

**Washington Council Extension Council Minutes**  
**Regular Meeting Date: March 19, 2018**

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

**Roll Call** Kathy Ebert, Margaret Brinning, Duane Hammen, Sue Janecek, Dennis Lampe, Donna Palmer, Dave Erwin

Others: Gene Mohling, Nancy Adrian, Cherry Sandeen, Nicole Stoutner

Absent: Cathy Rich, Ann Williams

Cherry Sandeen, Youth Program Specialist, provided an update on youth programming in the district including Data For Decision Makers which reviews the demographics and 4H trends in the county.

Nicole Stoutner, 4H youth volunteer, reported on activities and discussions from the past year including PBS, after school STEM club, healthy living programs, ELITE project team activity, leader's training, Unc & Neff's fundraiser, dodge ball tournament.

**Minutes:** **Donna Palmer** moved to approve the February 19 minutes. 2<sup>nd</sup> by Margaret Brinning Carried unanimously.

**Auditing Report/Vouchers:** The auditing report and vouchers were reviewed by Margaret Brinning and Duane Hammen

Dennis Lampe moved to approve the **Extension Operating vouchers**, numbered 2689-2735 (2735 will be on the next month's voucher report). 2<sup>nd</sup> by Sue Janecek Carried unanimously

Dave Erwin moved to accept the **Extension Operating Checking Account Reconciliation** with a balance of \$243,125.39 and the cash box balance of \$20. 2<sup>nd</sup> by Donna Palmer. Carried unanimously. Receipts and deposits reviewed by Donna Palmer.

**List of Volunteers:** Sue Janecek moved to approve the list of volunteers. 2<sup>nd</sup> by Duane Hammen Carried unanimously

**Program Up-Date Report:** Nancy provided a written report on programs such as VITA, Annie's Project, Manure Certification, PPAT, plus other upcoming events. Women in Ag Conference is March 24, Ag Outlook was March 8

Background Check Packets for Council - Nancy shared that all have been screened.

Women's Advisory Board Update-Women in Ag Conference: conference is in its second year and to be held March 24 with approximately 100 pre-registered to date.

Summer Hires Update – Kathy Ebert moved to approve the hiring of Emma Eubanks and Madison Sheetz for \$11 per hour per position for day camp coordinator and fair intern. 2<sup>nd</sup> by Sue Janecek Carried unanimously

Farm Bureau meeting update re: Ag in the Classroom Nancy reported on a proposal to Farm Bureau to request funding for an ag in the classroom position which would a shared financial cost among Extension and donor supported funding.

Wages for FY19 & Performance Review Update – the wage summary table was provided to Council for consideration

Council Training-Personnel Files (IPIB Update and HF291 Form)

Council Elections – this is an election year with Dennis Lampe, Cathy Rich, Donna Palmer, Margaret Brinning, and Ann Williams terms ending on December 31, 2018. A nomination committee will be formed in May for Council approval.

Child Care (W&E letter) Gene shared a legal opinion from Whitfield & Edy on the aspects of providing child care at Extension programs.

County Fair MOU – the template for the county fair MOU was provided and Extension Council is encouraged to work with FFA and Fair Board to complete the MOU in the near future.

AIL claims summary – a summary of the claims granted through the AIL system was shared.

Risk Management Videos – staff were required to watch risk management videos to help reduce work place injury and the need for workman's comp claims

Farmer's Market Programs & Food Pantries - Gene shared the farmer's market training schedule and shared that ISUEO may later this fall hire a state employee to work with food pantries in SE Iowa (includes Washington County)

Time Sheet Update – the new timesheet system is progressing and we hope to start April 1.

Program Up-Date Report on Youth Comm./Fair Board/Extension/4-H/Endowment Update

IECA <https://www.iaextensioncouncils.org/> Annual Conference Update Gene shared a video clip of the legislative day and attendance numbers from the annual conference. Nancy and Gene presented topics at the conference

Fiscal Training- Gene covered fiscal policy, Iowa Code and the MOU as it relates to budget/finance responsibility.

IREP Staff will be working to complete the Iowa Rural Equity Project feedback form which helps determine if an investment capital program would be viable in Washington County.

Group picture - 4H with the use of a drone would like to take a group photo of its members.

Nancy provided an office report and 4H fair changes update including a meeting with the fair board on a funding proposal for the new beef barn.

Margaret Brinning moved to approve county fair rule changes. 2<sup>nd</sup> by Sue Janecek Carried unanimously

Adjournment: Dave Erwin moved to adjourn at 8:30 p.m. 2<sup>nd</sup> by Donna Palmer. Carried unanimously.

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Sue Janecek, Secretary