

Warren County Extension Council Agenda

June 9, 2020

6:30 p.m.

200 2nd Ave.

Please click this URL to start or join. <https://iastate.zoom.us/j/99880098383>

Or, go to <https://iastate.zoom.us/join> and enter meeting ID: 998 8009 8383

Join from dial-in phone line: Dial: +1 312 626 6799 or +1 646 876 9923

Meeting ID: 998 8009 8383

I. Call to Order and Welcome – Amy Tlach, 2020 Extension Council Chair

- Chairperson announces how public can participate for making comments and have all speakers identify themselves before speaking.

II. Roll Call – Kate Patterson, 2020 Extension Council Secretary

___ Mark Davitt

___ Mark Matlage

___ Terry Pauling

___ Steve Heaberlin

___ DeanAnn Netley

___ Amy Tlach

___ Stacy Henson

___ Kate Patterson

___ Jenny Young

III. Open Forum: Opportunity for visitors to address Council

The Warren County Extension Council allows time for the public to present information or opinions on any topic to the elected Council. Each participant will be limited to two (2) minutes. This is not a discussion with the Council and no action will be taken at this meeting. Ideas shared may become agenda items at future meetings. No defamation of character or profanity will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum. The person addressing the Council will be required to share their name and address. The Extension Council Chairperson has the right to modify or combine speakers if the same information or opinion is being delivered.

- Introductions – Paige O'Connor, Kennady Moffitt, Katie Walker, Leanne Chapman-Thill, and Brooke Blessington

IV. Adoption of the Agenda

(Chair- Are there any additions or corrections to the agenda?)

V. Consent Agenda Items

- a) Minutes of May 12, 2020 Extension Council Meeting
- b) Monthly Financial Reports
- c) New 4-H Volunteer Approval (if any)
- d) Staff Narratives, Audience Counts of Past Month's Events, Upcoming Calendar of Events

VI. Treasurer's Report and Voucher Report Approval

Allowable spending through June 30, 2020: \$377,099.00

Amount spent to date (since July 1, 2019): \$261,195.25

Operating Checks: #12712 through #12728

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext

VII. Council Committee and Administrative Reports

- a) **Finance/Facilities** (Pauling, Tlach, Matlage)
 - Updates on new sublease from former office location
- b) **Personnel** (Tlach, Heaberlin, Patterson)
- c) **Marketing & Communications** (Henson, Heaberlin, Davitt, Netley)
- d) **Program Selection** (Matlage, Young, Henson)
- e) **4-H Foundation** (Netley)
- f) **4-H Committee** (Young)
- g) **Regional Director's Report**

VIII. Old Business

IX. New Business

- a) Approve Executive Director Hiring
- b) Approve Updated Office Protocol for Coronavirus
- c) Approve Warren County Extension District follow the procedure for Emergency Paid Sick Leave and Expanded FMLA. This implements the new federal law for coronavirus-related employee leave. This temporary procedure will automatically expire on December 31, 2020.
- d) Approve Funding for 2023 NACAA AM/PIC Meeting in Des Moines – Kapil Arora
- e) Approve County Staff FY'21 Wage Increases
- f) Review FY'20 Cumulative Carryover and Approve Carryover Spending
- g) Approve Personnel Committee Draft of a Job Description for a Second County Youth Staff
- h) Approve Warren County Fair Plan of Action (if presented)
- i) Approve Staff Development Requests
- j) Other (for discussion only)
 - Status of 2020 Extension Council Nominating Committee
 - Whose Volunteers Are They?
 - Region 24 IECA Board Member Opening
 - Open Meetings and Open Records: <https://ifoic.org/open-meetings-open-records-handbook/>
- k) Next Meeting: Tuesday, July 14, 2020

X. Adjourn

**CONSENT AGENDA ITEMS FOR WARREN COUNTY EXTENSION COUNCIL MEETING:
June 9, 2020**

- Minutes of May 12, 2020 Extension Council meeting
- Staff and Program Specialist Narratives
- Upcoming Extension Calendar of Events
- Audience Counts of Past Month's Events
- Additions and Deletions from Approved Volunteer List

MINUTES OF THE WARREN COUNTY EXTENSION COUNCIL

Tuesday, May 12, 2020

6:30 p.m.

Due to Covid-19 and social distancing as requested by Iowa Governor Reynolds, a virtual meeting of the Warren County Extension Council was held on Tuesday, May 12, 2020. The meeting was posted at the Warren County Extension office with the call-in phone numbers for the public to participate in the meeting.

The meeting was called to order at 6:33 p.m. by Chairperson Amy Tlach.

Roll Call: Extension Council members present for roll call were Mark Davitt, DeanAnn Netley, Terry Pauling, Amy Tlach, and Jenny Young. Mark Matlage arrived on the Zoom at 7:23 p.m. Members absent were Steve Heaberlin, Stacy Henson, and Kate Patterson. Also present was Jerry Chizek, Interim Regional Director.

Open Forum: No one addressed the Council during the open forum.

Adoption of the Agenda: The agenda was adopted with no additions.

Consent Agenda Items: Consent agenda items were declared approved as presented.

Treasurer's Report and Voucher Report Approval: Davitt moved to approve the April 2020 vouchers numbered 12672 to 12711 plus Electronic Fund Transfers, Direct Deposits, and Bank Charges totaling \$8,239.26. Motion seconded by Young. Motion carried unanimously.

Council Committee and Administrative Reports

- Finance/Facilities:** Amy Tlach will reach out to NRCS on renting the former office space.
- Personnel:** Status of the Office Assistant and Executive Director positions was shared.
- Marketing and Communications:** No report.
- Program Selection:** No report.
- 4-H Foundation:** No report.
- 4-H Committee:** No report.
- Regional Director's Report:** Found in the packet.

Old Business

- a. **New Office Tenant:** Lynn Schattner has moved into a rented office in the building. With the blended business offices, coronavirus protocols will be developed and shared for all entities to follow.

New Business

- a. **Update on Office Protocol for Coronavirus:** no changes to current protocol. If staff wish to wear masks in the office, masks have been secured and available for all.
- b. **Approve Start Dates for Office Assistant, Summer Interns, and Executive Director:** Pauling moved to have the two summer interns start on Tuesday, May 19th under the supervision and direction of CYC Samantha Hasper and work the same days in the office that she does. Motion seconded by Netley and motion carried unanimously. Pauling moved to approve Monday, June 1st as the start date for the new office manager. Motion seconded by Netley and motion carried unanimously. It was discussed to have the new Executive Director start as soon as possible.
- c. **Approve Memorandum of Understanding and Model 3 Addendum:** Davitt moved to approve the new FY'21-FY'23 Memorandum of Understanding and Model 3 Addendum. Motion seconded by Netley and motion carried unanimously.
- d. **Approve Completing Request for Proposal (RFP) for Regional Director Office:** Pauling moved to submit an RFP to serve as the regional director office for FY'21-FY'23. Motion seconded by Netley and motion carried unanimously.
- e. **Approve Safety Materials for Office, Fair, and Summer Programming:** Netley moved to spend up to \$900 to purchase personal protective equipment and cleaning supplies for the office, fair, and summer programming. Motion seconded by Davitt and motion carried unanimously.
- f. **Approve Paying Iowa Extension Council Association Membership Dues:** Pauling moved to pay the \$300 Iowa Extension Council Association membership annual dues. Motion seconded by Davitt and motion carried unanimously.
- g. **Approve Staff Development Requests:** no requests.
- h. Other (for discussion only):
 - **2020 Nominating Committee Members:** letters drafted to be sent.
 - **County Fair Options:** No announcement from the Warren County Fairboard on postponement. Alternative options are being considered.
 - **Review of Warren County FY'20 Budget Carryover:** with the two open office positions, there will be carryover dollars to spend on the new office building before June 30th.

Next meeting: Tuesday, June 9, 2020.

Young moved that the council adjourn, seconded by Netley. Motion carried unanimously. The meeting adjourned at 8:41 pm.

Respectfully Submitted,

Amy Tlach - Acting Secretary

Date

Chizek Staff Report
Warren County Extension Council
For June 9, 2020

Institutional Outreach: Promote and advance the reputation, interests, and resources/services of Iowa State University with internal and external stakeholders, establish and maintain partnerships, develop significant (strategic) relationships at multiple levels, and help Iowans understand private/personal and public value.

