

WAYNE COUNTY EXTENSION COUNCIL MEETING

Please call 866-809-4014 Passcode 9323040#

Minutes

Thursday, November 19, 2020, at 6:30 p.m.

- I. Call the Meeting to Order – Rockhold, Chair 6:34pm
- II. Roll Call and Introductions, Dan Rockhold, Mark Winslow, Nicole Lutz-Polsdofer, Brad Head, Bridget Davis (Council Members), Sara Gillum, Syerra Syerra Niday (County Staff), Sue Henderson (Regional Director), and Jamie Swearingin (VITA Program Coordinator) in attendance
- III. Approval of the Agenda – Rockhold, Chair, Bridget moved, Nicole seconded approved unanimously
- IV. Open Forum – an opportunity for any public to speak
- V. Secretary's Report – Dodson, Secretary
Approval of minutes from October 15, 2020 subject to amendment to voucher numbers to be 11888-11910
Moved by Mark_Seconded by ____Brad____Motion carried _5_ to _0_
- VI. Treasurer's Report – Davis, Treasurer
 - a. Approval of Vouchers 11911-11933 and EFTs of \$3568.20. Moved by ____Bridget____ Seconded by ____Mark____Motion carried _5_ to _0_
 - b. Review of financial reports for October 2020
- VII. Guest Jamie Swearingin
 - a. Consideration of VITA Program for 2021
COVID-19 still here so preparing taxes will look very different this year. Best option would be a drop off return process. Virtual only starting out. One night drop off (car side to pick things up or use rented side to have a couple tables inside the door). Would screen with COVID questions, health guidelines in place, and verify the documents. Would use the phone for question and answer with clients. Zoom hasn't been approved by the IRS yet. All is electronic this year. Monthly reports will be turned in this year. Invoicing and reimbursing will be monthly also. 1st bill will be December 15th and every bill is due the 15th of the month. Reimbursement should take 3 weeks. PPE is an allowable expense. Volunteers can process returns at home for safety.

Mark thinks using next door is a great idea. Speak with Syerra about building changes.

VIII. Reports: 5 minutes or less if possible

- a. Staff and program specialists: OA, GSF, PABS, CYC—Council would like to thank you for what you do Michelle, thank you to staff for stepping up with office support
- b. Extension Council Committee –
 - Building/Grounds
 - Fiscal/Legal
 - Personnel
 - Programming- Consideration of Leading Communities PlanningCommittee meeting date and time (Mark, Bridget, Dan) The 3rd needs to be after 2pm.
Nov 30th, Dec 1st, 2nd, or 3rd time__2pm____ Call in meeting. Syerra will reach out to other planning committee members.
- b. Regional Director- Report on 2-way score card, Action Plan
1/3 employees, 1/3 council members, 1/3 specialists combined. Wayne County scored all above average. Sue is very pleased with results. Lowest score was financial but still above average state-wide. We will look into. Plan of action needed to start sharing with contacts. January Organizational Meeting a Custodian of Public Records will be chosen (responsible for responding to public and providing documents) December 7th at 1pm training. Could be Regional Director, Council Member, staff member or another individual. Training provided by Whitfield and Eddy.
- c. 4-H and Youth Committee- went over record books. Decided to do record book awards at club meetings instead of awards banquet. Spoke about electing new officers. Decided to meet Bi-monthly for 2021.
- d. Fair Board, Mark- Agricultural Fairs Rescue Act discussion, fair board applied for funding through the Cares Act

VIII. Unfinished Business
n/a

IX. New Business

- a. Consideration of 2 extra paid holidays for county staff- John Lawrence suggested November 30 and Dec 1 because that is what ISU will do. Mark verified that this is just for year 2020. Brad moved to approved November 30 and Dec 1st 2020 to be two additional paid holidays for county staff, Mark seconded, approved 5 to 0.
 - b. Consideration of public renting the meeting room- No outside renting for the rest of the year. This does not include programming like PCIC. Mark moved to approve no outside renting until 2021, Brad seconded, approved unanimously.
 - c. Consideration of status of office staff- Open by appointment only still.
 - d. Consideration of refinancing building- Could save \$ but haven't checked into. Mark believes our rate is pretty low already but we should check. Syerra will check with the bank on Monday.
- X. Agenda Items for Next Meeting
Consideration of refinancing the building
- XI. Date/Time/Location of Next Meeting
Thursday, January 21, 2021, 6:30 pm

Fiscal Meeting in December
- XII. Adjourn

7:54 pm

Kari Dodson, Extension Council Secretary

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