

**Minutes of the Regular Meeting of Wapello County Agricultural Extension District/Via zoom**

**Date:** 27 July 2020

**Time:** 7:00 PM

**Location:** Wapello Extension Office

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

**2. Roll Call & Introductions:**

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

X	Heisdorffer, Jessica OA	X	Leager, Craig REED	X	Lanman, Hilary PWAP
	Emery, Cindy CYC		Anders, Kelli LFC		Lawrence, Cicely NEST
X	Duff, Lisa Prog. Coord.		Valdez, Toni Prog. Asst.		

**3. Approval of Agenda:** Elaine Heisdorffer, Chairperson

**Moved by:**

Paul

**Seconded by:**

Glen

**Motion Carried:**

5	TO	0
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**4. Open Forum:** An opportunity for any public present

Larry Sample

**5. Secretary's Report:** Jolene McNabb, Secretary

➤ **Minutes of June Meeting**

**Moved by:**

Joyce

**Seconded by:**

Paul

**Motion Carried:**

5	TO	0
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**6. Treasurer's Report:** Mary Kivlahan, Treasurer

➤ **Approval of Vouchers & EFT Payments**

• **Vouchers**

14910 through 14944

- **EFT Payments**

IPERS \$2200.36
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US Treasury \$2812.57
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**Moved by:**

Jolene
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**Seconded by:**

Paul
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**Motion Carried:**

5	TO	0
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➤ **Approval of Financial Statements**

**Moved by:**

Paul
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**Seconded by:**

Martha
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**Motion Carried:**

5	TO	0
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**7. Reports**

**a. Staff and Program Specialist**

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**b. Extension Council Committees**

Personnel – Discussed FoodCorp & AmeriCorps program. No meetings for Programing or Fiscal.
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**c. Regional**

Gene Mohling, Director of Field Operations went over the job description for Craig, and the different Insurance policies that we have. Audit's for the County Extension will be done by the State Auditor's office.
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Craig talked about the Crisis Communications Plan handout. Staff has been asked to have page 3 of the Crisis Communications Plan at their desk. 5 people have taken out papers
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**d. Iowa Extension Council Association**

Being emailed
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**e. 4-H Foundation**

Did Cow pie bingo. Did sell baskets auction online.
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**f. Expo Board**

Everything went well with how we had to do the Expo.
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**g. Master Gardeners**

No report
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**h. MOU Committee**

No report
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**8. Old Business**

**a. Consideration of office operations plan for August 2020:**

Paul made a motion to accept the reopening of the office for August with the change of wording from social distancing to physical distancing. Joyce seconded it. Motion carried 5 to 0.
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## 9. New Business

### a. Consideration of Funds for Clover Kids:

Joyce made a motion to give Lisa \$1,000 for Clover Graduation. Paul seconded it. Motion carried 4 to 1. Paul made a motion to table the rest of the funds request until the August meeting. Martha seconded it. Motion carried 5 to 9

### b. Consideration of New Volunteers:

none

### c. Consideration of Switching from Verizon to Farmtel Internet:

Paul and Jessica will work together on getting the internet and phones changed. Paul made a motion to table this until August. Glen seconded it. Motion carried. 5 to 0

### d. Consideration of Employee Contribution to Insurance:

Paul made a motion to pay the employee's insurance unless there is need in the next budget. Joyce seconded it. Motion carried 5 to 0.

### e. Consideration of Virtual Equine Extravaganza:

Paul made a motion to allow the Virtual Equine Extravaganza on 8/4/2020. Glen seconded it. Motion carried 5 to 0

### f. Consideration of FoodCorps program participation:

Jolene made a motion not to do the FoodCorps this year. Paul seconded it. Motion carried 5 to 0.

### g. Consideration of AmeriCorps program participation:

Paul made a motion to follow the Personnel committee recommendation of not doing the AmeriCorps program. Martha seconded it. Motion Carried 5 to 0.

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## 10. Agenda items for next meeting

Zoom Meeting appliance.

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## 11. Next Meeting

- Date

08/31/2020

- Time

7:00 p.m.

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## 12. Adjourned

Moved by:

Paul

Seconded by:

Joyce

Motion Carried:

5 to 0

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Secretary, Wapello County Agricultural Extension District  
*Jolene R. McNabb*