- Participated in a Mid Iowa Growth Partnership Virtual Meeting on May 28th; 22 attending.
 - “The Mid Iowa Growth Partnership (MIGP) was designated a regional collaborative by the State of Iowa in mid-2005. MIGP consists of eight counties located in north-central Iowa, has a population of 175,000 and a potential labor force of over 240,000.”
 - Counties: Hamilton, Hardin, Humboldt, Kossuth, Palo Alto, Pocahontas, Webster, and Wright.
 - Able to meet with Region 7 economic development representatives all in the same place.
 - With my interest in value-added agriculture, research, and education, I attend these monthly meetings representing ISU Extension and Outreach and the resources Iowa State University can provide to this regional organization.
 - Serve in a “non-voting” role.
 - After July 1, 2020, all four counties of the updated region I serve remain in MIGP.
 - Will include neighboring regional directors in future meeting invitations if interested and for introductions.
 - “MIGP endeavors to assist, promote and develop for both existing and new business and/or new investments considering the Mid Iowa Growth Partnership region.
 - **Mid Iowa Growth Partnership’s Mission**
To consolidate assets and facilitate a collaborative effort for economic growth and vitality in the eight-county region.
 - **Mid Iowa Growth Partnership’s Vision**
To become the most reliable source for regional economic development information for members and businesses seeking opportunity and prosperity in the region.”

Leadership: Represent Iowa State University Extension and Outreach and Iowa State University in the field linking to county councils, employees and clientele. Advance the Extension and Outreach mission with county partners. Serve as an intermediary by interpreting and presenting information and research that accurately reflects the intent of each constituency. Partner with county Extension Councils in needs identification and articulation of those needs. Help shape the region’s (multi-county) work to align with the needs of Iowans. Serve as an agent for change in ISUEO policy and procedures.

- Participated in a Two-Way Scorecard Committee Virtual Meeting on May 20th; 11 participating.
 - “The goal of the Two-Way Scorecard is to improve communication and accountability within the partnership between ISU Extension and Outreach and County Extension Districts by providing formal feedback to partners on a quarterly basis.”
 - The goal is to rollout the two-way scorecard July 1st as the Structured for Success plan is implemented.

Program Engagement: Partner with county Extension Councils to identify local emerging programmatic needs. Communicate local needs to program specialists and Program Directors. Ensure evaluation and reporting of program quality and its impact delivered to clientele.

- Met with Ray Hansen on May 1st to Provide Ideas for Promoting the Iowa Rural Equity Project.
 - Concept is developing a network of local investors to invest in projects they drive by every day.
 - Every good value-added agriculture project came about because of tough economic times; ethanol.
 - Materials are being packaged to share with county leaders, lenders, economic developers, etc.
 - Future presentation to the Mid Iowa Growth Partnership representatives.

Chizek’s FY’20 Goals:

Goal 1: Finalize and implement an ISUEO Accreditation template across the state.

Goal 2: Provide leadership and assistance to counties through the identified Structured for Success models.

Goal 3: Work with other regional directors to review, revise, and re-post documents that are important to the system.

IOWA STATE UNIVERSITY

Extension and Outreach

County: Warren

Programs: All Categories

There are **13** events in **June** that match your criteria.

Click the event title for further details...

Monday, June 1, 2020

12:00 AM - 11:59 PM [Bottle Calf ID Deadline](#) Indianola/Warren County

12:00 AM - 11:59 PM [YQCA Deadline](#) Indianola/Warren County

Thursday, June 4, 2020

8:00 PM - 10:00 PM [Senior 4-H Meeting](#) Indianola /Warren County

Tuesday, June 9, 2020

6:30 PM - 8:30 PM [Extension Council Meeting](#) Indianola/Warren County

Thursday, June 11, 2020

1:00 PM - 2:00 PM [Explore the Bear Creek Saturated Buffer](#) Indianola/Warren County/Warren County

7:00 PM - 8:30 PM [Boots in the Barn Virtual Meeting](#) Indianola/Warren County/Warren County

Monday, June 15, 2020

12:00 PM - 7:00 PM [Fair Entry - Warren County Fair](#) Indianola/Warren County

Tuesday, June 16, 2020

12:00 PM - 7:00 PM [Fair Entry - Warren County Fair](#) Indianola/Warren County

Wednesday, June 17, 2020

12:00 PM - 7:00 PM [Fair Entry - Warren County Fair](#) Indianola/Warren County

Thursday, June 18, 2020

12:00 PM - 7:00 PM [Fair Entry - Warren County Fair](#) Indianola/Warren County

Friday, June 19, 2020

12:00 PM - 7:00 PM [Fair Entry - Warren County Fair](#) Indianola/Warren County

Saturday, June 20, 2020

8:00 AM - 12:00 PM [Fair Entry - Warren County Fair](#) Indianola/Warren County

Tuesday, June 30, 2020

8:00 AM - 4:30 PM [4-H Youth Conference](#) Ames/Warren County

IOWA STATE UNIVERSITY

Extension and Outreach

County: Warren

Programs: All Categories

There are 8 events in July that match your criteria.

Click the event title for further details...

Wednesday, July 1, 2020

8:00 AM - 4:30 PM 4-H Youth Conference Ames/Warren County

Thursday, July 2, 2020

8:00 AM - 4:30 PM 4-H Youth Conference Ames/Warren County

Wednesday, July 22, 2020

6:00 AM - 10:00 PM Warren County Fair Indianola/Warren County

Thursday, July 23, 2020

6:00 AM - 10:00 PM Warren County Fair Indianola/Warren County

Friday, July 24, 2020

6:00 AM - 10:00 PM Warren County Fair Indianola/Warren County

Saturday, July 25, 2020

6:00 AM - 10:00 PM Warren County Fair Indianola/Warren County

Sunday, July 26, 2020

6:00 AM - 10:00 PM Warren County Fair Indianola/Warren County

Monday, July 27, 2020

6:00 AM - 10:00 PM Warren County Fair Indianola/Warren County

Criteria:

1/1/2020 - 6/1/2020

Warren County

(3 Matches)

Program Title	Attendance	Contact Hours	Sessions
ServSafe Food Safety Manager Certification Training and Exam	9	8	2/3/2020 in Indianola
Rabbit/Cavy Workshop	10	2	2/4/2020 in Indianola
4-H Leader Training	14	4	3/9/2020 in Indianola

Totals:	Attendance	Contact Hours	Different Locations
	33	14	1 Communities / 1 Counties

Voucher Report

Warren County

Bank Transactions from 5/1/2020 to 5/31/2020

CKG		Operating Checking -PTSB					
Trans. Type	Check #	Void	Transaction Date	Vendor	Description	Multi	Total Amount
Check	00012712		5/15/2020	Kelly Erickson	Office Cleaning		(\$135.00)
	00012713		5/15/2020	Hasper, Samantha	Cell Phone Reimbursement		(\$40.00)
	00012714		5/15/2020	Nicole Hintz	Project Reimbursement		(\$27.56)
	00012715		5/15/2020	Iowa 4-H Foundation	4-Her's for 4-H Campaign		(\$59.00)
	00012716		5/15/2020	Indianola Municipal Utilities	Basic Phone	M	(\$173.67)
	00012717		5/15/2020	Indianola Municipal Utilities	Utilities		(\$377.57)
	00012718		5/15/2020	Iowa State University	Shared Service Support		(\$3,955.50)
	00012719		5/15/2020	Jess' Lock & Key	Locksmith Re-Keyed Two Offices		(\$80.00)
	00012720		5/15/2020	MMIT	Printer Costs		(\$125.69)
	DD0000000000 00000323		5/15/2020	Hasper, Samantha	Net Wages		(\$1,294.64)
	DD0000000000 00000324		5/15/2020	Stansbury, Teresa	Net Wages		(\$125.72)
	00012721	V	5/29/2020	Central Iowa Binding Corporation			\$0.00
	00012722	V	5/29/2020	Kelly Erickson			\$0.00
	00012723		5/29/2020	Hasper, Samantha	Cell Phone Reimbursement		(\$40.00)
	00012724	V	5/29/2020	Iowa Extension Council Association			\$0.00
	00012725	V	5/29/2020	Mark Putney Enterprises			\$0.00
	00012726	V	5/29/2020	Mid American Energy Company			\$0.00
	00012727	V	5/29/2020	VISA			\$0.00
	00012728		5/29/2020	Warren County Farm Bureau	April Building Payment		(\$1,062.50)
	520EFTPS		5/29/2020	United State Treasury	5-20 Federal Withholding		(\$722.98)
	520IPERS		5/29/2020	Iowa Public Employee Retirement System	5-20 IPERS		(\$452.85)
	DD0000000000 00000325		5/29/2020	Hasper, Samantha	Net Wages		(\$926.01)
	DD0000000000 00000326		5/29/2020	O'Connor, Paige	Net Wages		(\$196.00)
	DD0000000000 00000327		5/29/2020	Stansbury, Teresa	Net Wages		(\$24.35)
	EFT0000000000 417		5/29/2020	Verizon	Cell Phone		(\$60.08)
	EFT0000000000 418		5/29/2020	USDA Office Investors LLC	June Rent		(\$2,318.00)
	EFT0000000000 419		5/29/2020	Bankcard MTOT - Shazam	Credit Card Fees		(\$90.57)
	EFT0000000000 420		5/29/2020	Wellmark	Health Insurance		(\$1,899.33)
Bank Total for Check: (items: 28)							(\$14,187.02)
Deposit	DEP000456		5/1/2020		5120Deposit		\$41.32
	DEP000461		5/7/2020		5720CCDeposit		\$6.50
	DEP000460		5/12/2020		51220CCDeposit		\$118.45
	DEP000455		5/15/2020		R469099-469110		\$1,705.76
	DEP000459		5/15/2020		520Tax		\$20,038.69
	DEP000457		5/31/2020		53120Deposit		\$41.32
Bank Total for Deposit: (items: 6)							\$21,952.04

