

## Iowa State University Extension and Outreach

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### MINUTES OF THE ORGANIZATIONAL MEETING OF WASHINGTON COUNTY AGRICULTURAL EXTENSION COUNCIL

The first meeting of 2017 of the Washington County Agricultural Extension Council was held on the 16th day of January 2017, at 6 p.m. in the Extension Office, Washington, Iowa.

Kathy Ebert, chairperson, called the meeting to order at 6 p.m. with the following council members present: Margaret Brinning, Cathy Rich, Kathy Ebert, Sue Janecek, Duane Hammen, Ann Williams, Dave Erwin

Absent: Dennis Lampe, Donna Palmer Others: Gene Mohling, Nancy Adrian

#### **Extension Council Members for the Year 2017**

**(Terms beginning January 1, 2017 and expiring December 31, 2020)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Sue Janecek	2495 Ginkgo Avenue, Washington, IA 52353	319/698-7256
Dave Erwin	3370 297 <sup>th</sup> St., Crawfordsville, IA 52621	319-209-0127
Kathy Ebert	2005 Riverside Road, Washington, IA 52353	319/653-6473
Duane Hammen	2195 Riverside Road, Washington, IA 52353	319-461-2772

**(Terms beginning January 1, 2015 and expiring December 31, 2018)**

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
Cathy Rich	P.O. Box 214, Brighton, IA 52540	319/694-5220
Ann Williams	3291 Orange Ave., Wayland, IA 52654	319/461-2511
Margaret Brinning	1090 277 <sup>th</sup> St., Keota, IA 52248	641/636-3730
Donna Palmer	1480 Ginkgo Avenue, Wellman, IA 52356	319/646-2340
Dennis Lampe	PO Box 431, Riverside, IA 52327	319/648-5122

#### ELECTION OF COUNCIL OFFICERS:

Ann Williams nominated Kathy Ebert for chairperson, Dennis Lampe for vice-president, Sue Janecek for secretary, Cathy Rich for treasurer. 2<sup>nd</sup> by Margaret Brinning. Motion carried unanimously.

The meeting was turned over to duly elected chairperson, Kathy Ebert, and to duly elected secretary, Sue Janecek.

## REVIEW AND APPROVAL OF FISCAL POLICIES:

Motion by Ann Williams that the Washington County Agricultural Extension District's Fiscal and Investment Policy have been reviewed and the policy shall remain in force as originally adopted with the following specifications for the current year:

1. The Washington State Bank in Washington, Iowa be approved as the depository for the Washington County Agricultural Extension operating fund for 2017; and that all receipts be deposited in said bank; and that the maximum amount to be on deposit is \$250,000.
2. The regional extension education director be directed to secure an appropriate treasurer's bond for \$20,000 and employee dishonestly policy for duly elected treasurer, and that the chair, treasurer, other council members, county youth coordinator, regional extension education director, office assistant, and county bookkeeper be placed on the county bond. Cost annually; invoiced semi-annually (premium will be higher for \$20,000 coverage) Council finds the group package in compliance with Iowa Code 176.A.14.5 and sufficient coverage for county staff and volunteers handling money.
3. Any 2 of the 9 elected Council members be directed to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled Council meetings, as authorized under Washington Fiscal Policy Section 3.2.B.4.
4. The County Director/REED will provide monthly financial reports for the Council. 2<sup>nd</sup> by Sue Janecek. Carried unanimously.

The personnel policies were approved by the Council in July 2015. The personnel policy sets the mileage reimbursement rate at the federal rate.

**SELECTION OF A DATE AND TIME FOR MEETINGS OF THE COUNCIL:**

Motion by Margaret Brinning that the regular meeting of the council be held at 6 p.m. on the 3<sup>rd</sup> Monday day of each month in the Extension Office. Motion seconded by Sue Janecek.

Motion carried unanimously.

**OTHER EXTENSION COUNCIL BUSINESS:**

Motion by Ann Williams that the December 19 minutes be approved. Motion seconded by Margaret Brinning. Motion carried unanimously.

