

f. Fiscal Procedures (all of the following into one motion)

The depository for the county extension district will be Community 1st Credit Union, with all receipts deposited in said bank. Maximum to be on deposit is \$300,000.

The County Extension District will not authorize an agency account.

Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4.

Any other members authorized to sign checks:

Kim Head, Amber Hall, Phillip Masters, and Brangian Head

Members authorized to transfer funds and/or access the bank account electronically:

Kim Head, Amber Hall, Phillip Masters, and Brangian Head

A group surety bond purchased through LMC Insurance and Risk Management provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate is provided to county auditor.

Moved by Denise Storm, seconded by Brangian Head

Motion carried 8 to 0

g. Designate Custodian of Public Record and Open Record Requests

(identify one staff member)

The official custodian of public record and open record requests for the county agricultural extension district will be Hannah Offenburger.

Moved by Phillip Masters, seconded by Amber Hall

Motion carried 8 to 0

h. Approval of policies, meeting requirements, meeting conduct, volunteers, and financial reports (The following items are required for those councils without consent agenda approval.)

Motion by Denise Storm to approve the county personnel policies, fiscal policies as edited, and adopting Robert's Rules of Order. Seconded by Monte Brown.

Motion carried 8 to 0

Motion by Monte Brown to approve of cumulative volunteer list. Seconded by Gabe Heim.

Motion carried 8 to 0.

Motion by Monte to approve the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation. Seconded by Denise Storm.

Motion carried 8 to 0.

IOWA STATE UNIVERSITY

Extension and Outreach

Regular Meeting

4) Public forum

- a) None

5) Secretary's Report

- a) Minutes of the December 15th, 2022 meeting were distributed
Tabled until next month.

6) Treasurer's Report

- a) Checks #14682 to #14694, EFTs totaling \$2,003.70, and Payroll totaling \$3,188.08
Moved by Monte Brown, seconded by Amber Hall
Motion carried 8 to 0
- b) Approval of financial statements
Moved by Phillip Masters, seconded by Monte Brown
Motion carried 8 to 0

7) Reports

- A. Staff
- B. Regional
- C. Council committees:
 - a. Personnel
 - b. Fiscal
 - c. Programming
- D. Iowa Extension Council Association
- E. Subcommittee
- F. Fair board

8) Old Business

a) Consideration of NACAA Tour

Motion stated: Allow Hannah Offenburger to be a tour guide for the Chariton NACAA Bus Tour.

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

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9) New Business

a) Consideration of FY24 Budget

Phillip Masters moved and Monte Brown seconded that the FY24 budget be approved for \$192,077 in expenditures with a tax request of \$125,440 with \$122,068 from property tax and \$3,372 from utility excise tax. The council secretary or designee is directed to officially publish that the FY24 budget public hearing is scheduled for February 22nd, 2023 at 7:30 PM at the Lucas County Extension office, 48293 Hy-Vee Road, Chariton, Iowa 50049. Vote was favorable 8 to 0.

Phillip Masters moved and Monte Brown seconded that the FY24 Extension Unemployment budget be approved for \$10,000 in expenditures with a tax request of \$0 with \$0 from property tax and \$0 from utility excise tax. The council secretary or designee is directed to officially publish that the FY24 budget public hearing is scheduled for February 22nd, 2023 at 7:30 PM at the Lucas County Extension office, 48293 Hy-Vee Road, Chariton, Iowa 50049. Vote was favorable 8 to 0.

Phillip Masters moved and Monte Brown seconded that the FY24 Extension Tort budget be approved for \$4,000 in expenditures with a tax request of \$3,000 with \$2,917 from property tax and \$83 from utility excise tax. The council secretary or designee is directed to officially publish that the FY24 budget public hearing is scheduled for February 22nd, 2023 at 7:30 PM at the Lucas County Extension office, 48293 Hy-Vee Road, Chariton, Iowa 50049. Vote was favorable 8 to 0.

b) Consideration of new volunteers

Motion stated: None.

c) Consideration of food stand lease

Motion stated: Approve as printed.

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

d) Consideration of office closure

Motion stated: Close the office Thursday, July 27th, 2023 after the fair.

Motion by Phillip Masters, seconded by Scott Johnson
Vote was favorable 8 to 0.

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e) Consideration of summer help

Motion stated: Allow Paige to apply for 3 AmeriCorps.

Motion by Monte Brown, seconded by Denise Storm
Vote was favorable 8 to 0.

f) Consideration of waxing floors

Motion stated: Contact Gene Wright to clean/wax floors to follow lease agreement.

Motion by Phillip Masters, seconded by Scott Johnson
Vote was favorable 8 to 0.

g) Consideration of horse superintendent

Motion stated: Approve Devin Head and Bailey Shelton to be horse superintendents pending background screenings.

Motion by Amber Hall, seconded by Gabe Heim
Vote was favorable 8 to 0.

h) Consideration of weigh-in dates

Motion stated: Table for February meeting.

i) Consideration of food stand manager

Motion stated: Approve job description as printed, start advertising.

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

j) Consideration of Annual Conference

Motion stated: Allow Paige and Dawn to attend Annual Conference on Tuesday, March 7th, 2023.

Motion by Monte Brown, seconded by Scott Johnson
Vote was favorable 8 to 0.

k) Consideration of fair photos

Motion stated: Table until next month.

l) Consideration of leave

Motion stated: Approve Hannah Offenburger for 12 weeks of maternity leave.

Motion by Denise Storm, seconded by Amber Hall
Vote was favorable 8 to 0.

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m) Consideration of fair book

Motion stated: Approve removal of ultrasound classes in all species

Motion by Denise Storm, seconded by Phillip Masters
Vote was favorable 8 to 0.

10) Adjourn

Moved by Phillip Masters, seconded by Amber Hall that the meeting be adjourned at 8:10 PM. Vote was favorable 8 to 0.

Next Meeting: February 22nd, 2023 at 7:00 PM

Branigan Head, Secretary