SAV				Operating Cash Mgmt-PTSB			
Trans. Type	Check #	Void	Transaction Date	Vendor	Description	Multi	Total Amount
Interest Income	INT000176846		5/31/2020	Reconciliation Adjustment	5-20 Interest		\$4.83
					Bank Total for Interest Income:		\$4.83
					(items: 1)		
					Net Activity for SAV: (items: 1)		\$4.83

Warren County Agricultural Extension District
Balance Sheet
Cash Basis
5/31/2020

Current Assets

Cash Accounts:			
Operating Checking		302,834.21	
Cash Box		125.00	
Operating Savings Account		22,733.72	
Total Cash Accounts		325,692.93	
Total Current Assets			325,692.93

Liabilities & Fund Balances

Liabilities

Accounts Payable:			
A/P - County Levy Fund (tax dollars)		233.00	
Total Accounts Payable		233.00	
Total Liabilities			233.00

Fund Balances

Tax Sub-Fund		165,684.72	
Program Fee Sub-Fund			
ANR Program Fee	31,514.50		
Comm Program Fee	474.47		
Human Sciences Program Fee	14,095.65		
4H & Youth Program Fee	72,252.25		
4H Clubs	22,561.35		
Program Fee Sub-Fund		140,898.22	
Grant & Contract Sub-Fund			
4H & Youth Grant & Contract	134.99		
Grant & Contract Sub-Fund		134.99	
Subtotal County Agricultural Extension E...		306,717.93	
Unemployment Compensation Fund		14,284.75	
Tort Liability Fund		4,457.25	
Fund Balance			325,459.93
Total Liabilities and Fund Balance			325,692.93

Warren County Agricultural Extension District
Revenue & Expense Detail
For the Eleven Months Ending Sunday, May 31, 2020

1 of 7

		Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
		Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
Extension Education Fund Beginn...		\$300,919.27	\$213,377.65	\$223,437.00	(\$10,059.35)	95.50%
Ext. Ed. Fund Beg. Bal. - Tax Sub-F...		159,947.14	85,310.03	95,369.38	(10,059.35)	89.45%
Ext. Ed. Fund Beg. Bal. - Program F...		140,837.14	127,932.63	127,932.63		100.00%
Ext. Ed. Fund Beg. Bal. - Grant Sub-...		134.99	134.99	134.99		100.00%
EXTENSION EDUCATION FUND...						
Tax:						
4001-0-0-000-000-1	Current Tax	14,337.52	258,887.92	293,000.00	(34,112.08)	88.36%
4002-0-0-000-000-1	Ag Land Credit		1,237.94		1,237.94	0.00%
4003-0-0-000-000-1	Disabled Veterans Homestead Cr...		0.57		0.57	0.00%
4004-0-0-000-000-1	Elderly & Disabled Credit		173.75		173.75	0.00%
4005-0-0-000-000-1	Family Farm Credit		319.06		319.06	0.00%
4006-0-0-000-000-1	Homestead Credit		8,643.14		8,643.14	0.00%
4008-0-0-000-000-1	Business & Property Tax Credit	1,359.89	5,671.48		5,671.48	0.00%
4051-0-0-000-000-1	Delinquent Taxes		39.41		39.41	0.00%
4052-0-0-000-000-1	Grain Handled Taxes		2.25		2.25	0.00%
4053-0-0-000-000-1	Military Service Mobile Home Re...		117.00		117.00	0.00%
4054-0-0-000-000-1	Mobile Home Taxes	12.90	157.65		157.65	0.00%
4055-0-0-000-000-1	Utility Replacement Excise Taxes	4,058.40	13,650.82		13,650.82	0.00%
Total Tax		19,768.71	288,900.99	293,000.00	(4,099.01)	98.60%
Interest:						
4120-0-0-000-000-1	Interest Inc - Savings Account	4.83	92.46	100.00	(7.54)	92.46%
Total Interest		4.83	92.46	100.00	(7.54)	92.46%
Resale of Materials & Goods:						
4510-0-0-000-000-1	Resale Inc - Publications		422.00	200.00	222.00	211.00%
4510-0-6-000-000-1	Resale Inc - 4H Publications			100.00	(100.00)	0.00%
4511-0-6-000-000-1	Resale Inc - 4H Eartags	262.00	762.00	700.00	62.00	108.86%
4512-0-6-000-000-1	Resale Inc - 4H T-Shirts		198.00	2,300.00	(2,102.00)	8.61%
4550-0-0-000-000-1	Resale Inc - Other		99.00	100.00	(1.00)	99.00%
4550-0-6-000-000-1	Resale Inc - 4H Other		50.00	100.00	(50.00)	50.00%
Total Resale of Materials & Goods		262.00	1,531.00	3,500.00	(1,969.00)	43.74%
Rental:						
4600-0-0-000-000-1	Rent - Preschool Coordinator		1,000.00		1,000.00	0.00%
4600-0-0-000-900-1	Rent - Office Rentals (New Buildi...		9,150.00	29,400.00	(20,250.00)	31.12%
Total Rental			10,150.00	29,400.00	(19,250.00)	34.52%
Other:						
4999-0-0-000-000-1	Other Income	1,503.71	5,450.07	900.00	4,550.07	605.56%
Total Other		1,503.71	5,450.07	900.00	4,550.07	605.56%
Tax & Other Subtotal		21,539.25	306,124.52	326,900.00	(20,775.48)	93.64%
Program Fee						
Agriculture & Natural Resources:						
4710-0-1-000-100-2	Fee Prog Inc - CPAT		2,950.00	3,800.00	(850.00)	77.63%
4710-0-1-000-101-2	Fee Prog Inc - PPAT		1,350.00	2,000.00	(650.00)	67.50%
4710-0-1-000-103-2	Fee Prog Inc - Grape Program			3,200.00	(3,200.00)	0.00%
4710-0-1-000-104-2	Fee Prog Inc - Master Gardener...		210.00	4,000.00	(3,790.00)	5.25%
4710-0-1-000-105-2	Fee Prog Inc - Master Gardener...		2,730.00	1,950.00	780.00	140.00%
4719-0-1-000-199-2	Other Fee Inc - Ag Other		800.00	10,000.00	(9,200.00)	8.00%
Total Agriculture & Natural Resou...			8,040.00	24,950.00	(16,910.00)	32.22%
Community & Economic Development:						
4710-0-3-000-300-2	Fee Prog Inc - Communy & Eco...			5,000.00	(5,000.00)	0.00%
Total Community & Economic De...				5,000.00	(5,000.00)	0.00%
Human Sciences:						

Warren County Agricultural Extension District
Revenue & Expense Detail
For the Eleven Months Ending Sunday, May 31, 2020

		Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
		Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
4710-0-5-000-500-2	Fee Prog Inc - Human Sciences		154.00	500.00	(346.00)	30.80%
	Total Human Sciences		154.00	500.00	(346.00)	30.80%
Youth & 4-H:						
4200-0-6-000-662-2	Donations - Clover Kids			500.00	(500.00)	0.00%
4200-0-6-000-664-2	Donations - Montgomery Memori...		(50.00)		(50.00)	0.00%
4200-0-6-000-669-2	Donations - Putney Memorial Jr...		150.00	100.00	50.00	150.00%
4200-0-6-000-671-2	Donations - Putney CWF Scholar...		100.00		100.00	0.00%
4200-0-6-000-672-2	Donations - Rob Brown Memorial...		300.00	300.00		100.00%
4200-0-6-000-676-2	Donations - Outstanding Commu...		75.00		75.00	0.00%
4200-0-6-000-699-2	Donations - 4-H Undesignated			100.00	(100.00)	0.00%
4710-0-6-000-600-2	Fee Prog Inc - 4H Development...	65.00	4,743.00	10,500.00	(5,757.00)	45.17%
4710-0-6-000-601-2	Fee Prog Inc - Clover Kids		(580.00)	2,000.00	(2,580.00)	(29.00%)
4710-0-6-000-602-2	Fee Prog Inc - Donations Tours &...	82.64	1,296.56	2,500.00	(1,203.44)	51.86%
4710-0-6-000-605-2	Fee Prog Inc - Clover Kids Tshirts		60.00	200.00	(140.00)	30.00%
4710-0-6-000-607-2	Fee Prog Inc - 4H Camps, Confe...		2,701.89	1,000.00	1,701.89	270.19%
4710-0-6-000-609-2	Fee Prog Inc - Babysitting Clinic			1,500.00	(1,500.00)	0.00%
4710-0-6-000-611-2	Fee Prog Inc - Youth Committee			1,000.00	(1,000.00)	0.00%
4710-0-6-000-612-2	Fee Prog Inc - Community Servic...		2,850.00		2,850.00	0.00%
4710-0-6-000-614-2	Fee Prog Inc - Iowa State Fair		422.80	500.00	(77.20)	84.56%
4719-0-6-000-603-2	Other Fee Inc - 4H Member Awar...		2,803.00	2,500.00	303.00	112.12%
4719-0-6-000-610-2	Other Fee Inc - 4H Endowment	(317.00)	3,137.10	5,000.00	(1,862.90)	62.74%
4719-0-6-000-629-2	Fee Prog Inc - 4H Dog Project			250.00	(250.00)	0.00%
4719-0-6-000-699-2	Fee Prog Inc - 4H Other		(22.44)	14,000.00	(14,022.44)	(0.16%)
	Total Youth & 4-H	(169.36)	17,986.91	41,950.00	(23,963.09)	42.88%
4H Clubs:						
4710-0-8-000-800-2	Fee Prog Inc - Carlisle Ridge Rid...		1,056.21		1,056.21	0.00%
4710-0-8-000-801-2	Fee Prog Inc - Three Rivers 4-H...		1,563.73		1,563.73	0.00%
4710-0-8-000-802-2	Fee Prog Inc - Carlisle Trail Blazers		619.36		619.36	0.00%
4710-0-8-000-803-2	Fee Prog Inc - Be-Square		793.51		793.51	0.00%
4710-0-8-000-805-2	Fee Prog Inc - Happy Hustlers		565.20		565.20	0.00%
4710-0-8-000-806-2	Fee Prog Inc - Indianola Goal Ac...		798.48		798.48	0.00%
4710-0-8-000-807-2	Fee Prog Inc - Indianola Thunder		41.14		41.14	0.00%
4710-0-8-000-808-2	Fee Prog Inc - Indianola Panthers		350.49		350.49	0.00%
4710-0-8-000-809-2	Fee Prog Inc - Lucky Charm 4-H...		152.38		152.38	0.00%
4710-0-8-000-810-2	Fee Prog Inc - Lucky Clover 4-H...		18.70		18.70	0.00%
4710-0-8-000-811-2	Other Fee Inc - 4H Robotics Club		1.87	1,000.00	(998.13)	0.19%
4710-0-8-000-812-2	Fee Prog Inc - Shooting Stars---S...		1,365.36		1,365.36	0.00%
4710-0-8-000-813-2	Fee Prog Inc - Warren County Wr...		623.72		623.72	0.00%
4710-0-8-000-814-2	Fee Prog Inc - White Oak Climbers		271.02		271.02	0.00%
4710-0-8-000-815-2	Fee Prog Inc - Whitebreast		2,031.86		2,031.86	0.00%
4710-0-8-000-816-2	Fee Prog Inc - Liberty Bells		1,270.36		1,270.36	0.00%
4710-0-8-000-817-2	Other Fee Inc - 4H STEM Club			500.00	(500.00)	0.00%
4710-0-8-000-818-2	Fee Prog Inc - Belmont Badgers	50.00	2,950.73		2,950.73	0.00%
4710-0-8-000-819-2	Fee Prog Inc - Belmont Peppers		846.51		846.51	0.00%
4710-0-8-000-820-2	Fee Prog Inc - Virginia Boosters		(45.77)		(45.77)	0.00%
4710-0-8-000-821-2	Fee Prog Inc - North River Limeli...		1,581.36		1,581.36	0.00%
4710-0-8-000-822-2	Fee Prog Inc - Jackson Hilltoppers		3,864.41		3,864.41	0.00%
4710-0-8-000-823-2	Fee Prog Inc - Intermediate Lead...	267.00	362.00		362.00	0.00%
4710-0-8-000-824-2	Fee Prog Inc - Warren County Se...		197.47		197.47	0.00%
4710-0-8-000-827-2	Fee Prog Inc - Carlisle Clover Kids		100.00		100.00	0.00%
4710-0-8-000-828-2	Fee Prog Inc - Gator Girls Clover...		100.00		100.00	0.00%
4710-0-8-000-829-2	Fee Prog Inc - Indianola Clover K...		150.00		150.00	0.00%
4710-0-8-000-830-2	Fee Prog Inc - Jackson Hilltopper...		100.00		100.00	0.00%
4710-0-8-000-831-2	Fee Prog Inc - New Virginia Clov...		200.00		200.00	0.00%
4710-0-8-000-832-2	Fee Prog Inc - Norwalk Clover Kids		100.00		100.00	0.00%
4710-0-8-000-833-2	Fee Prog Inc - Whitebreast Clove...		100.00		100.00	0.00%
4710-0-8-000-834-2	Fee Prog Inc - Liberty Bells Clov...		100.00		100.00	0.00%
4710-0-8-000-899-2	Prog Fee Inc - 4H Clubs Undesig...			10,000.00	(10,000.00)	0.00%
	Total 4H Clubs	317.00	22,230.10	11,500.00	10,730.10	193.31%
	Program Fee Subtotal	147.64	48,411.01	83,900.00	(35,488.99)	57.70%
Grants & Contracts						
Human Sciences:						
4800-0-5-500-000-3	Grant Inc - Families Grant			2,500.00	(2,500.00)	0.00%

