

Minutes of the Regular Meeting of Wapello County Agricultural Extension District

Date: 24 February 2020

Time: 7:00 PM

Location: Wapello County Extension Office

1. Call the Meeting to Order: Elaine Heisdorffer, Chairperson

2. Roll Call & Introductions:

X	Cartwright, Paul	X	Heisdorffer, Elaine	X	Kesselring, Glen
X	Kivlahan, Mary		Kramer, Joyce	X	McAntire, Martha
X	McMullin, Doug		McNabb, Jolene	X	Thompson, Stan

X	Heisdorffer, Jessica OA	X	Henderson, Sue REED
X	Lisa Duff	X	Cindy Emery

3. Approval of Agenda: Elaine Heisdorffer, Chairperson

Moved by:

Mary Kivlahan

Seconded by:

Doug McMullin

Motion Carried:

6	TO	0
---	----	---

4. Open Forum: An opportunity for any public present

Duane Bass was present.

5. Secretary's Report: Jolene McNabb, Secretary

➤ **Minutes of March Meeting**

Tort amount was incorrect, it should be \$3443.00.

Moved by:

Glen Kesselring

Seconded by:

Paul Cartwright

Motion Carried:

6	TO	0
---	----	---

6. Treasurer's Report: Mary Kivlahan, Treasurer

➤ **Approval of Vouchers & EFT Payments**

• **Vouchers**

14733 through 14772

• **EFT Payments**

US Department of Treasury
IPERS

Moved by:

Paul Cartwright

Seconded by:

Glen Kesselring

Motion Carried:

6 TO 0

➤ **Approval of Financial Statements**

Moved by:

Paul Cartwright

Seconded by:

Glen Kesselring

Motion Carried:

6 TO 0

7. FY21 Budget Hearing (7:30 PM)

Mary Kivlahan

Moved to recess the regular meeting and open budget hearing.

Martha McAntire

Comments:

None

Mary Kivlahan

Moved to close budget hearing and reopen the regular meeting.

Martha McAntire

8. Reports

a. Staff and Program Specialist

Staff reports from Lisa Duff and Cindy Emery were emailed out ahead of time. Sara Sprouse's staff report was in the packet.

b. Extension Council Committees

Personnel Committee met and discussed what would happen with the restructure. Program committee and fiscal committee hasn't met.

c. Regional

d. Iowa Extension Council Association

Everyone should be getting the emails.

e. 4-H Foundation

\$33,055.06 endowment at Iowa State.

f. Expo Board

Duane Bass gave an update.

g. Master Gardeners

No meeting in March, but lots of spring activities planned. They are in the Master

Gardener newsletter that can be found on the Wapello website.

h. MOU Committee

Paul will be scheduling a meeting.

9. Old Business

a. Consideration of Cumulative Volunteer List:

Doug McMullin made a motion to approve the volunteer list and Martha McAntire seconded the motion. Motion carried 6 to 0.

10. New Business

a. Consideration of FY21 Budget:

Doug McMullin moved that the FY 2021 Extension Education Operating Budget be approved for \$475,636 in expenditures with a total tax request of \$249,460, with \$230,714 from property tax and \$18,746 from utility excise tax. Motion seconded by Mary Kivlahan. Motion carried by a vote of 6 to 0."

Consideration of FY 21 Unemployment budget: Chair requests a motion to approve budget request(s). "Glen Kesselring move that the FY 2021 Extension Unemployment Budget be approved for \$14,144 in expenditures with a total tax request of \$0, with \$0 from property tax and \$0 from utility excise tax. Motion seconded by Mary Kivlahan. Motion carried by a vote of 6 to 0."

Consideration of FY 21 Tort Budget: Chair requests a motion to approve budget request(s). "Mary Kivlahan move that the FY 2021 Extension Tort Budget be approved for \$3443 in expenditures with a total tax request of \$2600, with \$2404 from property tax and \$196 from utility excise tax. Motion seconded by Martha McAntire. Motion carried by a vote of 6 to 0."

b. Consideration of New Volunteers:

None

c. Consideration of NEST Strategic Plan:

Sue discussed the 3 year plan. Doug McMullin made a motion to approve and Stan Thompson seconded the motion. Motion carried 6 to 0.

d. Consideration of Revised Fiscal Policy:

We added Addison Knapp to approved people to use a credit card.
3.1 E...Deposits shall be made at a minimum of once per week or anytime the total cash, coin or check is in excess of \$500.
3.3 A #7...The council does not allow an approved volunteer the use of a store charge account to be used for extension program purposes and activities.
Doug McMullin made a motion to approve the changes, Paul Cartwright seconded the motion. Motion carried 6 to 0.

e. Consideration of 4-H Strategic Planning:

Paul Cartwright moved that we pay the mileage and wages for Cindy to attend this training. Stan Thompson seconded the motion. Motion carried 6 to 0.

f. Consideration of Annual Conference:

No overtime will be accrued this week. \$75/person for registration, \$85/night for hotel, \$16/person for dinner, 2 vehicles will be paid mileage. We will not be hiring a temp for the day and a half. The office will be closed. Annual Conference is March 31-April 1. Approved staff to attend: Jessica Heisdorffer, Cindy Emery, Kelli Anders, Cicely

Lawrence, Hilary Lanman, and Lisa Duff. Cicely Lawrence's expenses will be billed to the NEST grant.

Doug McMullin made a motion to approve the staff to go Annual Conference. Mary Kivlahan seconded the motion. Motion carried 6 to 0.

g. Consideration of Extension Week:

Paul Cartwright made a motion to spend up to \$500 for extension week activities. Extension week is April 13-18. Mary Kivlahan seconded the motion. Motion carried 6 to 0.

h. Consideration of John Deere Grant Expenses:

Doug McMullin made a motion to allow \$500 of the \$1000 that was to spent on hexbots be spent on a sensory walk. Mary Kivlahan seconded the motion. Motion carried 6 to 0.

i. Consideration of TV in Entry Way:

Glen Kesselring made a motion to approve half of the cost of a tv in the entry with a max of \$250. Mary Kivlahan seconded the motion. Motion carried 6 to 0.

11. Agenda items for next meeting

Resignation of food corps, Rachel Fishel, Nominating committee

12. Next Meeting

▪ **Date**

03/30/2020

▪ **Time**

7:00 p.m.

13. Adjourned

Moved by:

Doug McMullin

Seconded by:

Mary Kivlahan

Motion Carried:

6 to 0

Acting Secretary, Wapello County Agricultural Extension District

Doug McMullin