Cathy Rich, Margaret Brinning reviewed the auditing report and vouchers. Cathy Rich moved to approve the Extension Operation vouchers, numbered 13785-13822 plus EFT's. 2<sup>nd</sup> by Sue Janecek. Motion carried unanimously. Nancy Adrian is enrolled in the county group plan and reimburses the district for the premium cost.

**As of December 31, 2016:**

Sue Janecek moved to accept the Extension Operating Checking Account Reconciliation with a balance of \$213,181.57 in checking, \$2484.34 in Money Market and cash box of \$20. 2<sup>nd</sup> by Cathy Rich. Carried unanimously. Cathy Rich moved to close out the money market account and move the funds to the checking account. 2<sup>nd</sup> by Ann Williams. Carried unanimously.

The internal control log was reviewed.

**Other points:**

- 1) The minutes and agenda to be sent to members in advance of each meeting by 7 days.
- 2) The extension council shall follow "Robert's Rules of Order" as a guide to conduct meetings.
- 3) A quorum for conducting business of the extension district is defined as more than one-half of the extension council members.
- 4) All council members and the regional extension education director are expected to attend monthly meetings.

Motion by Margaret Brinning that the official newspapers for 2017 be the Washington Evening Journal and the Kalona News. Motion seconded by Cathy Rich. Motion carried unanimously.

Motion by Duane Hammen to appoint committees as needed for personnel, financial and program and other needs as they arise. Seconded by Dave Erwin. Motion carried unanimously.

Change to List of Volunteers – Ann Williams moved to approve the list of volunteers. 2<sup>nd</sup> by Sue Janecek Carried unanimously. Nancy Adrian shared the re-screening process every 3 years. Gene shared the updated screening policy.

Wage and salary discussion was tabled, motion by Ann Williams. 2<sup>nd</sup> by Sue Janecek Carried unanimously

Motion by Kathy Ebert that the FY2018 Budget estimate be approved for \$449,911 in expenditures with a tax request of \$238,500 (\$237,000 CAEE and \$1500 Tort Liability), with \$232,607 from property tax and \$5893 from utility excise tax from a levy of \$.20616 and total FY18 expenses of \$449,911. Motion seconded by Sue Janecek. Motion carried unanimously. Property valuations and levy limits based on population were shared.

Motion by Margaret Brinning that the regional extension education director be directed to officially publish that the FY2018 Budget public hearing is scheduled for 6:30 p.m., February 20, 2017, at the Extension Office in Washington, Iowa. Motion seconded by Cathy Rich. Motion carried unanimously.

**Other Business Conducted:**

Gene Mohling discussed the following federal and laws that govern Extension meetings, administration and programs: ADA, EEO, Title IX & VI, and Open Meetings Law.

Ann Williams moved to hire Shawna Sieren for hire as the summer county fair assistant and advertise for the summer Clover U assistant. 2<sup>nd</sup> by Duane Hammen. Carried unanimously.

Endowment mail campaign response earned \$450 deposited in the 4-H foundation.

Stakeholder report has been developed for sharing with decision makers.

4-H development fee will be determined in August 2017 for 2017-18.

Council will be notified of changes in the exhibition at the county fair.

Program update included the Dairy Days in Kalona. Father/Daughter Dance on February 11. Re-shows for commercial pesticide certification and manure management meeting. Roller skating party was large success in Wellman. Ag Market Outlook with Fulton Insurance & Chad Hart January 16 plus Ag Market Outlook program at Riverside Casino sponsored by Hills Bank in March. Cow/Calf Conference in Ottumwa. Manure Management trainings are set for this winter plus heifer development program by Patrick Wall. Lock in at the YMCA is planned. Women’s Conference planned for March 25 in Washington. Staff are being trained in risk management plus web editor training. Dairy Days in Kalona at the chamber of commerce.

EAP program which Washington County participates in was shared. March 4, annual IECA conference will be hosted in Ames.

IACEC liaison for 2017 is Kathy Ebert.

Motion by Ann Williams that meeting adjourn. Motion seconded Cathy Rich. Motion carried unanimously.

\_\_\_\_\_  
Sue Janecek, Secretary

\_\_\_\_\_  
I, Kathy Ebert, Chairperson, and I, Sue Janecek, Secretary, to the best of our knowledge and belief, certify that the above is a correct record of actions taken at said meeting.