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		Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
		Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
	Total Human Sciences			2,500.00	(2,500.00)	0.00%
Youth & 4-H:						
4800-0-6-681-000-3	Grant Inc - Philanthropic Partners...			10,000.00	(10,000.00)	0.00%
	Total Youth & 4-H			10,000.00	(10,000.00)	0.00%
	Grants & Contracts Subtotal			12,500.00	(12,500.00)	0.00%
	Total Education Fund Revenue	21,686.89	354,535.53	423,300.00	(68,764.47)	83.76%
	Total Education Fund Resources	322,606.16	567,913.18	646,737.00	(78,823.82)	87.81%
EDUCATION FUND EXPENSE						
Salary & Wage:						
5000-3-0-000-000-1	Wages - Office Assistants		726.72		(726.72)	0.00%
5000-4-0-000-000-1	Wages - Executive Director (C. G...		43,661.46	56,003.00	12,341.54	77.96%
5000-6-0-000-000-1	Wages - Bookkeeper (T. Stansbury)	209.24	2,931.87	2,788.00	(143.87)	105.16%
5000-8-0-000-000-1	Wages - Summer Assistants			5,150.00	5,150.00	0.00%
5001-2-6-000-000-1	Wages - CYC (A. Palmer)	2,669.63	13,116.55		(13,116.55)	0.00%
5001-3-0-000-000-1	Wages - OA			36,421.00	36,421.00	0.00%
5001-8-0-000-000-1	Wages - Summer Asst (K. Miller)	220.00	5,056.43		(5,056.43)	0.00%
5002-3-0-000-000-1	Wages - K. Labertew		17,935.16		(17,935.16)	0.00%
5002-8-0-000-000-1	Wages - Summer Staff (A. Warren)		2,778.49		(2,778.49)	0.00%
5003-2-0-000-000-1	Wages - CYC (Logan Kinyon)		14,403.21	34,608.00	20,204.79	41.62%
	Total Salary & Wage	3,098.87	100,609.89	134,970.00	34,360.11	74.54%
Benefits:						
5110-0-0-000-000-1	Medicare - Employer Share	48.32	1,286.90	1,958.00	671.10	65.73%
5120-0-0-000-000-1	IPERS - Employer Share	271.77	7,789.50	12,741.00	4,951.50	61.14%
5130-0-0-000-000-1	Social Security - Employer Share	206.65	5,502.59	8,368.00	2,865.41	65.76%
5140-0-0-000-000-1	Health/Life Insurance - Employer...	633.51	13,512.71	34,000.00	20,487.29	39.74%
	Total Benefits	1,160.25	28,091.70	57,067.00	28,975.30	49.23%
Shared Support Services:						
5250-0-0-000-000-1	Shared Support Services	3,955.50	7,911.00	7,911.00		100.00%
	Total Shared Support Services	3,955.50	7,911.00	7,911.00		100.00%
Travel:						
5310-2-0-000-000-1	Transportation - Program Assist/...		602.37	1,200.00	597.63	50.20%
5310-3-0-000-000-1	Transportation - Office Assistant		130.21	350.00	219.79	37.20%
5310-4-0-000-000-1	Transportation - Executive Director		1,334.89	4,000.00	2,665.11	33.37%
5310-6-0-000-000-1	Transportation - Bookkeeper			100.00	100.00	0.00%
5310-8-0-000-000-1	Transportation - Summer Assistant			500.00	500.00	0.00%
5310-9-0-000-000-1	Transportation - Council			250.00	250.00	0.00%
5315-2-0-000-000-1	Non-Tax Meals - Program Assist...		188.78	600.00	411.22	31.46%
5315-3-0-000-000-1	Non-Tax Meals - Office Assistant		40.35	50.00	9.65	80.70%
5315-4-0-000-000-1	Non Tax Meals - Executive Director		845.00	600.00	(245.00)	140.83%
5325-2-0-000-000-1	Other Travel - Program Assistant/...			100.00	100.00	0.00%
5325-3-0-000-000-1	Other Travel - Office Assistant			100.00	100.00	0.00%
5325-4-0-000-000-1	Other Travel - Executive Director			500.00	500.00	0.00%
	Total Travel		3,141.60	8,350.00	5,208.40	37.62%
Professional Development & Training:						
5350-0-0-000-000-1	Professional Development & Trai...		125.00	3,000.00	2,875.00	4.17%
	Total Professional Development...		125.00	3,000.00	2,875.00	4.17%
Professional Contracted Services:						
5275-0-0-000-000-1	Professional Contracted Services		454.40	100.00	(354.40)	454.40%
	Total Professional Contracted Se...		454.40	100.00	(354.40)	454.40%
Facility:						
5410-0-0-000-000-1	Facility Rent	3,380.50	27,623.00	27,816.00	193.00	99.31%

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		Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
		Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
5420-0-0-000-900-1	Facility - Utilities	406.03	8,654.36		(8,654.36)	0.00%
5430-0-0-000-000-1	Facility - Repair & Maintenance	685.45	3,317.50	10,000.00	6,682.50	33.18%
5430-0-0-000-900-1	Facility - Maintenance/Repair Ne...	350.00	6,423.31		(6,423.31)	0.00%
5440-0-0-000-900-1	Facility - Taxes		5,972.00		(5,972.00)	0.00%
5460-0-0-000-900-1	Facility - Building		8,500.00		(8,500.00)	0.00%
	Total Facility	4,821.98	60,490.17	37,816.00	(22,674.17)	159.96%
Telecommunications:						
5511-0-0-000-000-1	Telephone - Basic Service	85.67	1,057.72	2,100.00	1,042.28	50.37%
5512-0-0-000-000-1	Telephone - Long Distance			500.00	500.00	0.00%
5513-0-0-000-000-1	Cell Phones	140.08	1,802.66	2,120.00	317.34	85.03%
5514-0-0-000-000-1	Internet Connection	160.39	160.39	840.00	679.61	19.09%
5514-0-0-000-900-1	Internet Connection - New Building	88.00	176.00		(176.00)	0.00%
	Total Telecommunications	474.14	3,196.77	5,560.00	2,363.23	57.50%
Postage:						
5515-0-0-000-000-1	Postage	2.00	201.49	200.00	(1.49)	100.75%
5515-0-6-000-000-1	Postage - 4H		435.00	2,500.00	2,065.00	17.40%
	Total Postage	2.00	636.49	2,700.00	2,063.51	23.57%
Supplies:						
5520-0-0-000-000-1	Office Supplies	142.68	2,183.03	5,000.00	2,816.97	43.66%
5520-0-6-000-000-1	Supplies - 4H		511.79	2,500.00	1,988.21	20.47%
	Total Supplies	142.68	2,694.82	7,500.00	4,805.18	35.93%
Marketing:						
5531-0-0-000-000-1	Marketing		2,617.58	5,000.00	2,382.42	52.35%
	Total Marketing		2,617.58	5,000.00	2,382.42	52.35%
Employment Advertising/Legal Notices:						
5532-0-0-000-000-1	Advertising/Legal Notices		650.32	1,500.00	849.68	43.35%
	Total Employment Advertising/Le...		650.32	1,500.00	849.68	43.35%
Meeting:						
5540-0-0-000-000-1	Meeting Expenses		229.60	1,500.00	1,270.40	15.31%
	Total Meeting		229.60	1,500.00	1,270.40	15.31%
Equipment:						
5550-0-0-000-000-1	Equipment		248.62	10,000.00	9,751.38	2.49%
5551-0-0-000-000-1	Equipment Rental	125.69	251.56	500.00	248.44	50.31%
5555-0-0-000-000-1	Equipment Repair/Maintenance		2,288.45	7,500.00	5,211.55	30.51%
	Total Equipment	125.69	2,788.63	18,000.00	15,211.37	15.49%
Insurance/Bonds:						
5560-0-0-000-000-1	Insurance/Bonds		5,262.40	5,000.00	(262.40)	105.25%
5560-0-6-000-000-1	Insurance - 4H		36.00		(36.00)	0.00%
	Total Insurance/Bonds		5,298.40	5,000.00	(298.40)	105.97%
Bank Charges, Fees, & Interest:						
5570-0-0-000-000-1	Bank Fees/Service Charges	162.86	1,151.41	650.00	(501.41)	177.14%
	Total Bank Charges, Fees, & Inte...	162.86	1,151.41	650.00	(501.41)	177.14%
Membership, Dues & Subscriptions:						
5580-0-0-000-000-1	Memberships, Dues, & Subscripti...	357.94	811.20	1,000.00	188.80	81.12%
	Total Membership, Dues & Subsc...	357.94	811.20	1,000.00	188.80	81.12%

Non-Fee Project Activities

Other:

