

Minutes of the Regular Meeting of Wapello County Agricultural Extension District

Date: 20 May 2020

Time: 7:00 PM

Location: Zoom

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

2. Roll Call & Introductions:

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

| | | | |
|---|-------------------------|---|---------------------|
| X | Heisdorffer, Jessica OA | X | Henderson, Sue REED |
|---|-------------------------|---|---------------------|

3. Approval of Agenda: Elaine Heisdorffer, Chairperson

Moved by:

Joyce

Seconded by:

Mary

Motion Carried:

| | | |
|---|----|---|
| 4 | TO | 0 |
|---|----|---|

4. Open Forum: An opportunity for any public present

Kelli Anders, Hillary Lanman, Cindy Emery

5. Secretary's Report: Jolene McNabb, Secretary

➤ Minutes of March Meeting

Moved by:

Mary

Seconded by:

Joyce

Motion Carried:

| | | |
|---|----|---|
| 4 | TO | 0 |
|---|----|---|

6. Treasurer's Report: Mary Kivlahan, Treasurer

➤ Approval of Vouchers & EFT Payments

• Vouchers

14843 through 14848

• EFT Payments

None

Moved by:

Mary

Seconded by:

Jolene

Motion Carried:

4 TO 0

➤ **Approval of Financial Statements**

Moved by:

Doug

Seconded by:

Jolene

Motion Carried:

4 TO 0

7. Reports

a. Staff and Program Specialist

Cindy & Lisa's reports were emailed

b. Extension Council Committees

Personnel – will do employee evaluations at the end of June. Fiscal- looking ok. Programming-Looking at programing over the internet. Produce with a Purpose has 94 boxes ordered already. Nest is being done over Zoom.

c. Regional

Talked about Cyber coverage, Workman's comp claims, Club Chartering and announcing that Craig Leager will be our new regional director.

d. Iowa Extension Council Association

E-mails

e. 4-H Foundation

Gave 7 4-H seniors \$500 scholarships.

f. Expo Board

Meeting 5/21/2020

g. Master Gardeners

No meeting

h. MOU Committee

No meeting

8. Old Business

a. Consideration of plan to reopen office and timeline:

Have staff start returning to the office on June 1, 2020. Sue will work on a schedule. We will revisit this at the June meeting.

b. Consideration of donation to Crawfordsville Research Farm:

Tabled until the June meeting to see how we are doing.

9. New Business

a. Consideration of RD office:

Doug made a motion to have the new Regional Director use the upstairs L-shaped office. Joyce 2nd it. Motion Carried 4 to 0.

b. Consideration of New Volunteers:

None

c. Consideration of Personnel Policy Changes:

Motion by Doug for the Wapello County Extension to adopt the Temporary Policy Addendum for Emergency Paid Sick Leave and Expanded FMLA. This Addendum is meant to implement new federal law for coronavirus-related employee leave. This Addendum does not replace the current Personnel Policy, but is a temporary amendment in place until December 31, 2020. The Addendum and leave granted in the Addendum will automatically expire on December 31, 2020. 2nd by Joyce. Motion carried 4 to 0.

d. Consideration of Donation to Internet Stipend:

Tabled until the June meeting

e. Consideration of 2 new computers:

Doug made a motion to use carry over money, if there is any, to purchase 2 new computers. Mary 2nd it. Motion carried 4 to 4

10. Agenda items for next meeting

4-H fee's

11. Next Meeting

▪ **Date**

06/29/2020

▪ **Time**

7:00 p.m.

12. Adjourned

Moved by:

Joyce

Seconded by:

Mary

Motion Carried:

4 to 0

Secretary, Wapello County Agricultural Extension District
Jolene R. McNabb