

## MINUTES OF THE MONROE COUNTY AGRICULTURAL EXTENSION COUNCIL MEETING

The regular monthly meeting of the Monroe County Agricultural Extension Council was held at Monroe County Extension Office on Thursday, September 25, 2020

Chairperson, Dien Judge, called the meeting to order at 6:15 p.m. with the following township representatives present:

<b>X</b> Josh Buckingham	<b>X</b> Mike Stocker
<b>X</b> Christine Wilson	<b>X</b> Dien Judge
<b>X</b> Lizzy McGlothlen	<b>X</b> Amber Reed
<b>X</b> Jordan Haywood	

Others present: Sue Henderson, Courtney Chapman, Lisa Shepard, Bryan Reed, Cicely Lawrence, Meho Clark, and Kim Wynn

Chairperson, Dien Judge asks for approval of agenda. Motion by Mike Stocker seconded by Josh Buckingham to approve agenda. Motion carried 7 to 0.

**Open forum – an opportunity for any public present.** No comments

Moved by Mike Stocker and seconded by Lizzy McGlothlen to approve minutes of previous meeting (approved as written or approved as corrected). Motion carried 7 to 0.

Josh Buckingham read the monthly financial statement. Vouchers approved were: number 13693 through number 13741, EFT totaling \$37,949.41 for the dates of 08-01-2020 thru 08-31-2020, vouchers approved were: 13742 through number 13778 plus EFT totaling \$12,328.00 for the dates of 08-28-2020 thru 09-24-2020. Moved by Christine Wilson and seconded by Mike Stocker that statement and vouchers be approved. Motion carried 7 to 0.

Review of Fiscal reports

## REPORTS

*Chairperson Report-* The credit card issue has been straightened out.

*Staff Reports-* Courtney Chapman the new Youth Program Specialist introduced herself since she is new to this position. Cicely Lawrence gave report on NEST program. She was excited to let the council know that she passed the National Family Support Competency Test.

Meho Clark- NEST Supervisor introduced herself to the council.

Sue talked about Prosper which is lead by Laura Teno. Laura was not able to attend the meeting. Sue talked about CPPC and Clover Kids which is led by Julie Foreman who was unable to attend the meeting.

*Iowa Extension Council Association-* Alyson Palmer will be the new elected representative for Region 25.

*Fair Board Report-* There was a meeting on September 23, 2020. At this meeting the Partnership Agreement Draft was looked at. This draft will continue to be worked on at Fair Committee Meeting on October 22, 2020. The meeting will be held at the First Christian Church from 6:00-9:00 P.M. The cost to rent the church will be \$35.00. The Fair Board would like Extension to pay for half of the rental fee. Motion by Lizzy McGlothlen to have Extension pay \$18.00 for the use of the church, seconded by Jordan Haywood.

Awards committee has been busy checking with donors on awards for the 2021 fair.

*Regional-* Sue handed out the Committee Guidelines sheet to the council. She is currently working on bills, invoicing, and 4-H letter for October.

*Extension Council Committees –*Personnel Committee will be doing evaluations in December.

*Fiscal-* The FY 2022 budget planning will beginning in December.

*Programming-* County action plan needs to be done by November 20<sup>th</sup>. Sue will go through training and then will send out dates that the committee can get together to work on this.

Needs assessment plan will be very costly to get this done. Sue will try and gather information from other community partners that have done assessments.

*Monroe County 4-H Foundation-* Annual Meeting will be October 29, 2020, at 5:30 P.M. At this annual meeting there will be election of Directors.

*Fair Partnership Agreement-* See comments below.

## OLD BUSINESS

*Consideration of reopening office in stages including working from home if school closes.*  
Office is closed to public for meetings at this time.

*Consideration of Monroe County partnership agreement-* Amber Reed presented this to the council. The Draft Agreement is still being work on. More work will continue at the October 22, 2020 meeting. It will be brought back to the council for a vote in early January or February.

*Consideration of Financial Situation-* The fiscal committee meet to go over budget cuts and increases. The following figures are options that they felt we could afford for the 2021 FY.

- CYC could be paid \$16.00 per hour with up to \$313.00 a month allowance for health insurance.
- Office Assistant go to 24 hours a week in the months of December thru March.
- Office Assistant could be paid \$15.00 per hour with up to \$200.00 a month allowance for health insurance.
- There would be enough money in the budget to give Cicely and Julie a \$2.00 an hour raise.
- Meho and Mari are granted funded but there is money within the grant to give them a raise.

*Consideration of hiring a CYC-* It is recommended that Gracie Stallman-Perry be hired as the new CYC at \$16.00 an hour with health insurance being offered. Motion by Lizzy McGlothlen to hire Gracie Stallman- Perry pending back ground check comes back clean, seconded by Mike Stocker. Motion carried 7 to 0.

*Consideration of hiring an Office Assistant-* It is recommended that Samantha Hendricks be hired as the new Office Assistant at \$15.00 an hour with health insurance being offered. Motion by Lizzy McGlothlen to hire Samantha Hendricks pending the back ground check comes back clean, seconded by Mike Stocker. Motion carried 7 to 0.

*Consideration of staff raises for Meho, Cicely, and Julie-*

Motion by Josh Buckingham to give Meho Clark a raise to \$15.40 an hour effective July 1, 2020, also Mari Melvin a raise to @22.21 an hour effective July 1, 2020, seconded by Amber Reed. Motion carried 7 to 0.

Motion by Josh Buckingham to have \$2.00 an hour raises for Julie Foreman for Clover Kids, and Cicely Lawrence for NEST, seconded by Mike Stocker. Motion carried 6 to 1.

Mike Stocker-Yes

Christine Wilson – Yes

Dien Judge – Yes

Josh Buckingham – Yes

Amber Reed – Yes

Lizzy McGlothlen – Yes  
Jordan Haywood - No

## **NEW BUSINESS**

*Consideration of 4-H awards banquet-* Junior and Senior Youth Council had a meeting and have some ideas for an in person awards banquet. Kim Wynn discussed what options the Youth Councils would have for having food at the banquet. There was a suggestion of having desserts on the tables before families arrive to coincide with the social distancing guidelines. Kim will be working on the final details with the Youth Councils and come back to the October Meeting with more information.

*Consideration of training on reading financial statements-* Sue will send out a doddle poll to see what dates work the best for a two hour training.

*Consideration of Chamber Membership and Dues-* The dues are \$161.00 for the year motion by Mike Stocker and seconded Josh Buckingham to pay the dues. Motion carried 7 to 0.

## **ITEMS FOR NEXT MEETING**

Next meeting date October 29, 2020 at 6:00 P.M.

Moved by Lizzy McGlothlen and seconded by Mike Stocker to adjourn meeting. Motion carried 7 to 0.

Secretary,

Christine Wilson