6/8/2020
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		Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
		Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
5603-0-0-000-000-1	Awards Exp - General			500.00	500.00	0.00%
5752-0-0-000-000-1	Non Fee Project - 4H Leadership...		80.34	100.00	19.66	80.34%
	Total Other		80.34	600.00	519.66	13.39%
Agriculture & Natural Resources:						
5750-0-1-000-000-1	Non-Fee Project - Ag		565.32	750.00	184.68	75.38%
	Total Agriculture & Natural Resou...		565.32	750.00	184.68	75.38%
Youth & 4-H:						
5750-0-6-000-000-1	Non-Fee Project - 4H Activity		31.04	700.00	668.96	4.43%
	Total Youth & 4-H		31.04	700.00	668.96	4.43%
	Non-Fee Project Activities Subtotal		676.70	2,050.00	1,373.30	33.01%
Resale:						
6010-0-0-000-000-1	Resale - Publications		269.22	700.00	430.78	38.46%
6011-0-6-000-000-1	Resale Exp - 4H Other		(6.00)	100.00	106.00	(6.00)%
6050-0-0-000-000-1	Resale Exp - Other			100.00	100.00	0.00%
6050-0-6-000-000-1	Resale Exp - 4H T-Shirts		1,240.00	1,500.00	260.00	82.67%
	Total Resale		1,503.22	2,400.00	896.78	62.63%
Other:						
8000-0-0-000-000-1	Other Exp	1,499.76	2,670.93	500.00	(2,170.93)	534.19%
	Total Other	1,499.76	2,670.93	500.00	(2,170.93)	534.19%
	Tax & Other Subtotal	15,801.67	225,749.83	302,574.00	76,824.17	74.61%
Program Fee						
Agriculture & Natural Resources:						
5325-1-1-000-103-2	Other Travel - Grapes Program			3,600.00	3,600.00	0.00%
5522-0-1-000-103-2	Supplies - Grape Program			250.00	250.00	0.00%
5540-0-1-000-100-2	Meeting Expense - CPAT		15.00		(15.00)	0.00%
5540-0-1-000-101-2	Meeting Expense - PPAT		395.20		(395.20)	0.00%
5540-0-1-000-103-2	Meeting Expense - Grape Program		1,230.00		(1,230.00)	0.00%
5540-0-1-000-199-2	Meeting Expense - Ag Fee Progr...		518.47		(518.47)	0.00%
5710-0-1-000-100-2	Fee Prog Exp - CPAT		2,664.77	3,500.00	835.23	76.14%
5710-0-1-000-101-2	Fee Prog Exp - PPAT			1,500.00	1,500.00	0.00%
5710-0-1-000-105-2	Fee Prog Exp - Master Gardener...		2,073.84	1,950.00	(123.84)	106.35%
5719-0-1-000-103-2	Other Fee Exp - Grape Program			500.00	500.00	0.00%
5719-0-1-000-104-2	Other Fee Exp - Master Gardene...		459.09	2,500.00	2,040.91	18.36%
5719-0-1-000-199-2	Other Fee Exp - Ag Other			10,000.00	10,000.00	0.00%
	Total Agriculture & Natural Resou...		7,356.37	23,800.00	16,443.63	30.91%
Community & Economic Development:						
5719-0-3-000-399-2	Other Exp - Communities			5,000.00	5,000.00	0.00%
	Total Community & Economic De...			5,000.00	5,000.00	0.00%
Human Sciences:						
5710-0-5-000-500-2	Fee Prog Exp - Human Science		140.00		(140.00)	0.00%
5719-0-5-000-599-2	Other Fee Exp - Families Undesi...			500.00	500.00	0.00%
	Total Human Sciences		140.00	500.00	360.00	28.00%
Youth & 4-H:						
5522-0-6-000-601-2	Supplies - Clover Kids		45.16	750.00	704.84	6.02%
5710-0-6-000-600-2	Fee Prog Exp - 4H Development...		3,890.00	6,000.00	2,110.00	64.83%
5710-0-6-000-601-2	Fee Prog Exp - Clover Kids		15.00		(15.00)	0.00%
5710-0-6-000-602-2	Fee Prog Exp - Donations Tours...		200.00	1,000.00	800.00	20.00%
5710-0-6-000-603-2	Awards Exp - 4H Member Award...		1,582.05	2,000.00	417.95	79.10%
5710-0-6-000-604-2	Fee Prog Exp - State Fair		468.00		(468.00)	0.00%
5710-0-6-000-605-2	Fee Prog Exp - Clover Kids Tshirts			1,000.00	1,000.00	0.00%
5710-0-6-000-607-2	Fee Prog Exp - 4H Camps, Conf...		2,461.33	3,000.00	538.67	82.04%
5710-0-6-000-611-2	Fee Prog Exp - Youth Committee		1,333.00		(1,333.00)	0.00%
5710-0-6-000-612-2	Fee Prog Exp - Community Servi...		2,578.50		(2,578.50)	0.00%

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		Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
		Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
5710-0-6-000-614-2	Fee Prog Exp - Iowa State Fair		188.58	1,000.00	811.42	18.86%
5710-0-6-000-615-2	Other Fee Exp - Warren County...		782.43	300.00	(482.43)	260.81%
5719-0-6-000-601-2	Other Fee Exp - Clover Kids		20.00	600.00	580.00	3.33%
5719-0-6-000-609-2	Other Fee Exp - Babysitting Clinic		158.95	500.00	341.05	31.79%
5719-0-6-000-610-2	Other Fee Exp - 4H Endowment		3,637.10		(3,637.10)	0.00%
5719-0-6-000-629-2	Other Fee Exp - 4H Dog Project			500.00	500.00	0.00%
5719-0-6-000-664-2	Donations - Montgomery Memori...			50.00	50.00	0.00%
5719-0-6-000-669-2	Donations - Putney Memorial Jr....			25.00	25.00	0.00%
5719-0-6-000-671-2	Donations - Putney CWF Scholar...		500.00		(500.00)	0.00%
5719-0-6-000-672-2	Donations - Rob Brown Memorial...		300.00		(300.00)	0.00%
5719-0-6-000-699-2	Other Fee Exp - 4H Other		179.66	5,000.00	4,820.34	3.59%
Total Youth & 4-H			18,339.76	21,725.00	3,385.24	84.42%
4H Clubs:						
5710-0-8-000-800-2	Fee Prog Exp - Carlisle Ridge Ri...	27.56	848.89		(848.89)	0.00%
5710-0-8-000-801-2	Fee Prog Exp - Three Rivers 4-H...		634.03		(634.03)	0.00%
5710-0-8-000-802-2	Fee Prog Exp - Carlisle Trail Blaz...	59.00	1,242.83		(1,242.83)	0.00%
5710-0-8-000-803-2	Fee Prog Exp - Be-Square		370.87		(370.87)	0.00%
5710-0-8-000-806-2	Fee Prog Exp - Indianola Goal A...		524.72		(524.72)	0.00%
5710-0-8-000-807-2	Fee Prog Exp - Indianola Thunder		262.16		(262.16)	0.00%
5710-0-8-000-808-2	Fee Prog Exp - Indianola Panthers		158.82		(158.82)	0.00%
5710-0-8-000-809-2	Fee Prog Exp - Lucky Charm 4-H...		83.50		(83.50)	0.00%
5710-0-8-000-810-2	Fee Prog Exp - Lucky Clover 4-H...		9.35		(9.35)	0.00%
5710-0-8-000-811-2	Other Fee Exp - 4H Robotics Club			500.00	500.00	0.00%
5710-0-8-000-812-2	Fee Prog Exp - Shooting Stars---		430.04		(430.04)	0.00%
5710-0-8-000-813-2	Fee Prog Exp - Warren County...		137.28		(137.28)	0.00%
5710-0-8-000-814-2	Fee Prog Exp - White Oak Climb...		31.79		(31.79)	0.00%
5710-0-8-000-815-2	Fee Prog Exp - Whitebreast		357.82		(357.82)	0.00%
5710-0-8-000-817-2	Other Fee Exp - 4H STEM Club		13.96	500.00	486.04	2.79%
5710-0-8-000-818-2	Fee Prog Exp - Belmont Badgers		1,486.68		(1,486.68)	0.00%
5710-0-8-000-819-2	Fee Prog Exp - Belmont Peppers		56.63		(56.63)	0.00%
5710-0-8-000-820-2	Fee Prog Exp - Virginia Boosters		855.75		(855.75)	0.00%
5710-0-8-000-821-2	Fee Prog Exp - North River Limel...		1,114.81		(1,114.81)	0.00%
5710-0-8-000-822-2	Fee Prog Exp - Jackson Hilltoppers		625.58		(625.58)	0.00%
5710-0-8-000-823-2	Fee Prog Exp - Intermediate Lea...		38.18		(38.18)	0.00%
5710-0-8-000-824-2	Fee Prog Exp - Warren County S...		138.37		(138.37)	0.00%
5710-0-8-000-827-2	Fee Prog Exp - Carlisle Clover Kids		23.35		(23.35)	0.00%
5710-0-8-000-831-2	Fee Prog Exp - New Virginia Clo...		69.01		(69.01)	0.00%
5710-0-8-000-832-2	Fee Prog Exp - Norwalk Clover K...		94.87		(94.87)	0.00%
5710-0-8-000-899-2	Prog Fee Inc - 4H Clubs Undesig...			10,000.00	10,000.00	0.00%
Total 4H Clubs		86.56	9,609.29	11,000.00	1,390.71	87.36%
Program Fee Subtotal		86.56	35,445.42	62,025.00	26,579.58	57.15%
Grants & Contracts						
Human Sciences:						
5800-0-5-500-000-3	Grant Exp - Families			2,500.00	2,500.00	0.00%
Total Human Sciences				2,500.00	2,500.00	0.00%
Youth & 4-H:						
5800-0-6-681-000-3	Grant Exp - Philathropic Partners...			10,000.00	10,000.00	0.00%
Total Youth & 4-H				10,000.00	10,000.00	0.00%
Grants & Contracts Subtotal				12,500.00	12,500.00	0.00%
Total Education Fund Expense		15,888.23	261,195.25	377,099.00	115,903.75	69.26%
Education Fund - Available Reso...		306,717.93	306,717.93	269,638.00	37,079.93	113.75%
Ext. Ed. Fund Available - Tax Sub-F...		165,684.72	165,684.72	119,695.38	45,989.34	138.42%
Ext. Ed. Fund Available - Program F...		140,898.22	140,898.22	149,807.63	(8,909.41)	94.05%
Ext. Ed. Fund Available - Grant Sub-...		134.99	134.99	134.99		100.00%
<hr/>						
Unemployment Beginning Balance		14,284.75	14,284.75	14,351.00	(66.25)	99.54%
Total Unemployment Resources		14,284.75	14,284.75	14,351.00	(66.25)	99.54%
Unemployment Expense						

