

## 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, October 29, 2020.

Chairperson, Dien Judge, called the meeting to order at 6:06 p.m. with the following township representatives present:

X Josh Buckingham	X Mike Stocker
X Christine Wilson	X Dien Judge
X Lizzy McGlothlen	X Amber Reed
X Jordon Haywood	

Others present: Sue Henderson, Lisa Shepard, Gracie Stallman-Perry, Carla Johnson, Renee Peterson- Howell, and Kim Wynn

Chairperson, Dien Judge asked 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.** Gracie Stallman-Perry and Samantha Hendricks introduced themselves to the board and those present.

Moved by Christine Wilson and seconded by Mike Stocker to approve minutes of previous meeting (approved as written or approved as corrected). Change date on minutes from September 25<sup>th</sup> to September 24<sup>th</sup>. Motion carried 7 to 0.

Josh Buckingham read the monthly financial statement. Vouchers approved were: number 13742 through number 13778 , EFT totaling \$11,857.18 for the dates of 09-01-2020 through 09-30-2020, vouchers approved were: 13779 through number 13810 plus EFT totaling \$14,504.31 for the dates of 09-25-2020 through 10-29-2020. Moved by Christine Wilson and seconded by Mike Stocker that statements and vouchers be approved. Motion carried 7 to 0.

Review of Fiscal reports

## REPORTS

*Chairperson Report-* Many attempts were made to call credit card company to resolve charges that happened that were not approved. Thanks to Sue Henderson and Dien Judge charges have been refunded.

*Staff Reports-* See reports

*Iowa Extension Council Association-* Nothing to report at this time. There won't be a lot happening until legislature session starts.

*Fair Board Report-* Annual Meeting will be November 16, 2020 at Bogies Steakhouse starting at 6:00 P.M.

*Regional-* Sue gave the growing together report, which was donated to those in need. There was 350 pounds of produce that was donated. Mike Stocker thanked Sue for all of her hard work on the gardens. Sue talked about the two way score card. Sue mention the shared support service and branding support service that is available. Sue is working on the background checks for volunteers, grant writing, and contracts. Sue and Gracie have also been working on the awards for the 4-H banquet. Sue has been training new staff which will continue. Sue wanted to say thanks to Mike Stocker for removing the old office furniture in the office.

*Extension Council Committees*

*Personal-* Will talk about a proposed change later in the agenda. Annual reviews will be happening in December for all staff.

*Fiscal-* Gene Mohling training set for November 10<sup>th</sup>. This will be offered to new members that will be elected in general election.

Josh Buckingham left meeting at 7:31 P.M. and returned at 7:33 P.M.

*Programming-* Himar Hernandez by Zoom talked about Recovery Task Force Planning.

*Monroe County 4-H Foundation-* Had annual meeting on October 29, 2020 at 5:30 P.M., the meeting was held at the Monroe County Extension Office. Board of Directors were elected.

*Fair Partnership Agreement-* See Below for comments.

## **OLD BUSINESS**

*Consideration of COVID -19 recovery plan to be submitted-* We discussed the way the plan is written and what we need to add. This will need to be submitted by November 20<sup>th</sup>.

*Consideration of reopening office meeting area-* Horse superintendents would like to have meetings in the office for their indoor horse clinics. There was discussion on the cleaning measures after each meeting in the office. The cleaning could be done by staff after each meeting. Absolute Cleaning does do the regular cleaning at the office and could be an option. Mike Stocker suggested that Absolute Cleaning do the cleaning after each meeting instead of having staff clean. Motion by Jordan Haywood to open the office for meetings for the horse clinics, 4-H clubs, Youth Council, and superintendent groups, these meetings will need to be scheduled with the Extension Office, and have staff do the cleaning after each meeting, seconded by Amber Reed. Motion carried 6 to 1. Horse Clinics are scheduled for January 14, 2021, February 12, 2021, and March 2, 2021.

*Consideration of disposal of white desk-* Motion by Jordan Haywood to dispose of the white desk seconded by Mike Stocker. Motion carried 7 to 0.

*Consideration of 4-H Awards Banquet –* Kim Wynn presented to the board the idea of having a drive through awards banquet November 22, 2020 at First Christian Church. Mike Stocker will be donating the fee for the church. There were forty two record books turned in and judged. Kim was wanting to hand out gift bags with goodies for the kids that turned in record books. Youth Council will be making posters for the award winners that will be handed out to award winners. Motion by Mike Stocker to give \$250.00 to the Youth Council to spend on goodies for gift bags for kids, seconded by Lizzy McGlothlen. Motion carried 7 to 0.

*Consideration of Fair Committee proposal-* This committee met on September 22, 2020. Amber went through the changes that were discussed at the meeting.

*Consideration of Partnership Agreement document-* Amber Reed went over the draft of the partnership agreement. This will be brought back to the council to vote on at a later date.

## **NEW BUSINESS**

*Consideration of water cooler-* Sue on behalf of the staff presented a proposed price to purchase a water cooler for staff and meeting area. This would be a better plan rather than purchasing bottled water. Staff would purchase the refills for the cooler. Motion made by Mike Stocker to approve \$150.00 to purchase water cooler, seconded by Jordan Haywood. Motion passed 7 to 0.

*Consideration of extension of leave-* Cicely Lawrence would like to carry over her vacation time until February 2021. Motion by Mike Stocker to allow this rollover seconded by Lizzy McGlothlen. Motion carried 7 to 0.

*Consideration of use of fair entry for 2021-* Motion by Amber Reed to not use Fair Entry for the 2021 fair seconded by Mike Stocker. Motion carried 7 to 0.

*Consideration of Honorary and Alumni Awards-* This award is given at the 4-H award banquet and since this event has been changed for this year it was recommended that we carry these awards over until the 2021 fair and then present these awards at that time.

*Consideration of Mediacom or Iowa Telecom for internet and phone-* Mediacom contract is up November 10, 2020. Mediacom's three year contract is as follows. Year 1 = \$219.80 a month, Year 2 = \$239.80 a month, Year 3 = \$259.80 a month. There is a \$20.00 step up in years two and three. Motion by Josh Buckingham to stay with Mediacom for the next three years seconded by Mike Stocker. Motion carried 7 to 0.

*Consideration of change in personnel policy-* It was previously voted on that affective January 1, 2021 that the staff would be paid once a month. Since there is new staff we should reconsider the previous motion and stay with the plan of paying staff twice a month. Motion by Lizzy McGlothlen and seconded by Amber Reed. Motion carried 7 to 0.

*Personal Policy new employees would not accrue any vacation until 6 months-* In the current personal policy vacation does not accrue until after 6 months of employment. Motion by Amber Reed to revise the Personnel Policy to read that vacation will start to accrue from date of hire seconded by Josh Buckingham. Motion carried 7 to 0. With this motion Samantha Hendricks vacation would start to accrue back to October 5, 2020, and Gracie Stallman-Perry vacation would start to accrue back to October 22, 2020.

*Consideration of STOMP grant-* This will be tabled until next meeting.

## **ITEMS FOR NEXT MEETING**

Consideration of STOMP grant.

Next meeting date December 10th, 2020 at 6:00 P.M.

Moved by Christine Wilson and seconded by Mike Stocker to adjourn meeting. Motion carried 7 to 0.

Secretary,

Christine Wilson