

**MINUTES OF THE ORGANIZATIONAL MEETING AND REGULAR MEETING
 OF WARREN COUNTY AGRICULTURAL EXTENSION COUNCIL**

Tuesday January 4, 2017 6:30 pm Warren County Extension office, Indianola, IA

Mark Matlage, Acting Chairperson, opened the meeting at 6:36 pm. Present were Mark Davitt, Jason Delay, Charles Ertzinger, Andy Lent, and Kate Patterson. Also present were Cortney Garrington, Executive Director, and Kathryn Pierson, Office Manager. Jerry Chizek, Acting Regional Director, was here by phone. Amy Tlach was absent due to family funeral.

Also in attendance was Traci VanderLinden, WarrenCounty Auditor.

Following is a complete list of members of the Warren County Agricultural Extension Council for 2016:

(Terms beginning January 2016 and expiring December 2020)

Name	Address (with zip code)	Telephone (with area code)	E-mail address
Steven Heaberlin	613 Trail Ridge Rd, Indianola IA 50125	(515) 442-3164	steveheab@mchsi.com
Mark Matlage	4876 Newbold St, St Marys IA 50241	(641) 297-2232	markm@mybankpsb.com
Kate Patterson	21699 20 th Ave, New Virginia IA 50210	(641) 414-6588	Katepatterson4@gmail.com
Amy Tlach	5856 Highway 92, Prole IA 50299	(515) 681-6108	batlach@hotmail.com

(Terms beginning January 2015 and expiring December 2018)

Name	Address (with zip code)	Telephone (with area code)	E-mail address
Mark Davitt	611 W Ashland, Indianola IA 50125	(515) 778-3775	mark@davittphotography.com
Jason DeLay	14659 18 th Ave, Milo IA 50166	(641) 942-7713	delayedacres@iowatelecom.net
Charles Ertzinger	7883 Abbott Tr, Cumming IA 50061	(515) 402-0106	ertzin@msn.com
Andrew Lent	515 N 2 nd St, Carlisle IA 50047	(319) 521-3405	alent@carlisleiowa.org

MINUTES OF THE ORGANIZATIONAL MEETING
OF WARREN COUNTY AGRICULTURAL EXTENSION COUNCIL
JANUARY 4, 2017
PAGE 2

Ertzinger nominated Tlach, for Chairperson, to continue as Chair and moved to cease nominations and that a unanimous ballot be cast for Tlach. DeLay seconded and the motion carried unanimously.

Lent nominated Matlage, for Vice Chair, and moved to cease nominations and that a unanimous ballot be cast for Matlage. DeLay seconded and the motion carried unanimously.

Heaberlin nominated Patterson, for Secretary, and moved to cease nominations and that a unanimous ballot be cast for Patterson. DeLay seconded and the motion carried unanimously.

DeLay nominated Davitt, for Treasurer, and moved to cease nominations and that a unanimous ballot be cast for Davitt. Patterson seconded and the motion carried unanimously.

Lent moved to approve the Organizational Consent Agenda Items as modified with the understanding that i., ii., and iv will be reviewed at a later date by Regional Committee and which include:

- i. Personnel Policy
- ii. Fiscal Policy, procedures and standing Authorizations
 - 3.3.A – modified to read credit card usage by title (although cards are to be issued in the name of the staff member)
 - 4.8 – Extension does not authorize use of debit cards for salary payment and modified to remove the “Yet.”
- iii. Meeting Attendance Expectations
- iv. Roberts Rules of Order
- v. Approval of cumulative volunteer list for both 4-H and Master Gardener volunteers
- vi. Financial reports provided before each council meeting:
 - Balance sheet
 - Revenue and expense summary report
 - Bank reconciliation and Voucher report

Patterson seconded. The motion passed unanimously.

Lent moved that the regular council meeting date will be the third Tuesday of each month at 6:30 pm. DeLay seconded. The motion passed unanimously.

After discussion and agreement, Davitt moved that the the committees will be organized with the same members serving on each committee as the prior year:

Fiscal/Finance/Facility

Chair: Davitt

Committee Member(s): Lent

Matlage

Personnel

Chair: Tlach

Committee Member(s): Patterson
Heaberlin

Marketing & Communications

Chair: Ertzinger

Committee Member(s): Davitt
Heaberlin

Program Selection Committee

Chair: Ertzinger

Committee Member(s): Matlage
Davitt

Appointments to Other Committees and Boards:

IACEC Liaison: Ertzinger

4-H Youth Development Committee: Heaberlin with Garrington alternating with other members of the Council

Fairboard Liaison: Matlage

Warren County 4-H Foundation Board: Lent

DeLay seconded. The motion passed unanimously.

Lent moved that The official newspapers for the county extension district will be *The Record-Herald, N / Warren Town and County* and *The Carlisle Citizen*. Heaberlin seconded. Delay, Ertzinger, Heaberlin, Lent, Matlage, and Patterson, voted aye. Davitt abstained.