Warren County Agricultural Extension District
Revenue & Expense Detail
For the Eleven Months Ending Sunday, May 31, 2020

	Current 5/1/2020 to 5/31/2020	YTD 7/1/2019 to 5/31/2020			
	Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
Unemployment Expense:					
9500-0-0-000-000-8 Unemployment Liability			9,500.00	9,500.00	0.00%
Total Unemployment Expense			9,500.00	9,500.00	0.00%
Unemployment - Available Resources	14,284.75	14,284.75	4,851.00	9,433.75	294.47%
<hr/>					
Tort Beginning Balance	4,187.27	4,301.97	2,754.00	1,547.97	156.21%
Tort Revenue					
Tort Revenue:					
4001-0-0-000-000-9 Current Tax - Tort	195.87	3,530.18	3,910.00	(379.82)	90.29%
4002-0-0-000-000-9 Ag Land Credit - Tort		16.96		16.96	0.00%
4003-0-0-000-000-9 Disabled Veterans Homestead Cr...		0.01		0.01	0.00%
4004-0-0-000-000-9 Elderly & Disabled Credit - Tort		1.55		1.55	0.00%
4005-0-0-000-000-9 Family Farm Credit - Tort		2.77		2.77	0.00%
4006-0-0-000-000-9 Homestead Credit - Tort		118.04		118.04	0.00%
4008-0-0-000-000-9 Business & Property Tax Credit - ...	18.58	77.50		77.50	0.00%
4051-0-0-000-000-9 Delinquent Taxes - Tort		0.63		0.63	0.00%
4052-0-0-000-000-9 Grain Handled Taxes - Tort		0.02		0.02	0.00%
4053-0-0-000-000-9 Military Service Mobil Home Repl...		1.56		1.56	0.00%
4054-0-0-000-000-9 Mobile Home Taxes - Tort		1.82		1.82	0.00%
4055-0-0-000-000-9 Utility Replacement Excise Taxes...	55.53	186.54	90.00	96.54	207.27%
Total Tort Revenue	269.98	3,937.58	4,000.00	(62.42)	98.44%
Total Tort Resources	4,457.25	8,239.55	6,754.00	1,485.55	122.00%
Tort Expense					
Tort Expense:					
9500-0-0-000-000-9 Tort Liability		3,782.30	5,000.00	1,217.70	75.65%
Total Tort Expense		3,782.30	5,000.00	1,217.70	75.65%
Tort - Available Resources	4,457.25	4,457.25	1,754.00	2,703.25	254.12%
<hr/>					
OPERATING FUND SUMMARY					
Total Operating Fund Beginning Ba...	319,391.29	231,964.37	240,542.00	(8,577.63)	96.43%
Total Operating Fund Revenue	21,956.87	358,473.11	427,300.00	(68,826.89)	83.89%
Total Operating Fund Expense	15,888.23	264,977.55	391,599.00	126,621.45	67.67%
Operating Fund - Available Resour...	325,459.93	325,459.93	276,243.00	49,216.93	117.82%

Reopening Plan for Warren County

Through email feedback from Warren County employees and specialists that serve Warren County, the following re-opening plan is presented to Extension Council for consideration:

Office staff (early June):

- Staff rotate in office to have office coverage, orientation, and continue essential work.
- Staff are encouraged to wear a cloth faced cover when in the office unless they isolate in their personal office with the door closed.
- Social distancing will be observed.
- Hand washing is required.
- Observe cough and sneeze etiquette at all times.
- Understand who is at high risk.
- Self-isolate (stay home if you feel sick or show symptoms of illness) and take sick leave.
- Set up barriers to keep co-workers at a distance, including the front office desk– need to purchase and install a barrier for office staff - Katie.
- Maintain current daily log of who is in the office for contact tracing.
- Cleaning supplies will be provided, and staff reimbursed if they bring their own supplies (with receipts).
- Implement the CDC decision tree <https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>
- Post and distribute infection control and pandemic basic information to Extension and Outreach employees.
- Post flyers and reminders and related material of healthy habits (cover your cough, stop the spread of germs) in each office location, meeting room, agency website, and other outlets.
- Educate the staff on infection control measures.
- During office closure, Regional Director will conduct weekly county employee check in meetings or webinars and specialists serving the office are welcome to participate. Purpose of check in is to monitor work progress and remove barriers towards productivity and check on well-being.

Warren County Agriculture Extension District pandemic decision-making will follow the guidance of the following:

- Iowa Department of Public Health <https://idph.iowa.gov/> ((515-281-5454)
- Centers for Disease Control <https://www.cdc.gov/> (800-232-4636)
- World Health Organization <https://www.who.int/>
- Warren County Public Health <https://healthservices.warrencountyia.org/>
- Local County Emergency Managers <https://www.warrencountyia.org/emergencymanagement>
- Guidance from Iowa State University <https://web.iastate.edu/safety/updates/covid19>
- Iowa State University Extension Open for Iowa <https://www.extension.iastate.edu/vp/open-iowa>
- Iowa Governor's Proclamations <https://coronavirus.iowa.gov/pages/proclamations>

Currently Warren County has a drop off system in place and individual staff have been working in separate office spaces, available to answer phones and forward email messages as needed. See chart for suggested opening plan and reasoning.

Week	Who	Why
June 1-9, 2020	<ul style="list-style-type: none"> • Staff continue working in individual office spaces. • Regional Director. 	<ul style="list-style-type: none"> • Secure cleaning supplies, work with fair board. • Regional Director is hosting weekly meetings or Zoom check-ins w/staff and see what support is needed, upcoming events, etc.
June 9, 2020	<ul style="list-style-type: none"> • Extension Council approves plan to begin opening office by appointment only to the public. • Meetings that require pre-registration may be held but proper guidelines must still be followed. 	<ul style="list-style-type: none"> • Need to allow alternative county fair prep and paperwork to be completed. • Provides direction for additional Extension programming.
June 10- July 14 – evaluate progress and share at July 14 th Extension Council meeting	<ul style="list-style-type: none"> • Continue county staff working as now. • Open office for appointments only. Keep door locked and encourage public to call and set up time to meet- no drop ins. (This idea will be evaluated based upon feedback from staff and local public health.) 	<ul style="list-style-type: none"> • Allows for good customer service while still maintaining staff/public safety. • Appointments allow for contact tracing and comfort of staff. Will continue to evaluate if appointment idea is viable based upon public health guidance.

NACAA **IOWA** AM/PIC
2023



May 21, 2020

Amy Tlach, Chairperson
Warren County Extension Council
200 W 2nd Ave, Suite A
Indianola, IA 50125

RE: Support request for hosting NACAA 2023 National Meeting in Des Moines, IA

Respected Ms. Tlach and Extension Council Members,

This letter is in reference to the NACAA 2023 National Meeting that Iowa Agricultural Extension Association (IAEA) will be hosting from August 12-17, 2023 in Des Moines, IA.

NACAA National Meeting's sole purpose is professional development of county staff, agents, specialist, and others in Ag and Natural Resources Extension and has been held annually for the last 104 years. It attracts approximately 1,000 to 1,200 participants from across the country from different extension services from all 50 states. The meeting features oral presentations, poster sessions, trade seminars, super seminars, and tours. The meeting is very family-oriented and offers events for spouses and children as well. Participants are able to learn from different and diverse presentations about ANR programs which they can replicate or adapt for their own region or county. Not every program is going to be an exact fit or match for the local needs, but several programs have pre-developed curriculum available which can be used as the building blocks for programs in local counties. NACAA offers a lot of great networking opportunities, which can lead to building relationships with members across the nation. This opens the door to work with individuals outside the state of Iowa and the potential to collaborate on different programs. These relationships can be beneficial when Iowa staff are trying to implement programs in local counties.

