

LUCAS COUNTY EXTENSION COUNCIL
Lucas County Extension Office 48293 Hy-Vee Road, Chariton, Iowa 50049
February 23rd, 2022
7:00 PM

The regular monthly meeting of the Lucas County Agricultural Extension Council was held on February 23rd, 2022 at the Lucas County Extension Office in Chariton. Chairperson, Kim Head, called the meeting to order at 7:04 PM with the following council representatives present:

X	Phillip	Masters
X- @ 7:07 PM	Florence	Heacock
X	Gabe	Heim
	Denise	Storm
X	Alyson	Palmer
X	Kim	Head
X	Branigan	Head
X	Monte	Brown
X- via Zoom	Scott	Johnson

Others present: Gene Mohling, Courtney May, Hannah Offenburger (via Zoom), and Logan Kinyon (via Zoom)

Approval of Agenda

Motion by Alyson Palmer, seconded by Monte Brown.

Vote was favorable 7 to 0.

At 7:30 PM: Chair: "This is the time and place set for a public hearing on the Iowa State University Extension and Outreach in Lucas County, Extension Education Operating budget plus Tort and, Unemployment budget."

Chair: "The notice of the public hearing did appear in the newspaper on February 8th, 2022 as required by law."

Chair: "Are there any objections or comments concerning the budget?"

1. If comments have been received by the extension office, staff and/or council members ahead of this hearing, it is appropriate to share these now. Likewise, if no comments have been received, note that in the minutes.
2. If comments are received, they need to be accurately recorded in the minutes with the person's name and address.
3. If no one asks to speak, the chair instructs the secretary to note that fact in the minutes.

Nobody asks to speak at this time.

Chair requests a motion to close the public hearing. "I move to close this public hearing." Motion seconded, and the vote completely recorded.

Motion to close public hearing by Monte Brown, seconded by Phillip Masters at 8:32 PM. Vote was favorable 8 to 0.

Minutes of the January 26th, 2022 meeting were distributed.

Approval of January 26th, 2022 minutes.

Motion by Monte Brown, seconded by Phillip Masters.

Vote was favorable 8 to 0 that they be approved as amended.

Approval of Extension Operating Fund vouchers #14373 to #14405 and EFTs totaling \$2,513.74.

Motion by Alyson Palmer, seconded by Monte Brown that bills #14373 through #14405 and EFTs totaling \$2,513.74 be approved. Vote was favorable 8 to 0.

Financial statements were reviewed.

Motion by Monte Brown, seconded by Phillip Masters that financial statements be approved. Vote was favorable 8 to 0.

Public Forum: (name and address of person addressing council)

7) Reports:

- a) Staff
- b) Program Specialists
- c) Regional
- d) Extension Council Committees:
 - Personnel
 - Fiscal
 - Programming
- e) Iowa Extension Council Association
- f) Subcommittee
- g) Fair Board

8) Old Business:

a) Consideration of new council member

Motion stated: No motion needed.

b) Consideration of direct deposit

Motion stated: Alyson will add Courtney May as an authorized user for online banking and Courtney May will be able to process payroll.

Motion by Gabe Heim, seconded by Alyson Palmer
Vote was favorable 8 to 0.

c) Consideration of credit card points

Motion stated: Table until next month.

d) Consideration of credit card

Motion stated: Table until next month.

Motion to open budget hearing at 7:30 PM by Monte Brown, seconded by Gabe Heim. Vote was favorable 8 to 0.

e) Consideration of raises

Motion stated: Give Logan Kinyon a 4% raise- \$19.50 an hour starting next pay period (February 27th).

Motion by Gabe Heim, seconded by Monte Brown
Vote was favorable 8 to 0.

f) Consideration of food stand financials

Motion stated: Table until next meeting.

g) Consideration of Radzoo

Motion stated: Council will not sponsor Radzoo for the 2022 Lucas County Fair.

Motion by Alyson Palmer, seconded by Kim Head
Vote was favorable 8 to 0.

9) New Business:

a) Consideration of FY 2023 Operating, Tort, and Unemployment Budget

Motion stated:

- a. Alyson Palmer moved that the FY23 operating budget be approved for \$216,439 in expenditures with a tax request of \$120,180 with \$116,765 from property tax and \$3,415 from utility excise tax.
- b. Alyson Palmer moved that the FY23 unemployment budget be approved for \$0 in expenditures with a tax request of \$0 with \$0 from property tax and \$0 from utility excise tax.
- c. Alyson Palmer moved that the FY23 tort budget be approved for \$3,000 in expenditures with a tax request of \$3,000 with \$2,915 from property tax and \$85 from utility excise tax.

Motion by Alyson Palmer, seconded by Phillip Masters
Vote was (favorable 8 to 0.

b) Consideration of Master Gardener scholarship

Motion stated: Pay \$125 for up to 5 people for Master Gardener Training in 2022.

Motion by Monte Brown, seconded by Phillip Masters
Vote was favorable 8 to 0.

c) Consideration of Extension Week plans

Motion stated: Allow office to spend up to \$750.00 on Extension Week/National Volunteer Week

Motion by Alyson Palmer, seconded by Gabe Heim
Vote was favorable 8 to 0.

d) Consideration of food stand manager

Motion stated: Logan will make the following changes to the job description- obligation to clean up following the fair with inspection of Extension Council member. Will pay 2022 food stand manager \$2,000.

Motion by Monte Brown, seconded by Gabe Heim
Vote was favorable 8 to 0.

e) Consideration of nomination committee

Motion stated: Table until next month

f) Consideration of waxing floors

Motion stated: Contact Gene Wright with On The Spot Floor Care to wax floors and clean carpets.

Motion by Monte Brown, seconded by Phillip Masters
Vote was favorable 8 to 0.

g) Consideration of fairbook

Motion stated: Print the fair book with approved changes for 2022.

Motion by Branigan Head, seconded by Monte Brown
Vote was favorable 8 to 0.

h) Consideration of food stand rental

Motion stated: Rent foodstand from fair board for 2022 fair for \$2,000

Motion by Alyson Palmer, seconded by Monte Brown
Vote was favorable 8 to 0.

i) Consideration of payroll

Motion stated: No motion needed.

j) Consideration of vacation

Motion stated: Change maximum accrual to 120 hours effective March 1st, 2022

Motion by Alyson Palmer, seconded by Monte Brown
Vote was favorable 8 to 0.

k) Consideration of Crucial Conversations

Motion stated: Allow Logan to attend Crucial Conversations in Ames on May 25th and 26th, 2022. Council will pay for registration, hotel, and mileage.

Motion by Alyson Palmer, seconded by Gabe Heim
Vote was favorable 8 to 0.

l) Consideration of dog project cones

Motion stated: Table until next meeting.

m) Consideration of adult programming

Motion stated: Approve extra hours as needed for financial programming and Healthy & Homemade program sessions. Council will pay half the cost for 15 people to attend Healthy and Homade at \$15/person (\$225 total).

Motion by Monte Brown, seconded by Gabe Heim
Vote was favorable 8 to 0.

10) Motion to adjourn

Moved by Phillip Masters, seconded by Gabe Heim that the meeting be adjourned at 8:42 PM. Vote was favorable 8 to 0.

Next meeting: March 23rd, 2022 at 7 PM