Lent moved that the depository for the county extension district will be Peoples Bank, with all receipts deposited in said bank. Maximum to be on deposit is \$250,000; and,

Duly elected treasurer is directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized in Fiscal Policy section 3.4.

All officers are authorized to sign checks and the Treasurer and Chair are authorized to transfer funds. All officers, the out-sourced bookkeeper and Office Manager are allowed to access the bank account electronically for ACH and reconciliation purposes.

A group surety bond purchased through LaMair-Mulock-Condon (LMC) and Cincinnati Specialty Underwriters provides a \$20,000 bond for Treasurers as required by state statutes and a \$250,000 Employee Dishonesty policy for all other council members, county employees and volunteers. Certificate of insurance is available through LMC. Certificate was provided to County Auditor and Treasure and was completed on August 1, 2016.

DeLay seconded. Davitt, Delay, Ertzinger, Heaberlin, Lent, and Patterson, voted aye. Matlage abstained.

Since it is not uncommon for Extension Districts to adopt the IRS rate for mileage purposes, Heaberlin moved that Warren County adopt the official IRS mileage rate of 53.5 cents per mile for business miles driven, beginning on January 1, 2017. Ertzinger seconded. The motion passed unanimously.

Council transitioned into the regular council meeting.

Lent moved to approve the Consent Agenda Items:

- i. Minutes of last meeting of November 17 and December 8, 2015
- ii. Financial reports from November & December 31, 2015
- iii. Staff and program specialist reports
- iv. Audience counts of past events
- v. Upcoming calendar events
- vi. Additions and deletions from approved volunteer list

DeLay seconded with unanimous approval.

After notification that Ertzinger reviewed November vouchers and that Heaberlin reviewed December vouchers, Lent moved and DeLay seconded the approval of Checks #11585 to #11623 plus Electronic Fund Transfers (EFTs) and Automated Clearing House (ACHs) direct deposits for a total of \$35,328.34 plus \$125,000 (purchase of Certificate of Deposit) for a grand total of \$160,328.34. The motion carried unanimously.

Work budget meetings for FY18 were held.

The appointment of a replacement council member was discussed. Garrington is to obtain a short bio from the three who expressed interest: Stacy Henson, Tim McCoy and Jan Sparks.

MINUTES OF THE ORGANIZATIONAL MEETING
OF WARREN COUNTY AGRICULTURAL EXTENSION COUNCIL
JANUARY 4, 2017
PAGE 5

Heaberlin will research options and speak with the landlords concerning lighting of the sign next to the highway.

Ertzinger reminded us of Legislative Day scheduled for December 28th and the desire to have a 4-H Representative with two Council members as chaperones. He also discussed the 2017 Inaugural Extension Council Conference to be held in the Sheman Building at Iowa State University on March 4, 2017 and their break-out sessions.

Garrington advised that Jennifer Miler, County Youth Coordinator, is scheduled to officially begin on February 8, 2017. She read Hertel's thank you email and gave a programming update.

Ertzinger stated that the marketing committee met and the plan is to hold the 100th anniversary celebration at the Extension office, placing a tent on the field in back of the parking area, anticipating 100 participants.

DeLay moved that the 4th paragraph of the July 12, 2016 minutes be corrected to "...continue the medical insurance employee benefit to \$285," rather than erroneously stated as \$275. Patterson seconded. The motion was passed unanimously.

Lent moved to offer Abby Warren the position of Summer Assistant. Heaberlin seconded. The motion was passed unanimously. Ertzinger moved to hire Kaylee Miller for the time worked in December and January to assist in the beef weigh-in and to compensate her at the \$10 rate. The motion passed unanimously.

Garrington gave the Council the letter of resignation, effective January 13th of Regional Marketing and Communications Coordinator, Caitlyn Lamm. There will be a Regional meeting to discuss whether this position needs to be replaced.

Matlage moved that the FY18 Extension Education Operating Work Budget be approved for \$359,700 in expenditures with a tax request of \$ 279,000, with \$271,926 from property tax and \$7,074 from utility excise tax; and the FY18 Tort Liability Work budget be approved for \$1,250 in expenditures with a tax request of \$0 and the FY18 Unemployment Compensation Fund Work Budget be approved for \$5,000 in expenditures with a tax request of \$0 and that the staff be directed to officially publish the FY18 Budget Public Hearing for February 21, 2016, at 6:30 pm at Warren County Extension, Indianola, and in all three county official newspapers. Lent seconded. Motion passed unanimously.

MINUTES OF THE ORGANIZATIONAL MEETING
OF WARREN COUNTY AGRICULTURAL EXTENSION COUNCIL
JANUARY 4, 2017
PAGE 6

The next meeting will be February 21st at 6:30 pm.

Heaberlin moved that the meeting be adjourned, seconded by Lent. Motion carried unanimously.

Meeting adjourned at 8:14 pm.

Sincerely,

Kate Patterson, Secretary

Date: _____, 2017