

LUCAS COUNTY EXTENSION COUNCIL
Lucas County Extension Office 48293 Hy-Vee Road, Chariton, Iowa 50049
November 30th, 2022
7:00 PM

The regular monthly meeting of the Lucas County Agricultural Extension Council was held on November 30th, 2022 at the Lucas County Extension Office in Chariton. Chairperson, Kim Head, called the meeting to order at 7:03 PM with the following council representatives present:

X	Phillip	Masters
X	Amber	Hall
X - @7:04PM	Gabe	Heim
X	Denise	Storm
X	Alyson	Palmer
X	Kim	Head
X	Branigan	Head
X	Monte	Brown
X- via Zoom	Scott	Johnson

Others present: Courtney May, Gene Mohling (via Zoom), Hannah Offenburger (via Zoom), and Dawn Morgan (via Zoom)

3) Approval of Agenda

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

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

None.

5) Minutes of the October 26th, 2022 and November 21st, 2022 meetings were distributed.

Approval of October 26th, 2022 and November 21st, 2022 minutes.
Motion by Monte Brown, seconded by Amber Hall.
Vote was favorable 9 to 0 they be approved as printed.

6) Approval of Extension Operating Fund vouchers #14625 to #14657, EFTs totaling \$4,219.24 and payroll totaling \$2,747.26.

Motion by Alyson Palmer, seconded by Phillip Masters that bills #14625 through #14657, EFTs totaling \$4,219.24 and payroll totaling \$2,747.26 be approved. Vote was favorable 9 to 0.

Financial statements were reviewed.

Motion by Monte Brown, seconded by Amber Hall to approve financial statements.

Vote was favorable 9 to 0.

7) Reports:

- a) Staff
- b) Program Specialists
- c) Regional
- d) Extension Council Committees:
 - Personnel- **Paige Burgett accepted CYC job- starting wage \$16.50/hour.**
 - Fiscal
 - Programming
- e) Iowa Extension Council Association
- f) Subcommittee
- g) Fair Board
- h) Food stand committee

Gene departed meeting at 7:48PM, Dawn departed 8:08PM.

8) Old Business:

a) Consideration of office assistant substitute

Motion stated: Allow Chelsea Gray at \$10 an hour for 12 weeks while Hannah is on leave.

Motion by Monte Brown, seconded by Denise Storm

Vote was favorable 7 to 0. Brangian Head and Kim Head abstained from vote.

b) Consideration of adult programming

Motion stated: No motion needed.

9) New Business:

a) Consideration of new volunteers

Motion stated: Approve Amy Reineccius to be a volunteer.

Motion by Alyson Palmer, seconded by Denise Storm

Vote was favorable 9 to 0.

b) Consideration of NACAA Tour

Motion stated: Table until January for more information.

c) Consideration of raise

Motion stated: Decrease Dawn's hours to 20 hours a week, no raise.

Motion by Gabe Heim, seconded by Alyson Palmer

Vote was favorable 9 to 0.

d) Consideration of job descriptions

Motion stated: Approve County Youth Coordinator job description with office cleaning duties added. Approve Youth Outreach Coordinator job description with removal of health insurance benefit and cleaning duties added. Add cleaning duties to office manager job description.

Motion by Denise Storm, seconded by Monte Brown
Vote was favorable 9 to 0.

e) Consideration of office closures

Motion stated: Allow office closure on December 19th for region 25 staff professional development meeting and January 25th region 25 awards. Staff must carpool to each event.

Motion by Monte Brown, seconded by Denise Storm
Vote was favorable 9 to 0.

f) Consideration of phones

Motion stated: Table until fiscal committee meets again.

g) Consideration of food stand

Motion stated: Approve food stand report. Split total made (\$5,691.88) between shifts club worked. The rest will be used towards enrollment fees.

Motion by Denise Storm, seconded by Alyson Palmer
Vote was favorable 9 to 0.

h) Consideration of council member

Motion stated: Approve Casey Greubel new council member. Courtney May will contact him.

Motion by Denise Storm, seconded by Monte Brown
Vote was favorable 9 to 0.

i) Consideration of cleaning person

Motion stated: Let cleaning contract expire and add cleaning duties to staff job descriptions. Courtney May will contact Stephanie Clark.

Motion by Amber Hall, seconded by Denise Storm
Vote was favorable 9 to 0.

10) Motion to adjourn

Moved by Phillip Masters, seconded by Denise Storm that the meeting be adjourned at 9:12 PM. Vote was favorable 9 to 0.

Next meeting: January 25th, 2023 at 7 PM

Branigan Head, Secretary