

## 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 2019 of the Washington County Agricultural Extension Council was held on the 21st day of January 2019, 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, Rhonda Clough, Dave Erwin, Kathy Ebert, Duane Hammen, Ann Williams

Absent: Donna Palmer, Dennis Lampe, Sue Janecek

Others: Gene Mohling, Nancy Adrian, Amy Green,

#### Extension Council Members for the Year 2019

(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, 2019 and expiring December 31, 2022)

<b>Name</b>	<b>Address</b> (including zip code)	<b>Telephone</b> (including area code)
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
Rhonda Clough	1339 310 <sup>th</sup> St., Brighton, IA 52540	563/357-0076

#### ELECTION OF COUNCIL OFFICERS:

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

The meeting was turned over to duly elected chairperson, Kathy Ebert, and to duly acting secretary, Ann Williams.

REVIEW AND APPROVAL OF FISCAL POLICIES:

Motion by Dave Erwin 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 2019; and that all receipts be deposited in said bank; and that the maximum amount to be on deposit is \$300,000.
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 1 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 Margaret Brinning. Carried unanimously.

The personnel policies template was approved by the Council in July 2015. The personnel policy sets the mileage reimbursement rate at the federal rate. Margaret Binning moved to approve the 2019 office policies. 2<sup>nd</sup> by Ann Williams Carried unanimously

**Gene shared that liability and/or medical coverage insurance may be revoked by the insurance provider should volunteers not be screened and approved by the Council.**

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

Motion by Ann Williams 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 Margaret Brinning. Motion carried unanimously.

OTHER EXTENSION COUNCIL BUSINESS:

Motion by Duane Hammen that the December 17 minutes be approved. Motion seconded by Rhonda Clough. Motion carried unanimously.

**As of December 31, 2018:**

Duane Hammen and Margaret Brinning reviewed the auditing report and vouchers. Dave Erwin moved to approve the Extension Operation vouchers, numbered 3278-3322 plus EFT's. 2<sup>nd</sup> by Duane Hammen. Motion carried unanimously. Nancy Adrian is enrolled in the county group plan and the premium cost is deducted from her paycheck.

Margaret Brinning moved to accept the Extension Operating Checking Account Reconciliation with a balance of \$288,163.44 in checking and cash box of \$20. 2<sup>nd</sup> by Duane Hammen. Carried unanimously. The internal control log was reviewed by Duane Hammen and Margaret Brinning.

**Other points:**

- 1) The minutes and agenda to be sent to members in advance of each meeting.
- 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 Rhonda Clough that the official newspapers for 2019 be the Washington Evening Journal and The News (Kalona) Motion seconded by Duane Hammen. Motion carried unanimously.

Motion by Ann Williams to appoint committees as needed for personnel, financial and program and other needs as they arise. Seconded by Rhonda Clough. Motion carried unanimously.

Change to List of Volunteers – Ann Williams moved to approve the list of volunteers. 2<sup>nd</sup> by Duane Hammen Carried unanimously.

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

Motion by Margaret Brinning that the FY2020 Budget estimate be approved for \$544,205 in expenditures plus \$9000 in tort expenses with a tax request of \$249,000 with \$244,106 from property tax and \$4894 from utility excise tax plus \$6500 in tort levy from a total levy of \$.19772 for FY20. Motion seconded by Ann Williams. Motion carried unanimously. Property valuations and levy limits based on population were shared.

Motion by Dave Erwin that the regional extension education director be directed to officially publish that the FY2020 Budget public hearing is scheduled for 6:30 p.m., February 18, 2019, at the Extension Office in Washington, Iowa. Motion seconded by Rhonda Clough. 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.

Gene shared comments on the 2 year MOU between counties and ISUEO.

Staff as Volunteers: per ISU policy staff should not be allow to volunteer for any duties that can be similar to current employment responsibilities.

Stakeholder report has been developed for sharing with decision makers.

Report on Annual Audit: Nancy shared the state auditor comments on our budget and financial records. (voided receipts, segregation of duties, 4H clubs accounts)

Amy Green shared program updates for the 4H youth program including enrollments to date. The Dairy Days in Kalona February 5 in Kalona. Re-shows for commercial pesticide certification and manure management meeting were offered. Ag Market Outlook with Fulton Insurance & Chad Hart January 14 plus Ag Market Outlook program at Riverside Casino sponsored by Hills Bank in March. Cow/Calf Conference in Ottumwa. Women's Conference planned for March 23 in Washington. Amy Green highlighted youth program activities: PBS, Kids in the Kitchen, STEM clubs at Lincoln Elementary, county fair updates to the fair book and how changes develop, Father Daughter Dance, Butter Braid sales. Healthy & Homemade flyer at Halcyon House.

Dave Erwin moved to approve changes to the swine show:

Remove farmstead in the home raised, and insert exhibitor family

Health papers are not required so long as there is vet inspection upon arrival at fair

Remove limitations on home raised vs purchased divisions

2<sup>nd</sup> by Ann Williams Carried unanimously

Ann Williams moved to use Constant Contact to register and enroll clients for events. 2<sup>nd</sup> by Margaret Brinning Carried unanimously \$31 per month which includes the non-profit discount. Payment by debit/credit card is NOT part of this process.

IECA conference will be hosted in Ames March 30. Legislative Day is Feb. 13 for IECA. Annual Conference is Feb. 28

IECA liaison for 2019 is Kathy Ebert.

Motion by Dave Erwin that meeting adjourn. Motion seconded Margaret Brinning.  
Motion carried unanimously.

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Ann Williams, Acting Secretary

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I, Kathy Ebert, Chairperson, and I, Ann Williams, Acting 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 21st day of January 2019, \_\_\_\_\_  
Ann Williams, Acting Secretary

Signed this 21st day of January 2019, \_\_\_\_\_  
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**

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**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 2019 of the elected council members of the Washington County Agricultural Extension Council was held on the 21st day of January, 2019, 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 2019.

	<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	Margaret Brinning	1090 277 <sup>th</sup> St., Keota, IA 52248	641/636-3730

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



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Rhonda Clough	1339 310 <sup>th</sup> St., Brighton, IA 52540	563/357-0076
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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: Margaret Brinning \_\_\_\_\_

Date January 21, 2019 Signed \_\_\_\_\_  
Kathy Ebert, Chairperson

Date January 21, 2019 Signed \_\_\_\_\_  
Sue Janecek, Secretary

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- 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**

**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 Margaret Brinning, Treasurer, Extension employees, volunteers and Council members of the Washington County Agricultural Extension District has filed in this office on this \_\_\_\_ day of \_\_\_\_\_, 2019, a surety bond in the amount of \$20,000 dollars and an employee dishonestly policy.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2019.

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Washington County Auditor

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

