

## Minutes of the Organizational Meeting and Regular Meeting of Wayne County Agricultural Extension Council

Date January 16, 2019 Time 6:30 p.m. Location Wayne County Extension Office

- I. Call the Meeting to Order – 6:30 p.m. Present: Bronson Allred, Kari Dodson, Melissa Dyer, Head, Nancy Jacobsen, Patty Jones, Nicole Lutz-Polsdofer, Dan Rockhold, and Mark Winslow. Sue Henderson, Regional Education
- II. Approval of Agenda – Mark Winslow moved to approve, Patty Jones seconded. Agenda approved 9 – 0.
- III. Organizational Meeting

- a. Election of Council Officers  
Nominations do not require a second.

*General Consent:* Elections can be expedited greatly by avoiding the formality of motions and voting should there be only one candidate for an office. The chair says, "There being no other nominations the candidate is elected." If at any time a nomination is made with reasonable promptness, the chair ignores what has been done in that case even if he has announced the result, and requires a regular vote.

*Note to Secretary:* Chair will call for Ayes, Nays and Abstains. Anytime, in any vote at any meeting, if there is a split vote, even if one person abstains, include all names of those individuals who voted "Aye", "all those voting Nay", and/or all those who "Abstain". Otherwise motion passed unanimously may be used.

i. Chair

1. Dan Rockhold Nominated by Melissa Dyer
2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1- All present

Those voting for candidate #2 - \_\_\_\_\_

Motion carried by a vote of 9 to 0.

Elected Dan Rockhold

Meeting handed over to duly elected chairperson Dan Rockhold

ii. Vice Chair

1. Bronson Allred Nominated by Melissa Dyer
2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 - All present

Those voting for candidate #2 - \_\_\_\_\_

Motion carried by a vote of 9 to 0.

Elected Bronson Allred

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### iii. Secretary

1. Kari Dodson Nominated by Melissa Dyer
2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 - All present

Those voting for candidate #2 - \_\_\_\_\_

Motion carried by a vote of 9 to 0.

Elected Kari Dodson

### iv. Treasurer

1. Patty Jones Nominated by Kari Dodson
2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 - All present

Those voting for candidate #2 - \_\_\_\_\_

Motion carried by a vote of 9 to 0.

Elected Patty Jones

### b. Regular council meeting date and time

Regular council meeting date 3<sup>rd</sup> Thursday of the month and time 6:30 p.m.

Moved by Mark Winslow Seconded by Patty Jones

Motion carried 9 to 0

### c. Committee Assignments

These committees will be organized with the following members serving on each committee (\*Designates Chair):

(a) Fiscal/Legal

(b) Personnel

(c) Program/Marketing

\*Winslow  
Jones  
Rockhold

\*Dyer  
Dodson  
Polsdofer

\*Jacobsen  
Head  
Allred

Moved by Melissa Dyer Seconded by Patty Jones

Motion carried 9 to 0

### d. Appointments to Other Committees and Boards (optional)

Regional Council  
Iowa Extension Council Assc. Liaison  
Other Fair board

Rockhold and Allred  
Dodson  
Winslow

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Other 4-H Committee  
Other Judge Selection

Polsdofer \_\_\_\_\_  
Dyer \_\_\_\_\_

Moved by Mark Winslow Seconded by Melissa Dyer  
Motion carried 9 to 0

**e. Official Newspapers (identify two for publication of published report)**

The official newspapers for the county extension district will be  
The Times Republican and The Seymour Herald  
Moved by Kari Dodson Seconded by Patty Jones  
Motion carried 9 to 0

**f. Fiscal Procedures (all of the following into one motion)**

The depository for the county extension district will be Corydon State Bank,  
with all receipts deposited in said bank. Maximum to be on deposit is \$ 250,000.  
The County Extension District will authorize an agency account.  
Duly elected treasurer, Jones, is directed to sign operating fund checks as needed to pay  
for budgeted expenses between regularly scheduled Council meetings, as authorized in  
Fiscal Policy section 3.4.  
Any other members authorized to sign checks: Allred, Rockhold, and Dodson  
Members authorized to transfer funds and/or access the bank account electronically:  
Jones

A group surety bond purchased through LaMair-Mulock-Condon (LMC) and  
Cincinnati Specialty Underwriters provides a \$20,000 bond for Treasurers as required by  
state statutes and a \$250,000 Employee Dishonesty policy for all other council members,  
county employees and volunteers. Certificate of insurance is available through LMC.  
Certificate is provided to county auditor.  
Moved by Mark Winslow Seconded by Kari Dodson  
Motion carried 9 to 0

**g. Approval of policies, meeting requirements, meeting conduct, volunteers and financial reports** (The following items are required for those councils without consent agenda approval.)

Motion by Mark Winslow to approve the county personnel and fiscal  
policies, adopting Robert's Rules of Order, and the following financial reports provided  
prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank  
reconciliation.  
Seconded by Kari Dodson.  
Motion carried 9 to 0.

