

## Van Buren County Extension Council Meeting

February 22, 2023

1. **Call the meeting to order:** Chairman Steve Duke called the regular meeting of the board of Van Buren County Extension council to order at 7:01 pm at the extension office.
2. **Roll Call and introductions:** There were 8 council members present including: Steve Duke, Chrissy Westercamp, Shelia Smith, Jenny Gardner, Tammy Hoaglin, Kathy Noll, and Jenny Baker. Sandi Coffman Arrived at 7:04 pm.  
Council members absent: Sarah Tedrow  
Staff Present: Cindy Hall, Jennifer Plowman  
Public Present: Cale Plowman, Josie Johnson
3. **Approval of agenda:** Chrissy Westercamp moved to approve the agenda. Kathy Noll seconded. The agenda was approved.
4. **Budget Hearing** *The notice of the public hearing was in the Van Buren County Register on February 9 and the Bloomfield Democrat on February 8, as required by law.*
  - Open Budget Hearing: Coffman moved to recess the regular meeting and open the budget hearing. Gardner seconded. Motion carried unanimously.
  - Open floor for community comments on the FY24 Van Buren County Agricultural Extension District Budget: No one spoke: Cale Plowman and Josie Johnson were present
  - Close Budget Hearing: Coffman moved to close the budget hearing and reopen the regular meeting. Noll seconded. Motion carried unanimously.
5. **Regular Meeting**
6. **Public Forum**  
*The Van Buren County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. If your concern is not listed in the agenda below, there will be no action taken at this meeting, however, concerns may be an agenda item at future meetings. The council will not answer questions, clarify comments, nor discussion on other items of business during the meeting, unless previously arranged. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.*
7. **Secretary Report**  
Sandi Coffman moved to approve the minutes as corrected. Tammy Hoaglin seconded. The vote was unanimous.
8. **Treasurer's Report**

- A. Jenny Gardener moved to approve check # 006509 to #006523 for \$8686.64, Electronic Funds Transfers for a total of \$3091.72, and direct deposits of \$7384.57 (3 pay periods in January). Kathy Noll seconded. Motion carried unanimously.
- B. Chrissy Westercamp moved to approve the financial statements. Seconded by Jenny Baker. Motion carried unanimously.

## 9. Reports

- A. Staff and program specialist reports- emailed to council members
- B. Extension council committees
  - I. Beef Weigh-in: Recommendation is to have screened and approved volunteers at weigh-ins. Sign up in advance: 4 for beef weigh in and 3 for sheep, goat, swine.
  - II. Personnel Committee: Meeting Report emailed out
- C. Regional Director: None
- D. Fair Board: Cale Plowman gave an update from the fair board.
- E. Iowa Extension Council Association: Virtual conference attendee reports, Duke, Baker, Westercamp, Hoaglin

## 10. Old Business

- A. Approval of superintendents: Shelia Smith moved to approve the superintendents as listed in the January volunteer list. Kathy Noll Seconded. Role Call Vote: Duke (yes), Westercamp (yes), Gardner (no), Smith (yes), Noll (yes), Coffman (abstained), Baker (yes), Hoaglin (yes). Motion carried.

## 11. New Business

- A. Adopt FY24 Budget
  - I. Education Fund: Jenny Gardener moved that the FY24 budget be adopted for **\$202,239.90** expenditures with a total tax request of **\$139,798** with **\$138,183** from property tax and **\$1615** from utility excise tax. Seconded by Chrissy Westercamp. Motion carried unanimously.
  - II. Tort Fund: Kathy Moved that the FY24 Tort budget be adopted for \$ **2,800** in expenditures with a tax request of **\$2500** with **\$2469** from property tax and **\$31** from utility excise tax. Seconded by Jenny Baker. Motion carried unanimously.
- B. **New Volunteers:** Jenny Gardner moved to approve Jennifer Baker and Ashley Moyer as new volunteers. Kathy Noll seconded. Motion carried unanimously.

