

**LUCAS COUNTY EXTENSION COUNCIL**  
**Lucas County Extension Office 48293 Hy-Vee Road, Chariton, Iowa 50049**  
**March 22nd, 2023**  
**7:00 PM**

The regular monthly meeting of the Lucas County Agricultural Extension Council was held on March 22nd, 2023 at the Lucas County Extension Office in Chariton.

Chairperson, Kim Head, called the meeting to order at 7:01 P.M. with the following council representatives present:

	Phillip	Masters
x	Gabe	Heim
x	Denise	Storm
x	Amber	Hall
x	Kim	Head
x	Branigan	Head
	Monte	Brown
x	Scott	Johnson
x	Casey	Greubel

Others present: Chelsea Gray, Courtney May

**Approval of Agenda**

Motion by Amber, seconded by Casey.

Vote was favorable 6 to 0.

**Minutes of the February 23<sup>rd</sup>, 2023 meeting were distributed.**

Approval of February 23<sup>rd</sup>, 2023 meeting minutes.

Motion by Amber, seconded by Scott.

Vote was favorable 6 to 0 that they be approved as printed.

**Approval of Extension Operating Fund vouchers #14719 to #14733, EFTs totaling \$2044.56.**

Motion by Denise, seconded by Amber. Vote was favorable 7-0.

**Financial statements were reviewed.**

Motion to approve financial statements by Denise, seconded by Scott. Vote was favorable 7-0.

**Public Forum:** (name and address of person addressing council) – No public present.

**Reports:**

- a) Staff
- b) Program Specialists
- c) Regional – Courtney May
- d) Extension Council Committees:
  - Personnel
  - Fiscal
  - Programming
- e) Iowa Extension Council Association
- f) Subcommittee
- g) Fair Board
  - Food Stand Volunteers Saturday and Sunday – Tabled until closer to Fair

**Unfinished Business:**

- a) **Consideration of Personnel Policy**
  - Page 16, council authorizes to allow Iowa State Insurance. Will stay at \$400 to put towards employee's insurance.
  - Council does not authorize short term disability on page 18.
  - Council authorizes to add blue section in the form of it stating, "Council employees are allotted up to three (3) days paid bereavement leave upon a death in the immediate family. "Immediate" is defined as and limited to employee's spouse, children (foster, step, grand), parents (foster, step, grand), brothers/sisters (foster, step), aunts, uncles, nieces, nephews, and corresponding relatives of the employee's spouse. Bereavement leave does not count against sick/PTO time and is not accrued or paid out upon separation of employment."
  - Holidays authorized as printed.
  - Flex time authorized.
  - Compensatory time not authorized.
  - Remote work – "Employees may work from home in the event of adverse road conditions caused by weather. If the office is closed due to weather or mechanical reasons, employees will work from home." Office closure dependent upon Lucas County Courthouse.
  - Page 32, Changed current rate for dinner meal to \$15
  - Page 33 – Cell phone reimbursement not authorized.
  - Page 34 – Add disability accommodations as written. See final copy.
  - Page 38 – appropriate clothing as written. See final copy.

- Work day is 8:00 A.M to 4:30 P.M.

Motion to approve changes by Gabe, seconded by Denise. Vote favorable 7-0.

**b) Consideration of Fiscal Policy**

- Does authorize 4.5. See final copy included.

**c) Consideration of Employee Wages**

Follow policy, no vote or motion needed. Will table until reviews are completed.

**d) Consideration of Food Stand Manager**

Tabled until next meeting.

**e) Consideration of Fair Photos**

Tabled until next meeting.

**New Business:**

**a) Consideration of Employee Assistance Program**

Motion to continue to pay for Employee Assistance Program by Gabe, seconded by Scott. Vote favorable 7-0.

**b) Consideration of Paige attending Southeast Field Team Spring PD Day**

Motion to approve Paige to attend Southeast Field Team Spring PD Day made by Denise, seconded by Casey. Vote Favorable 7-0.

**c) Consideration of ISU Extension and Outreach Week – April 17-22.**

Will do nothing.

**d) Consideration of Summer Programing - tabled**

**Motion to Adjourn**

Motion to adjourn by Denise, seconded by Amber. Vote favorable 7-0.

Meeting adjourned at 8:45 p.m.

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Branigan Head, Secretary