

Washington Council Extension Council Minutes
Regular Meeting Date: March 16, 2019

Called to Order by **Kathy Ebert** at 6:00 PM.

Roll Call Kathy Ebert, Ann Williams, Duane Hammen, Rhonda Clough, Sue Janecek, Dave Erwin, Margaret Brinning Absent Donna Palmer, Dennis Lampe Others: Gene Mohling

Public Comment Period - there were no comments

IECA Update Annual Conference March 28 cancelled

Minutes: **Rhonda Clough** moved to approve the February 17 minutes. 2nd by Duane Hammen Carried unanimously.

Auditing Report/Vouchers: The auditing report and vouchers were reviewed by Duane Hammen. The segregation of duties sheet was reviewed by Margaret Brinning.

Rhonda Clough moved to approve the **Extension Operating vouchers**, numbered 4079-4149 plus EFT's. 2nd by Sue Janecek Carried unanimously

Rhonda Clough moved to accept the Extension **Operating Checking Account Reconciliation** with a balance of \$301,608.42 and the cash box balance of \$20 and \$10,000 in CD;'s for Bows & Bullets 4-H Club and the Agency Mental Health Account Balance of \$14,928.48 2nd by Sue Janecek . Carried unanimously. Receipts and deposits reviewed by Margaret Brinning.

List of Volunteers: Dave Erwin moved to approve the list of volunteer. 2nd by Margaret Brinning Carried unanimously

Program Up-Date Report on Youth Comm./Fair Board/Ag/4-H/Endowment Update : Diane Rinner and Amy Green provided written summaries.

Endowment Report: December 31, 2019 \$45,840.80

Wages for FY 2021 - Tabled until April/May along with performance reviews, County Director vacancy needs to be filled first. Volunteers needed from the Council to conduct the performance reviews.

Housing Cherry Sandeen; Tom Miller Retirement Dave Erwin moved to approve the housing of Cherry Sandeen. 2nd by Rhonda Clough Carried unanimously

County Fair Updates/Changes – the no fit goat show is consistent with the Iowa State Fair guidelines.

Structured For Success Job Descriptions – Gene provided the Council with updated job descriptions for review. Ann Williams moved to approve the job descriptions with other duties as assign clause added to each description. 2nd by Sue Janecek Carried unanimously

Coronavirus/ IJBBA/Office Closing Options – Rhonda Clough moved to delay cancelling the IJBBA show for 2 more weeks and assess the situation at that time. 2nd by Sue Janecek Carried unanimously

County Director Job Applications – Council members were provided with a scoring grid to use when reviewing employment applications. The search committee of Sue, Dave, Ann and Kathy will interview the candidates; make a recommendation to the Council.

Ceiling Mounted Projector/East Room (Elite Project Team, Memorials) Two Bids 1) Conference Technologies & 2) Midwest Computer Products (education pricing)

Dave Erwin moved accept the bid from Midwest Computer Products. 2nd by Ann Williams Carried unanimously

Adjournment: Margaret Brinning moved to adjourn at 7:40 p.m. 2nd by Ann Williams. Carried unanimously.

Sue Janecek, Secretary