) 3 minute time limit.

Louie Zumbach announced that he had resigned from the Fair Board and from the position of Fair Board President.

Ann Torbert announced that she and received a $8,200 grant through Public Health Nutrition Info -- training and curriculum free.

REED Report: (7 minutes) Linda Fischer: - President Leath in Cedar Rapids announcing a new position with City of Cedar Rapids/ISU, Bioscience/Ag joint position. More jobs, more value to Ag industry. Address to Rotary. This was in the Gazette interview. President Leath was also there to visit Rockwell, and IA State Alumni.

State 4-H Gala last week in Cedar Rapids. Auction item for Linn County brought $1,000 that will go into Foundation. Program catalog presentation 2013 needs assessment to new Council Members.

Director Report: (7 minutes) Diane Hagarty – ISU Extension and Outreach Curriculum Review. SES application due 4/1/2015.

Approval of Minutes: Pat Harstad moved, Mary Jane McWilliams seconded and the motion carried to approve the minutes of the February 5, 2015 regular meeting held at 6:00 PM in the Large Conference Room.

Jerry Ziese moved and Pat Harstad seconded and the motion carried to approve the minutes of the Special Meeting held February 19 at 6:00 PM in the Small Conference Room.

Committee Reports:

- **Finance**: Mary Jane McWilliams reviewed the financial report for the period ending February 28, 2015. Mary Jane McWilliams moved, Jerry Ziese seconded and the motion carried to approve vouchers #22055 through 22101 including ACH deposits, balance sheet, Council Revenue and Expense Report and Bank Reconciliation.

- **Personnel**: Committee has been meeting once each week. Letter of resignation from Monica Long.

- **Staff Issues**: There is a serious impasse with Fair Board and Extension Council. Suggestion to have Fair Board, ISU representative, our Director, 4-H leadership and 5 of our volunteers in a closed meeting. Our representatives to include: Diane Hagarty, Louie Zumbach, Lloyd Smith, Pat Harstad, Vicki Keegan, Jerry Ziese, Linda Fischer. Meeting set for March 12 in the Large Conference Room at 6:00 PM.

  Lloyd Smith moved; second by Vicki Keegan. Discussion – 4-H versus Fair issue – separate. Later date similar meeting with ISU and Council - Issue with ISU Staff.

• **CYC**: Advertising for position. Does job description need tweaking before posting job? Committee will address it at their next meeting. Jerry Ziese moved that we use current job description to post **now**, Tweak later. Pat Harstad seconded. Motion carried.

• **Volunteer Issue**: Co-leader approval – issue – person needs to log on to 4honline to complete personal information on enrollment profile.

• **Program**: Met briefly. Linda Fischer’s presentation helpful to committee. Cindy Garlock will meet with Diane Hagarty. Seven areas – Would like one Council member to be responsible for an area. Rotate areas to increase knowledge of programs. Diane Hagarty reviewed the list of programs. Have Specialist come to meetings and present overview.

• **Ad Hoc Committee**: None.

**Old Business:**

• **Contract update between ISUEO Linn County and City of Marion Parks & Recreation**: Marion Parks has made a few changes. Diane Hagarty recommends having an attorney look at contract. Hold harmless clause in question. Jerry Ziese moved to have agreement reviewed by a lawyer. Dan Abel seconded. Motion carried. Jerry Ziese and Lloyd Smith will take care of it. Request certificate of liabilities.

• **Office Space:**
  
  o **ADA Compliance**: City Inspectors have OK’d it. Louie Zumbach went to Cedar Rapids Building Services and talked to Lyn Wedemeier and Duncan McCallum. Building passes Compliance. Jerry Ziese moved to table building search. Mary Jane McWilliams seconded. Motion carried.

• **Strategic Plan**: Ongoing updates – None.

• **100-Year Celebration**: Linda Bigley still out of state. Diane Hagarty ordered booklets written by Mark Vitoshe and his daughter entitled “The Forest Where Ashley Lives” to give to all elementary classrooms in Linn County for Arbor Day.

• **Replacement Council Member for Judy Steven’s Remaining Term**: Of four candidates listed at February meeting 1 withdrew name; 2 did not respond with one-page write-up; leaving 1 candidate for position. Vicki Keegan moved to appoint Mike Anderson to fill the remaining term left empty by Judy Stevens. Jerry Ziese seconded. Motion carried.

• **Nomination for Northeast Iowa Research Farm Board**: None

• **Council Retreat** - Ross Wilburn – ISU – Need to contact to establish date. Louie Zumbach. Pat Harstad moved, Jerry Ziese seconded to have Louie contact Ross to set date and time.

**New Business:**

• **Conduct Annual Review and Adoption of Fiscal Policy** – Linda Fischer
  
  o Distribution of current fiscal policy
  o Suggested action – Motion to Review prior to April meeting and come prepared to discuss.
- Suggested action - At April Meeting, adopt policy/procedure for year-round budget requests. Linda Fischer will mail it out.

- **Announcement**
  Master Gardeners Winter Garden Fair Net Profit: $16,593.75. 572 participants.

- Dan Abel stated there is a 10-minute webinar from ISU – Dan Abel will get more information.

**Items Carried forward from prior agendas:**

**For April:**

- Conduct annual review and adoption of finalized Personnel Policy including job descriptions, salary structure, benefit package, public sector comparison.
- New policy coming out – Look at it before we act.

Lloyd Smith moved and Jerry Ziese seconded to adjourn the meeting at 7:35 P.M.

_________________________Secretary
Cindy Garlock