- C. **Agenda Items information policy/issue forms:** Jenny Gardner moved to approve the agenda item information policy and issue forms. Chrissy Westercamp seconded. Motion carried unanimously.
- D. **Consent Agenda:** Chrissy Westercamp moved to adopt a consent agenda. Shelia Smith seconded. Motion carried unanimously.
- E. **Static exhibit silent auction:** Jenny Gardner moved to approve the static exhibit silent auction as presented with two changes/additions:
- 1) State fair exhibits are only allowed to sell the ribbon.
  - 2) Exhibitors choosing to sell must be present Saturday night of fair from 5 to 5:30 p.m. for the buyers to pick up their items.
- Seconded by Shelia Smith. Motion carried unanimously.
- F. **Fitting Clinic:** Sandi Coffman moved to have clinics if there is enough interest. Shelia Smith Seconded. Role Call Vote: Duke (yes), Westercamp (yes), Gardner (abstained), Smith (Yes), Noll (yes), Coffman (yes), Baker (yes), Hoaglin (yes). Motion carried. Shelia Smith moved to give Van Buren kids priority until April 1. Open to other counties after with a deadline of April 15. \$50 non-refundable. Chrissy Westercamp Seconded. Motion carried unanimously.
- G. **Substitute Showman- Josie Johnson:** No action taken. Josie can have a substitute showman per our rulebook.
- H. **Serv Safe Scholarships:** Shelia Smith moved to approve five additional scholarships for serv safe to be used by June 30, 2023. Jenny Baker seconded. Motion carried unanimously.
- I. **Credit Card Limit:** Sandi Coffman moved to temporarily increase Jennifer Plowman's credit card to a limit of \$7,000 until we have our vacant position filled and they have a credit card. Chrissy Westercamp seconded. Motion carried unanimously.
- J. **Office and Program Coordinator resignation:** Tonya Irvin, Office & Program Coordinator, submitted her resignation. Her last day was February 15, 2023.
- K. **Cancelation of credit card:** Sandi Coffman moved to cancel Tonya Irvin's credit card. Kathy Noll seconded. Motion carried unanimously.
- L. **Removal of Banking Access:** Sandi Coffman moved to remove Tonya Irvin's banking access to the account at First Iowa State Bank with the account name of Van Buren

County Agricultural Extension Education Fund. Tammy Hoaglin seconded. Motion carried unanimously.

- M. **Office and program coordinator hiring:** Personnel committee met and the position has been posted.
  - N. **Fair Assistant:** Chrissy Westercamp moved to approve advertising for the Fair Assistant position. Sandi Coffman seconded. Motion carried unanimously.
  - O. **Employee bonus:** The Personnel committee recommended giving Jennifer Plowman a \$1,000 bonus for the extra duties during this vacancy of office coordinator. Chrissy Westercamp moved to give Jennifer Plowman a \$1,000 bonus to be processed through payroll. Kathy Noll seconded. Motion carried unanimously.
  - P. **Purchase of owl video conference equipment:** Jenny Gardner moved to purchase the owl video conference equipment. Shelia Smith seconded. Motion carried by a vote of 8 to 0. It was discussed that the equipment would only be used for extension programs.
  - Q. **Extension specialty helpers:** tabled
  - R. **SESS program at fair:** tabled
  - S. **Background Checks:** No action taken
  - T. **Fair Judges:** No action taken
  - U. **Iowa State University MOU:** Chrissy Westercamp moved to authorize Steve Duke to sign the MOU with Iowa State University and that we will remain a model 1 county. Jenny Baker seconded. Motion carried unanimously.
12. **Next meeting:** Wednesday March 22, 2023 at the extension office at 7:00 pm. Agenda items: Review office lease; Review MOU with Fair Board, Extension and VB Co. Comm. (FFA); SESS program at fair, Extension specialty helpers/Liaisons, Updated volunteer list, Fitting Clinics.
13. **Adjourn:** Sandi Coffman moved to adjourn the meeting at 10:40 pm. Chrissy Westercamp Seconded. Motion carried unanimously.