

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

DATE: 29 AUGUST 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 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 |
| <input type="checkbox"/> Hall, Cindy                 | <input checked="" type="checkbox"/> Heisdorffer, Jessica | <input checked="" type="checkbox"/> Emery, Cindy        |
| <input type="checkbox"/> Duff, Lisa                  | <input type="checkbox"/> McMillian-Sherwood, Karie       |   |

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

- Moved by:  
**Melissa Appel**
- Seconded by:  
**Randy Conrad**
- Motion Carried:  

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

None

## 5. Secretary's Report-Allison Angle, Secretary

- Minutes of the previous meeting  

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- Moved by: **Clint Witt**  
SEconded by:  
**Doug McMullin**
- Motion Carried:  

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## 6. Treasurer's Report-Stephanie Ellis, Treasurer

- Approval of Vouchers and EFT Payments

### VOUCHERS

15578	THROUGH	15604
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### EFT PAYMENTS

IPERS	\$4326.73 (EFT 114 &121)
US Dept. Treasury	\$5986.72 (EFT 115 & 122)
Treasurer State Of IA	\$0.00
Travel/Expenses	\$698.10 (EFT 111-113 & 116-120)
Payroll	\$19,911.02 (DD 114-118 & 119-124)

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

8	<b>TO</b>	0
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- Approval of Financial Statements

- Moved by:  
**Melissa Appel**
- Seconded by:  
**Clint Witt**
- Motion Carried:  

8	<b>TO</b>	0
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## 7. Reports

- Staff and Program Specialists  
**Reports were sent out**
- Regional Director  
**Not present due to illness. Professional Development opportunities coming up.**
  - Professional Development
- Iowa Extension Council Association  
**Updates by email**
- Extension Council Committees
  - Personnel  
**Hired new person for Pick a Better Snack**
  - Fiscal  
**No Report**
  - Programming  
**No Report**
- 4-H Foundation  
**No Report**
- Expo Board  
**Duane Bass reported first, budget concerns. The main concern is expenses from the building such as electric, water, and other utilities. Second, control the temperatures better by installing plastic covers on the 5 thermostats in the building so they cannot be adjusted by many people, but just a few people.**
- Master Gardeners  
**No report**
- MOU Committee  
**Meeting last week, visited about keys to building and expenses of utilities**

## 8. Old Business

- New Volunteers  
**Gail Granneman & Ann Youngman. Motion to approve as volunteers, they did pass the background check. Motion made by Melissa Appel, second by Clint Will. Motion passed 8 to 0.**

## 9. New Business

- Area Wide Meeting  
**Report by Jessica Heisdorffer. Cindy Hall has been helping to prepare. We will be sending Lisa Duff, Cindy Emery and Jessica Heisdorffer. Only expense would be mileage.**

The date is September 19, 2022. Motion to send Lisa Duff, Cindy Emery, and Jessica Heisdorffer by Clint Witt, second by Randy Conrad. Motion Carries 8 to 0.

b. Office Closure

Motion to close the office September 19, 2022. Motion by Stephanie Ellis, second by Clint Kendrick. Motion carries 8 to 0.

c. Powerful Tools for Caregivers

Motion to approve Karie McMillian-Sherwood to attend Powerful Tools for Caregivers training by Doug McMullin, second by Clint Witt. Motion carries 8 to 0.

d. Building Keys

Personnel Committee brought this up, and MOU committee had a meeting last week. MOU recommends the key pad system and use Key Fobs for staff, leaders, expo board. There would be 8 physical keys for selected individuals. Internal access staff would have keys to the areas they would need access to. Motion by Doug McMullin to move forward with electronic locks internally and re-key the exterior doors not to exceed \$2500, second by Randy Conrad. Motion carries 8 to 0.

e. 2022/2023 4-H Dues

Motion by Clint Witt for Extension Council to pay \$20 of \$35 dues for this year before December 31, 2022, seconded by Doug McMullin with an amendment by Clint Witt, second by Melissa Appel all new kids getting the same discount after January 1, 2023 for the current 4-H year. Amendment passed. Motion carried 8 to 0.

f. Clover Kids Assistant

Motion by Doug McMullin, Randy Conrad Second to advertise for a week for a clover kid assistant at \$12/hour for 20 to 30 hours per month with the personnel committee the authority to hire. Motion carried 8 to 0.

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10. Agenda items for the next meeting

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11. Next Meeting

- September 26, 2022 at 6:30 PM at the Wapello County Extension Office

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12. Adjourned

- Moved by:  

Randy Conrad
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- Seconded by:  

Doug McMullin
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- Motion Carried:  

8	TO	0
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Secretary, Wapello County Agricultural Extension District

Allison Angle