

Notice of Organizational Meeting of the Wayne County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the organizational meeting of the Wayne County Agricultural Extension Council will be held at 6:00 p.m. on the 17th day of January, 2023 at the Wayne County Extension Office, 220 E. Jefferson St. Ste 1 Corydon, IA 50060 xwayne@iastate.edu 641-872-1755.

**It is important that all members attend this meeting.
Organizational Meeting includes the following:**

- I. Call the Meeting to Order
- II. Roll Call and Introductions

III. Approval of the Agenda of the organizational and regular meeting

Organizational Meeting includes the following:

- a. Election of extension council officers
- b. Regular council meetings date and time
- c. Committee assignments (finance, personnel, program)
- d. Appointments to other boards and committees
- e. Official newspapers
- f. Fiscal procedures
 - Depository
 - Authorization for signing checks and electronically transferring funds
 - Bonding of treasurer, council members and staff
 - Financial Reports for each council meeting
- g. Designate Custodian of Public Record and Open Record Requests
- h. Approval of Fiscal Policy/Office Policy, meeting requirement, Roberts Rules of Order, volunteers

IV. Open Forum – an opportunity for any public to speak

The Wayne County Extension Council allows time for public forum, where the public may present information or concerns to the council. Each participant will be limited to 5 minutes. If your concern is not listed in the agenda below there will be no action taken at this meeting, but concerns may be an agenda item at future meetings. No defamation of character or slander will be tolerated during this forum and office personnel issues will be directed to the proper chain of command and not discussed in this forum.

V. Secretary's Report

Consideration of minutes from Dec _____, 2023

Moved by _____. Seconded by _____. Motion carried ___ to ___

VI. Treasurer's Report

a. Approval of Vouchers _____ and EFT of _____

Moved by _____. Seconded by _____. Motion carried ___ to ___

b. Review/approval of financial reports for December, 2022

VII. Reports: 5 minutes or less if possible

a. Staff and program specialists: OA, CYC

b. Extension Council Committee –
 Building/Grounds
 Fiscal/Legal-
 Personnel –
 Programming-

c. Regional Director

d. Iowa Extension Council Association

e. 4-H and Youth Committee

f. Fair Board

VIII. Unfinished Business

IX. New Business

a. Review of FY22 & FY23 Budget
 Review & Discussion of FY24 Budget Estimate
 Wage Rates for County Paid Staff-May be Tabled
 Mileage Reimbursement (\$.655)

b. Consideration of FY 24 budget proposal & Public Hearing Notice

Operating

_____ moved that the FY24 operating budget draft be approved for \$_____ in expenditures with a tax request of \$_____ with \$_____ from property tax and \$_____ from utility excise tax. The council treasurer is directed to officially publish that FY24 budget public hearing is scheduled for _____ at _____ at _____. Seconded by _____. Approved ___ - ___

Unemployment

_____ moved that the FY24 unemployment budget draft be approved for \$_____ in expenditures with a tax request of \$_____ with \$_____ from property tax and \$_____ from utility excise tax. The council treasurer is directed to officially publish that the FY24 budget public hearing is scheduled _____ at _____ at the _____. Seconded by _____. Motion carried ___ to ___.

Tort

_____ moved that the FY24 tort budget draft be approved for \$ _____ in expenditures with a tax request of \$ _____ with \$ _____ from property tax and \$ _____ from utility excise tax. The council treasurer is directed to officially publish that the FY24 budget public hearing is scheduled for _____ at _____ at the _____. Seconded by _____. Motion carried ____ to _____.

Consideration of time, date and location for FY24 Public Hearing

c. Consideration of Summer Assistant

d. Review MOU with ISUEO

e. Review of ADA, EEO, Title IX & VI, Meetings Law

f. Staff as Volunteers Policy/Background Check Policy Review

g. IECA Annual Conference Feb. 2 & 7

h. Approval of 4-H Independent Membership Mentor

i. Consideration of Tax Exempt Certification for Friends of 4-H

j. Discussion of Review and raise for office custodial services

k. Consideration of Office Space Short Term Rental

Agenda Items for Next Meeting

Public Hearing Meeting

Date/Time/Location of Next Meeting

Adjourn

Secretary _____

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