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Signed this 16th day of January, 2017, \_\_\_\_\_  
Sue Janecek, Secretary

Signed this 16th day of January, 2017, \_\_\_\_\_  
Kathy Ebert, Chairperson

**One copy to be filed in the County Extension Office and typed in the County Agricultural Extension Council Minute book.**

**Iowa State University  
Cooperative Extension Service  
Ames, Iowa**

**CERTIFICATE OF ORGANIZATION\***

Washington County Agricultural Extension Council

I, Kathy Ebert, Chairperson, and I, Sue Janecek, Secretary of the Washington County Agricultural Extension Council do hereby certify that the first meeting of 2017 of the elected council members of the Washington County Agricultural Extension Council was held on the 16th day of January, 2017, at 6 p.m. at the Washington County Extension Office, in Washington, Iowa, and elected the following as chairperson, vice-chairperson, secretary and treasurer of the Washington County Agricultural Extension Council for one-year terms starting January 2017.

	<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>
Chairperson	Kathy Ebert	2005 Riverside Road, Washington, IA 52353	319/653-6473
Vice-chairperson	Dennis Lampe	P.O. Box 431, Riverside, IA 52327	319/649-5122
Secretary	Sue Janecek	2495 Ginkgo Avenue, Washington, IA 52353	319/698-7256
Treasurer	Cathy Rich	207 E. Main, Brighton, IA 52540	319/694-5220

The following is a complete list of members of the Washington County Agricultural Extension Council: (List all members including officers listed above.)

**(Terms beginning January 2017 and expiring December 2020)**

<b>Name</b>	<b>Address (including zip code)</b>	<b>Telephone (including area code)</b>
Dave Erwin	3370 297 <sup>th</sup> St., Crawfordsville, IA 52621	319-209-0127
Duane Hammen	2195 Riverside Road, Washington, IA 52353	319-461-2772
Kathy Ebert	2005 Riverside Road, Washington, IA 52353	319/653-6473
Sue Janecek	2495 Ginkgo Avenue, Washington, IA 52353	319/698-7256

(Terms beginning January 2015 and expiring December 2018)

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Cathy Rich	207 E. Main, Brighton, IA 52540	319/694-5220
Ann Williams	3291 Orange Ave., Wayland, IA 52654	319/461-2511
Margaret Brinning	1090 277 <sup>th</sup> St., Keota, IA 52248	641/636-3730
Donna Palmer	1480 Ginkgo Avenue, Wellman, IA 52356	319/646-2340
Dennis Lampe	PO Box 431, Riverside, IA 52327	319/648-5122

The following are bona fide signatures of duly elected officers of the Washington County Agricultural Extension Council:

Signature of Chairperson: Kathy Ebert \_\_\_\_\_  
 Signature of Vice-Chairperson: Dennis Lampe \_\_\_\_\_  
 Signature of Secretary: Sue Janecek \_\_\_\_\_  
 Signature of Treasurer: Cathy Rich \_\_\_\_\_

Date January 16, 2017 Signed \_\_\_\_\_  
 Kathy Ebert, Chairperson

Date January 16, 2017 Signed \_\_\_\_\_  
 Sue Janecek, Secretary

- Original copy to be filed in office of the Board of Supervisors (County Auditor)**
- One copy to be filed with the County Treasurer**
- Two copies to be sent to your Regional Extension Director**
- One copy to be filed in the County Extension Office**

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**Iowa State University  
Cooperative Extension Service  
Ames, Iowa**

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**NOTICE THAT BOND OF  
WASHINGTON COUNTY AGRICULTURAL EXTENSION  
DISTRICT TREASURER HAS BEEN FILED**

I, Dan Widmer, County Auditor of Washington County, Iowa, do hereby notify Kathy Ebert, Chairperson of the Washington County Agricultural Extension District that Cathy Rich, Treasurer, Extension employees, volunteers and Council members of the Washington County Agricultural Extension District has filed in this office on this \_\_\_\_ day of \_\_\_\_\_, 2017, a surety bond in the amount of \$20,000 dollars and an employee dishonestly policy.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2017.

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Washington County Auditor

- File original copy in the County Extension Office
- Send one copy to your Regional Extension Education Director