

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: Nicole Polsdofer 6:03
- II. Roll Call and Introductions - Nicole Polsdofer, Chair, Mark Winslow, Lindsey Westphal, Sarah Franzkowiak, Kristy Knutson, Kaitlyn Deahl, Gene Mohling, and Denise Hutchison.
- III. Approval of the Agenda of the organizational and regular meeting:
Mark moved to approve, Lindsey seconded, Motion carried 5-0.

Organizational Meeting includes the following:

- a. Election of extension council officers
Nicole nominated Nicole for chair, Mark for vice-chair, Sarah for Secretary, and Bridget for Treasurer. Mark seconded, all in favor, motion passed 5-0.
- b. Regular council meetings date and time Lindsey moved to have regular meetings the third Tuesday of the month. Kristy seconded, all in favor, motion passed 6 to 0. (Melissa Dyer arrived and voted for this)
- c. Committee assignments (finance, personnel, program)
 - Melissa moved to nominate the following, and Kristy seconded.
 - Finance: Bridget, Mark, and Lindsey
 - Personnel: Kari, Dave, and Melissa.
 - Program: Nicole, Sarah, Kristy
 - All in favor, motion passed 6 to 0.
- d. Appointments to other boards and committees Melissa moved the following:
 - 4-H and Youth committee - Kristy
 - Fair Board and building/grounds- Mark
 - Kristy seconded, all in favor, motion passed 6-0
- e. Official newspapers - Mark moved to continue using the Times-Republican and the Seymour Herald. Kristy seconded, all in favor, motion passed 6 to 0.
- f. Fiscal procedures
 - Depository - Lindsey moved to leave the depository as Corydon State Bank with a depository limit of \$250,000. Melissa seconded, all in favor, motion passed 6-0.
 - Authorization for signing checks and electronically transferring funds
 - Mark moved to appoint Nicole, Bridget and Mark as check signers and to be able to do EFT transfers. Lindsey seconded, all in favor, motion passed 6-0.

Bonding of treasurer, council members and staff

Mark moved to bond the treasurer for \$20,000 and the rest of the council, county staff and volunteers for \$250,000. Lindsey seconded, all in favor, motion carried 6-0.

- Financial Reports for each council meeting
 - get a voucher report, balance sheet and revenue statement for each meeting. Melissa seconded. All in favor, motion carried 6-0.
- g. Designate Custodian of Public Record and Open Record Requests
 - Melissa moved that we designate Denise custodian of Public Record and Open Record Requests. Mark seconded, all in favor, motion passed 6 to 0.
- h. Approval of Fiscal Policy/Office Policy, meeting requirement, Roberts Rules of Order, volunteers.
 - Mark moved to table the fiscal policy/ office policy discussion until February. Nicole seconded, motion passed 6-0.

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 13, 2022

Moved by Nicole. Seconded by Kristy. Motion carried 6 to 0.

VI. Treasurer's Report

a. Approval of Vouchers and EFT.

- Mark moved to approve the vouchers as presented, checks numbered 12648 to 12671. The six deposits totaling \$9,052.01, the 3 EFT's, and one reconciliation adjustment of \$191.09. Nicole seconded. Motion passed 6 to 0.
- Kristy moved to approve the balance of \$182,768.67. Lindsey seconded, all in favor, motion passed 6 to 0.

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

VII. Reports: **5 minutes or less if possible**

a. Staff and program specialists: OA, CYC, PABS

b. Extension Council Committee –

Building/Grounds- Mark reported on the state of the eaves and runoff

Fiscal/Legal-

Personnel –

Programming-

c. Regional Director - Virtual conference to sign up for, with two options. Fiscal Workshop for Council Treasurers, Chairs and all Council Members. The federal rate went up to \$.65. Gene will be here at our February meeting. Denise will put in a public hearing notice. Gene turned 65 this month and will be retiring in February.

d. Iowa Extension Council Association - Virtual conferences, Officer Trainings.

e. 4-H and Youth Committee - Kaitlyn

f. Fair Board - Mark - Fair board meeting was canceled this month

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

____ Kristy _____ moved that the FY24 operating budget draft be approved for \$____ \$182,007 _____ in expenditures with a tax request of \$____ 134,000 _____ with \$____ 131,664 _____ from property tax and \$____ 2,336. _____ from utility excise tax. The council treasurer is directed to officially publish that FY24 budget public hearing is scheduled for 6:45 at ____ February council meeting ____ at ____ Thursday, February 16 _____. Seconded by ____ Sarah _____. Approved 6 - 0

Unemployment

____ Kristy _____ moved that the FY24 unemployment budget draft be approved for \$____ \$7,427 _____ in expenditures with a tax request of \$____ 0 _____ with \$____ 0 _____ from property tax and \$____ 0 _____ from utility excise tax. The council treasurer is directed to officially publish that the FY24 budget public hearing is scheduled _____ for Thursday, February 16th _____ at 6:45 at the ____ February Council meeting _____. Seconded by ____ Sarah _____. Motion carried 6 to 0.

Tort

___ Kristy ___ moved that the FY24 tort budget draft be approved for \$ ___ \$4,000 ___ in expenditures with a tax request of \$ ___ \$4,000 ___ with \$ ___ 3.932 ___ from property tax and \$ ___ 68 ___ from utility excise tax. The council treasurer is directed to officially publish that the FY24 budget public hearing is scheduled for ___ Thursday, February 16th ___ at ___ 6:45 ___ at the ___ February Council meeting ___. Seconded by ___ Sarah ___. Motion carried ___ to ___.

Consideration of time, date and location for FY24 Public Hearing Thursday, February 16th at 6:45

c. Consideration of Summer Assistant - Personnel committee/CYC - to advertise for position - Have the personnel committee with the help of Kaitlyn, and the last few years of advertisements for ideas on rates, etc.

d. Review MOU with ISUEO - Tabled until next meeting

e. Review of ADA, EEO, Title IX & VI, Meetings Law We discussed that we serve the public without any discrimination in any way, toward any persons. (This needs special wording)

f. Staff as Volunteers Policy/Background Check Policy Review - We discussed that nobody who is on staff is allowed to volunteer to do things that they might otherwise be paid to do.

g. IECA Annual Conference Feb. 2 & 7

h. Approval of 4-H Independent Membership Mentor - Lindsey moved to approve Lance Lange for this position. Nicole seconded this, all in favor, motion passed 6-0.

i. Consideration of Tax Exempt Certification for Friends of 4-H. Kaitlyn will send out a receipt to those who have contributed.

j. Discussion of Review and raise for office custodial services. Refer to the Personnel committee, with a recommendation to schedule a review with custodial services, possibly after Courtney returns to the office in March.

k. Consideration of Office Space Short Term Rental: Since the space will be used for Clover Kids, Denise decided to rescind her letter.

Agenda Items for Next Meeting - lines that were tabled from this agenda.
Public Hearing Meeting

Date/Time/Location of Next Meeting Thursday, February 16th at 6:30pm
Adjourn: Nicole adjourned the meeting at 8:48

Secretary Sarah Franzkowiak

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