

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

**Date:** 28 September 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
X	Kivlahan, Mary		Kramer, Joyce	Zoom	McAntire, Martha
Zoom	McMullin, Doug	X	McNabb, Jolene		Thompson, Stan

X	Heisdorffer, Jessica OA	X	Leager, Craig REED		Lanman, Hilary PWAP
X	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:**

Mary

**Seconded by:**

Glen

**Motion Carried:**

	TO	0
6		

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

Duane Bass

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

➤ **Minutes of Previous Meeting**

**Moved by:**

Paul

**Seconded by:**

Doug

**Motion Carried:**

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

➤ Approval of Vouchers & EFT Payments

• Vouchers

14990	through	15002
15022	Through	15048

• VOIDED Checks

15003	Through	15021
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• EFT Payments

IPERS \$2045.75
US Dept. Of Treasury \$2575.63

Moved by:

Doug

Seconded by:

Glen

Motion Carried:

6 TO 0

➤ Approval of Financial Statements

Moved by:

Mary

Seconded by:

Martha

Motion Carried:

6 TO 0

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7. Reports

a. Staff and Program Specialist

The standardized forms are easier to read. Cindy likes the form better than her old one.

b. Extension Council Committees

Personnel will discuss later in meeting, Fiscal and Programming no updates.

c. Regional

SE Area meeting did a mock action plan, and each council will be responsible for doing one. An action plan will be brought to the next council meeting and the council will add or change anything on it. October 1 the 2 way score card will be emailed out to everyone (council, county staff, state specialist) and everyone is responsible for their own response. These are due by end of business day on October 15.

d. Iowa Extension Council Association

Everyone is getting emails.

e. 4-H Foundation

Next meeting is in November and Lisa said she would bring an update.

f. Expo Board

There is no Haunted house this year due to COVID. They are planning an Enchanted Forest, but will be virtual. A Baker is making cookies. You can preorder cookies, but have to order at least 1 dozen and it will be \$14 and \$6 will go to Expo board. The 4-H clubs will be setting up a mini nights and lights. So when people come out to pick up their cookies/wreaths/trees they can see the lights. They had election of officers. Larry

and Natalie switched places. All other officers stayed the same.

**g. Master Gardeners**

No update

**h. MOU Committee**

No update

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**8. Old Business**

**a. Consideration of October 2020-Office Operations Plan:**

Martha made a motion to accept the plan and Paul seconded. Motion carried 6 to 0.

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**9. New Business**

**a. Consideration of New Volunteers:**

None

**b. Consideration of Personnel Policy Amendment:**

For vacation the policy was changed from 21 days to 10 days to request time off, and the vacation/sick leave policy was reworded. Glen made a motion to accept as written and Mary seconded the motion. Motion carried 6 to 0.

**c. Consideration of Holiday Leave Corrections:**

Holiday pay from January 2019-September 2020 was gone through and per our policy some hours were not paid correctly. Jessica will go into TCP each holiday (until further notice) figure the correct hours change the hours based on how the policy is currently written. Doug made a motion to accept the payout and Paul seconded the motion. Motion carried 6 to 0.

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**10. Agenda items for next meeting**

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**11. Next Meeting**

▪ **Date**

10/26/2020

▪ **Time**

7:00 p.m.

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**12. Adjourned**

**Moved by:**

Paul

**Seconded by:**

Glen

**Motion Carried:**

6 to 0

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