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1. Open Forum – an opportunity for any public to speak. – No one spoke.
2. Secretary's Report
  - Approval of minutes from November 28, 2018 and December 13, 2018
  - Moved by Mark Winslow Seconded by Patty Jones. Motion carried 9 to 0
3. Treasurer's Report
  - a. Approval of Vouchers – checks #11107 - #11152 and electronic transactions for \$12,447.59.  
Moved by Mark Winslow Seconded by Bronson Allred Motion carried 9 to 0
  - b. Review of financial reports for November and December.
4. Reports: **5 minutes or less if possible**
  - a. Staff and program specialists: OA, CYC, GSF, Pick a Better Snack – Mark Winslow motioned to approve Ruth's request to have the month of February off and for Katie Laurson from Appanoose County to cover Pick-a-Better-Snack. Kari Dodson seconded. Motion carried 9 to 0.
  - b. Extension Council Committee – Personnel, Fiscal, Programming
  - c. Regional – On March 30, 2019, there will be an all day training in Ames for Iowa Extension Councils. Mileage will be paid by the Council. Sue encouraged all to read the Extension Council Reference Notebook.
  - d. Iowa Extension Council Association
  - e. 4-H and Youth Committee – Jamie Swearingin is the Chair for the 4-H Adult Committee. (I changed this from 4-H and Youth Council.) Patty Jones attended the last Adult Committee meeting. Diane Lukavsky will not be running the food stand at the fair this year. The 4-H Committee will advertise for a manager soon.
  - f. Fair Board, Mark – did not attend the last Fair Board meeting.
5. Old Business
  - a. Consideration for VITA site coordinator – Mark Winslow motioned that a contract be offered to Jamie Swearingin for \$750 plus mileage to be the VITA site coordinator for 2019. Mileage is budgeted for \$400 for Joyce and Jamie. All funding comes out of the VITA grant. Patty Jones seconded. The motion carried 9 to 0.
6. New Business
  - a. Consideration of FY20 budget proposal and set hearing date.

### **Motion for Operating Budget**

Bronson Allred moved that the FY20 Extension Education **Operating Budget** estimate be approved for \$ 237,443 in expenditures with a total tax request of \$ 103,826, with \$ 101,761 from property tax and \$2,065 from utility excise tax and that the Council Secretary or designee be directed to

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officially publish the FY20 Budget Public Hearing for February 21, 2019, at 7:00 p.m. at the Wayne County Extension Office, 220 East Jefferson Street in Corydon, IA 50060. Motion seconded by Mark Winslow . Motion passed unanimously.

### **Motion for Unemployment Compensation Fund Budget**

**Brad Head** moved that the FY20 Extension Education **Unemployment Compensation Fund Budget** estimate be approved for \$ 10,000 in expenditures with a total tax request of \$ 5,000 , with \$ 4,902 from property tax and \$ 98 from utility excise tax, and that the Council Secretary or designee be directed to officially publish the FY20 Unemployment Compensation Fund Budget Public Hearing for February 21, 2019, at 7:00 p.m. at the Wayne County Extension Office, 220 East Jefferson Street in Corydon, IA 50060 Motion seconded by Kari Dodson . Motion passed unanimously.

### **Motion for TORT Liability Fund Budget**

**Melissa Dyer** moved that the FY20 Extension Education **TORT Liability Fund** estimate be approved for \$ 2,350 in expenditures with a total tax request of \$ 3,413 , with \$ 3,345 from property tax and \$ 68 from utility excise tax and that the Council Secretary or designee be directed to officially publish the FY20 TORT Liability Fund Budget Public Hearing for February 21, 2019, at 7:00 p.m. at the Wayne County Extension Office, 220 East Jefferson Street in Corydon, IA 50060. Motion seconded by Kari Dodson. Motion passed unanimously.

The Operating Budget, was originally passed with a hearing date of February 20, 2019 at 7:00 p.m. Mark Winslow motioned to correct the hearing date to February 21, 2019 at 7:00 p.m. Bronson Allred seconded. The motion passed unanimously.

- b. Consideration of rounding of TimeClock Plus (TCP) numbers – Council declined rounding.
- c. Consideration of mileage for Michelle and consideration of mileage for Ruth (IRS rate \$.58 as of 1/1) – Mark Winslow moved that any grant employee will be paid at the IRS rate effective 1/1/19. Brad Head seconded. Motion carried 9 to 0.
- d. Consideration of allowing Sales Tax – No 4-H clubs, volunteers, or employees will be reimbursed for sales tax on purchases made for Extension events.
- e. Consideration of amending Minutes of September and November, pending DHS approval, add check numbers and dollar amount – Mark Winslow motioned to amend and Bronson Allred seconded. Motion carried, 9 to 0.
- f. Consideration of Employee Assistance Program – The program costs \$20 per employee per year. Mark Winslow motioned that Council provide this to the employees and that it be added to the Personnel Policy. Nicole Polsdofer seconded. Motion carried, 9 to 0.

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- g. Consideration of hiring a County Youth Coordinator – Melissa Dyer moved to hire Sean Murphy as County Youth Coordinator, offering \$13.50 per hour with room to negotiate, pending approval of background screening and DHS screening. Kari Dodson seconded. Motion carried, 9 to 0.
- 7. Agenda Items for Next Meeting
- 8. Date/Time/Location of Next Meeting – The next meeting will be Thursday, February 21, 2019 at 6:30 p.m. at the Extension Office.
- 9. Adjourn – Melissa Dyer moved to close the meeting at 9:02 p.m. Kari Dodson seconded. Motion carried, 9 to 0.

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Melissa Dyer, Acting Secretary  
Wayne County Extension Council

... and justice for all

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