

# Minutes of the Regular Meeting of Wapello County Agricultural Extension District

**DATE:** 28 FEBRUARY 2022    **TIME:** 6:30 PM    **LOCATION:** WAPELLO COUNTY EXTENSION OFFICE

## 1. Call the meeting to order-Paul Cartwright, Chairperson

## 2. Roll Call and Introductions

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|--|--|---|
| <input checked="" type="checkbox"/> Angle, Allison   | <input checked="" type="checkbox"/> Cartwright, Paul     | <input checked="" type="checkbox"/> Conrad, Randy       |
| <input checked="" type="checkbox"/> Ellis, Stephanie | <input checked="" type="checkbox"/> Heisdorffer, Elaine  | <input checked="" type="checkbox"/> Kendrick, Clint     |
| <input checked="" type="checkbox"/> McMullin, Doug   | <input checked="" type="checkbox"/> Witt, Clint          | <input checked="" type="checkbox"/> Reed-Appel, Melissa |
| <br>   |  |   |
| <input checked="" type="checkbox"/> Hall, Cindy      | <input checked="" type="checkbox"/> Heisdorffer, Jessica | <input type="checkbox"/> Emery, Cindy                   |
| <input checked="" type="checkbox"/> Anders, Kelli    | <input type="checkbox"/> Duff, Lisa                      | <input type="checkbox"/> McMillian-Sherwood, Karie      |

## 3. Approval of Agenda-Paul Cartwright, Chairperson

- Moved by:  

Randy Conrad
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- Seconded by:  

Clint Kendrick
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- Motion Carried:  

9	TO	0
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## 4. Open Forum-An opportunity for any public present

Allison Angle – Cindy Emery to help with awards and donations for Expo
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## 5. Secretary's Report-Allison Angle, Secretary

- Minutes of the previous meeting  

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- Moved by:  

Elaine Heisdorffer
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- Seconded by:  

Stephanie Ellis
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- Motion Carried:  

9	TO	0
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## 6. Treasurer's Report-Stephanie Ellis, Treasurer

- Approval of Vouchers and EFT Payments

### VOUCHERS

15446	THROUGH	15464
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### EFT PAYMENTS

IPERS	\$1879.46
US Dept. Treasury	\$2374.58
Payroll	\$346.22
Travel/Expenses	\$9,625.63

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- Moved by:  
**Elaine Heisdorffer**
- Seconded by:  
**Randy Conrad**
- Motion Carried:  

9	TO	0
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- Approval of Financial Statements

- Moved by:  
**Clint Kendrick**
- Seconded by:  
**Randy Conrad**
- Motion Carried:  

9	TO	0
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## 7. FY23 Budget Hearing (7:00 PM)

**Doug McMullin**

Moved to recess the regular meeting and open the budget hearing.

**Randy Conrad**

Seconded the motion

Motion carried:

9	TO	0
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Comments:

**None**

**Randy Conrad**

Moved to close the budget hearing and reopen the regular meeting.

**Doug McMullin**

Seconded the motion

Motion carried:

9	TO	0
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## 8. Reports

### a. Staff and Program Specialists

**Himar Hernandez – would like for extension council to sponsor 1 applicant to the Ottumwa Leadership Academy.**

**Himar Hernandez presented and asked if the Extension Council would cover tther IDI or a sponsorship for Leadership academy that starts in August.**

### b. Regional Director

**Will attend the state extension Council Conference. Working on programming with the staff.**

**Cindy will be attending the Extension Council conference this weekend. If any council members would like to attend, let Cindy know tonight.**

### c. Iowa Extension Council Association

**New representative from Van Buren County to represent our region.**

Reminder that it is an election year and we should form the nomination committee soon. The nomination committee is made up of 2 males and 2 females.

d. Extension Council Committees

- Personnel

Working on memo of expectations.

The Personnel Committee and Cindy worked on a memo of expectations for staff. They are working on updating the performance review form and getting those scheduled hopefully sometime in April.

- Fiscal

None

- Programming

Annie's Project, Get Organized, Human Science, Currency Keepers, Extension Week, Newsletter to send to partners with programming events

e. 4-H Foundation

None

f. Expo Board

May 6,7,8 Agri-Power FFA Pig and Goat Show, May 10 Livestock Judging Contest, Easter Brunch will happen at 3E, cleaning out buildings outside at the end of March, planning Expo.

g. Master Gardeners

None

h. MOU Committee

Setting up a meeting.

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9. Old Business

a. FY23 Budget

Randy Conrad moved that the FY 2023 Extension Education Operating Budget be approved for **\$526,535** in expenditures with a total tax request of **\$268,105** with **\$248,886** from property tax and **\$19,219** from utility excise tax. Motion seconded by Melissa Reed-Appel. Motion carried by a vote of 9 to 0.

- Moved by:

Randy Conrad

- Seconded by:

Melissa Appel

- Motion Carried:

9 TO 0

b. Cumulative Volunteer List

List was presented with all current volunteers. The volunteers on the list have been screened and approved sometime in the last 3 years.

- Moved by:

Doug McMullin

- Seconded by:

Elaine  
Heisdorffer

- Motion Carried:

9 TO 0

c. Trash Collection Service

Refer to MOU committee to discuss

- Moved by:

- Seconded by:

- Motion Carried:

☐ **TO** ☐

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## 10. New Business

### a. Liberty Garden

Handout by Kelli Anders for what to do with the garden bed materials at Liberty. Table to next meeting

The garden that is currently at Liberty Elementary school will need to be removed. Kelli Anders presented some suggestions for the garden boards and tubs. The council has asked that Kelli and Cindy Hall do some more research for other ideas.

Tabled and will be presented at the next meeting.

- Moved by:

- Seconded by:

- Motion Carried:

☐ **TO** ☐

### b. Accountant

Moved to hire Brad Barns to review our payroll and benefits procedures at \$85/hour.

- Moved by:

**Melissa Appel**

- Seconded by:

**Doug McMullin**

- Motion Carried:

**9** **TO** **0**

### c. Financial Literacy After School Program

Moved to not charge a registration fee Currency Keepers Afterschool Program Wilson Elementary.

- Moved by:

**Clint Kendrick**

- Seconded by:

**Melissa Appel**

- Motion Carried:

**9** **TO** **0**

### d. CED Fund Request

Tabled.

- Moved by:

- Seconded by:

- Motion Carried:

☐ **TO** ☐

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### 11. Agenda items for the next meeting

CED fund request, garden, trash collection, extension policy for expectations for the public using our programs.
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### 12. Next Meeting

- March 28, 2022 at 6:30 PM at the Wapello County Extension Office

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### 13. Adjourned

- Moved by:  

Doug McMullin
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- Seconded by:  

Randy Conrad
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- Motion Carried:  

9	TO	0
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Secretary, Wapello County Agricultural Extension District

*Allison Angle*