The National Meeting will provide opportunities for staff to learn programs which are offered in Agriculture and Natural Resources, 4H & Youth Development, Horticulture, Environmental Quality and Sustainable Agriculture, and related topics in different states. Focus in the area of Youth Development and 4H is showcased in posters and program presentations. One unique event is 4H Talent Revue, which is a scheduled program, and will happen on Monday August 14, 2023 in the evening. This Talent Revue will highlight the talent of Iowa youth. Overall, the National Meeting will provide ample opportunities for professional development of the county staff, master gardeners, extension council members, and other ANR Extension Stakeholders.

IAEA is requesting for the Warren County Extension Council to please plan for your office staff to attend and make use of the knowledge sharing that will happen at this national meeting – program coordinators, county directors, and ANR program specialists are all invited to attend. With such a big meeting in Iowa, why not make full use of it. This is a once in a lifetime opportunity, so please plan have your office staff involved in ANR programs attend this national meeting.

IAEA is also requesting for the council to consider financially supporting NACAA 2023 Meeting. Cost wise, it will be a major expense and the NACAA 2023 meeting is expected to cost about \$1.1 Million to host. Iowa State University Extension and Outreach administration has committed \$145,000 (\$100,000 from ISUEO, \$25,000 from ANR ISUEO, and \$20,000 from ISUEO County Services) towards this meeting. We are asking county offices to financially help this effort. We are asking

continued on Page 2.....



NACAA IOWA AM/PIC
2023

Page 2
Warren County Extension Council
Request for Support of NACAA 2023

county offices to provide support in amount of \$5,000 or \$2,500 or \$1,000 or whatever the council deems reasonable. Every \$2,500 of financial support includes one free registration for the office staff; thus, \$5,000 in financial support comes with two free registrations. This offer is exclusive to county extension offices in Iowa only and is a one-time ask. The support can either be provided as a lump sum or can be divided out over time, whether it be 2, 3, or the next 4 years, although writing one check is the simplest. County Extension Councils are not obligated to provide any financial support. The council can also choose to support at a lower level than \$2,500; but support less than \$2,500 does not include any free registration.

As the Conference Chair, I look forward to visiting with the Warren County Extension Council Members at the next meeting, and hopefully you have already viewed the video we have put together in support for NACAA 2023. If not, the video is available online at <https://vimeo.com/356495275> and the password for it is finalnaaa. I also look forward to our discussion and answering any questions you may have. In the mean time, if you need additional information, I can be reached at 515-291-0174 or pbtiger@iastate.edu.

Thank you for your consideration.

Best regards,

Kapil Arora, Conference Chair
NACAA 2023 Planning Unit
Iowa Agricultural Extension Association

Warren County Calculation for Carryover Worksheet (Projecting End of Year)

1 Current Tax Sub-Fund Total (Balance Sheet) \$ 165,684.72

6/9/2020

2 Additional Tax Sub-Fund Revenue to be Collected (Rev/Exp) \$ 20,000.00

3 Total Tax Sub-Fund	\$ 185,684.72
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4 Current Actual Tax & Other Expenditures (Rev/Exp) \$ 225,749.83

5 Estimated Additional Tax & Other Expenditures (Rev/Exp Calculated) \$ 13,600.00

6 Total Yearly Tax & Other Expenditures	\$ 239,349.83
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% of Carryover Allowed 50%

7 Allowable Carryover	\$ 119,674.92
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Determining Carryover	
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8 Total Tax Sub-Fund (line 3)	\$ 185,684.72
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9 Estimated Additional Tax & Other Expenditures (line 5)	\$ 13,600.00
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10 Projected End of Year Tax Sub-Fund Balance	\$ 172,084.72
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Allowable Carryover (line 7)	\$ 119,674.92
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11 Current Carryover Amount (to Give Back)	\$ 52,409.81
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12 Amount to Spend to not give back	\$ 35,114.57
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D o c h e c k e	New Total Expenditures if Spend Amount (line 12)	\$ 274,464
	Updated Projected End of Year Tax Sub-Fund Balance (line 10)	\$ 136,970
	Allowable Carryover	\$ 137,232
	Updated Carryover Amount (negative number is good)	\$ (262)

Warren County Clover Kids Coordinator
Assistant Educator
Position Description

Job Purpose:

The Clover Kids Coordinator/Assistant Educator designs, plans and conducts research-based educational programming to improve quality of life in Warren County Iowa. This position works under the supervision of the Executive Director and is as a team member with staff to develop and implement the Warren County program plan in concert with Iowa State University Extension and Outreach's mission.

RESPONSIBILITIES

85% - Clover Kids Programming

- Coordinate the Clover Kids program (K through 3rd grade youth), recruiting volunteers, supporting clubs, and providing county-wide opportunities (graduation, county fair, service project).
- Develop and lead Clover Kids events and workshops.
- Maintain correspondence with Clover Kids members, parents, leaders, Extension staff, and public, including phone calls, newsletters, news releases, letters, emails, and via webpage and social media.
- Work with Regional Youth Program Specialists to maintain integrity of 4-H/Clover Kids statewide goals.
- Attend youth team meetings to plan and recruit for youth programs.
- Manage program expenses according to the approved county budget.
- Provide support for county newsletter(s) as needed.
- Communicates needs for equipment and room reservations to Office Assistant.

10% - 4-H Support

- Partner with the County Youth Coordinator (CYC) on 4-H to ensure positive youth development of youth program participants.
- Provide communication support to 4-H members, parents, and leaders.
- Provide support with 4-H administrative tasks.
- Assist with 4-H programming, events, and workshops.

5% - Other Tasks/Duties

- Take registrations for miscellaneous programs, provide hospitality and customer service to clients.
- Publish activities on Extension Calendar and website as appropriate providing diversity reports as needed.
- Report activities and program impact to Executive Director, office staff, and youth specialists.
- Maintains confidentiality on all Extension business.
- Improve skills by attending appropriate in-service training.
- Follows all policies, rules and procedures as directed by the Extension Council and Executive Director.
- Complete other assigned tasks, not limited to 4-H and Clover Kids programs.

KNOWLEDGE , SKILLS AND ABILITIES

- Likes to work with public and provide excellent customer service.
- Exhibits excellent communication skills.
- Demonstrates strong organizational and problem-solving skills.
- Advanced knowledge of Microsoft Office, web browser, e-mail applications, and social media.

- Able to handle cash, checks and credit cards, accurately documenting receipts in conjunction with office staff and bookkeeper.
- Knowledge of basic office machinery.
- Ability to lift and move 40 pounds.

REQUIRED QUALIFICATIONS

- College degree.
- Two or more years' experience in one or more areas of the position.
- Experience in an educational setting.
- People-oriented and demonstrated aptitude and creativity for tasks.

PREFERRED QUALIFICATIONS

- Bachelor's Degree in Education, Child Development, Family Studies, or a related field.
- Written and verbal Spanish fluency.

WORK HOURS

Full-Time 32-35 hrs. per week. General work week is Monday-Friday, 9:00 a.m. – 4:30 p.m. Nights and weekends as needed to deliver programming and meet the needs of the community.

WAGES

\$15.00/hour. Non-exempt, hourly.

BENEFITS

Paid Vacation and holidays

Health Insurance

FICA, IPERS

Work-related mileage reimbursement

This position is under the Supervision of the Executive Director.

TO APPLY

To be considered for the position, submit an employment application, cover letter and resume to Leanne Chapman-Thill, Executive Director lethill@iastate.edu. Applications will be accepted through July _____ at 4:30 pm.

AA/EOE

Chizek, Jerry W [COOP]

From: Baumler, Julie A [COOP]
Sent: Thursday, June 4, 2020 2:18 PM
To: Blessington, Brooke L [COOP]; Ladd, Alan J [COOP]; Chizek, Jerry W [COOP]; Charles Ertzinger; Jamie David (jamie.david1421@gmail.com)
Cc: Dodds, Robert E [PRES]
Subject: Region 24 IECA board nominee

Hi Brooke, Alan, Jerry, Charlie and Jamie. I'm getting ready to prepare the ballots for the IECA board of directors voting and realize that there is no nominee for the new Region 24 (Madison, Warren, Clarke, & Decatur). Do you have any leads or would you like me to proceed with an open ballot accepting write-in candidates? If you've been in contact with someone who might be interested, I am ok waiting another week...but if you have no leads, then we can see if any write-in candidates emerge.

Let me know what you're thinking.

Julie

Julie Baumler
IECA