

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

Date January 21, 2020 Time 6:30 pm Location
220 E. Jefferson St. Corydon, IA 50060

- I. Call the Meeting to Order –Dan called the meeting to order at 6:31pm. Those present were Dan Rockhold, Bronson Allred, Melissa Davis-Dyer, Nicole Polsdofer, Brad Head (Council Members), Sara Gillum (CYC), Sue Henderson (Regional Director), and Syerra Niday (OA), Sarah Carter-Jones arrived at 6:45pm (Council Member) and Mark Winslow arrived at 7:40pm (Council Member)
- II. Approval of Agenda- Bronson moved, Melissa seconded, approved 5-0
- III. Organizational Meeting

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

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 Nominated by Melissa
2. _____ Nominated by _____

Those voting for candidate #1- 5
Those voting for candidate #2 - _____.

Motion carried by a vote of 5 to 0.

Elected Dan Rockhold

Meeting handed over to duly elected chairperson _____

ii. Vice Chair

1. Bronson Nominated by Melissa
2. _____ Nominated by _____

Those voting for candidate #1 - 5
Those voting for candidate #2 - _____

Motion carried by a vote of 5 to 0.

Elected Bronson Allred

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iii. Secretary

1. _____ Kari _____ Nominated by Nicole _____
2. _____ Nominated by _____

Those voting for candidate #1 - 6 _____

Those voting for candidate #2 - _____

Motion carried by a vote of 6 to 0.

Elected _____ Kari Dodson _____

iv. Treasurer

1. _____ Bridget _____ Nominated by Nicole _____
2. _____ Nominated by _____

Those voting for candidate #1 - 6 _____

Those voting for candidate #2 - _____

Motion carried by a vote of 6 to 0.

Elected _____ Bridget Davis _____

b. Regular council meeting date and time

Regular council meeting date 3rd Thursday _____ and time
6:30pm _____

Moved by _____ Bronson _____ Seconded by
_____ Brad _____

Motion carried 6 to 0

(Appropriate time to discuss whether the council will meet monthly, or less frequently based on agenda items)

c. Committee Assignments

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

(a) Fiscal/Legal

* _____ Winslow _____
_____ Davis _____
_____ Rockhold _____

(b) Personnel

* _____ Dyer _____
_____ Dodson _____
_____ Sarah Carter-Jones _____

(c) Program/Marketing

* _____ Polsdofer _____
_____ Head _____
_____ Allred _____

Moved by _____ Brad _____ Seconded by _____ Bronson _____

Motion carried 6 to 0

d. Appointments to Other Committees and Boards (optional)

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Regional Council _____ Rockhold and Allred _____
Iowa Extension Council Association Liasion _____ eliminated _____
Other (fairboard) _____ Winslow _____
Other (4-H Committee) _____ Polsdofer and Sarah Carter-Jones _____
Other (Judge Selection) _____ Dyer _____
Moved by _____ Melissa _____ Seconded by Bronson _____
Motion carried 6 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 _____ Brad _____ Seconded by _____ Nicole _____
Motion carried 6 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 -or- will not) authorize an agency account.
Duly elected treasurer, Davis, 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:
_____ Bridget Davis _____
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 _____ Melissa _____ Seconded by _____ Brad _____
Motion carried 6 to 0

g. Approval of policies, meeting requirements, meeting conduct, and financial reports

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Motion by _____ Melissa _____ to approve the county personnel and fiscal policies, adopting Robert's Rules of Order, approval of financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank reconciliation.

Seconded by _____ Bronson _____.

Motion carried _____ 6 _____ to _____ 0 _____.

IV. Regular Meeting

a. Secretary's Report- Kari Dodson

- i. Approval of Minutes from November 21, 2019 (pink)

Motion by Brad seconded by Sarah

Approved 6 to 0

b. Treasurer's Report – Bridget Davis

- i. Approval of checks #11569 to # 11646 and EFT of \$3475.91(Nov) and \$3498.16 (Dec)

- ii. Review of November and December financial reports (green)

Motion to approve by Brad seconded by Sarah

Approved 6-0

c. Reports

- i. Staff and program specialists – CYC, GSF, PABS, OA, (blue)

d. Old Business

- i. Consideration of Structured for Success model (Handout) Motion to elect model 1 option for structure for success by Melissa, seconded by Brad, approved 6-0 signed by Dan and given to Syerra to send.
- ii. Consideration of signing the WW Rental Agreement (Handout) Motion to approve by Nicole, seconded by Bronson, approved 6-0 signed by Dan and given to Syerra to send.

e. New Business

- i. Consideration of FY 21 budget (handout)

_____ Melissa _____ moved and _____ Nicole _____ seconded that the FY21 Extension Educational Operating budget be approved for \$292,415 in expenditures with a tax request of \$115,852 with \$113,718 from property tax and \$2,134 from utility excise tax. The council secretary or designee is directed to officially publish that the FY21 budget public hearing is scheduled for February 20, 2020 at 7:00 p.m. at the Wayne County Extension office, 220 East Jefferson Street, Corydon, IA 50060.

_____ Nicole _____ moved and _____ Sarah _____ seconded that the FY21 Extension Education Unemployment budget be approved for \$9,972 in expenditures with a tax request of \$3481 with \$3,415 from property tax and \$66 from utility excise tax. The council secretary or designee is directed to officially publish that the FY21 budget public hearing is scheduled for February 20, 2020 at 7:00 p.m. at the Wayne County Extension office, 220 East Jefferson Street, Corydon, IA 50060.

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_____Brad_____ moved and _____Bronson_____ seconded that the FY21 Extension Educational Tort budget be approved for \$2572 in expenditures with a tax request of \$2000 with \$1964 from property tax and \$36 from utility excise tax. The council secretary or designee is directed to officially publish that the FY21 budget public hearing is scheduled for February 20, 2020 at 7:00 p.m. at the Wayne County Extension office, 220 East Jefferson Street, Corydon, IA 50060.

ii. Consideration of approval and funding for Grant Writing 101 (Orange)

Approved. Participant fee \$35 local residents, \$50 for out of county, minimum participants: 8, maximum: 20

Moved by Mark seconded by Sarah

Approved 7-0

iii. Consideration of Employee Assistance Program

Mark moved, Brad seconded, approved 7-0

iv. Consideration of staff attending Annual Conference April 1st, 2020.

Mark moved, Nicole seconded, approved 7-0

v. Consideration of 4-H Summer Assistant (handout)

Changing deadline to February 17th.

Mark moved to approve posting summer assistant job, Brad seconded

Approved 7-0

vi. Consideration of funding for Healthy and Homemade Series

\$15 for Wayne County residents, \$30 for non-residents, for the 3-workshop series. Topics are Cooking for One or Two, Slow Cooker Meals, and Cook Now, Enjoy Later. Dates set for March 5th, 12th, and 19th, at 10 am at the Extension Office. Will last approx. 1.5 hours.

Brad moved, Melissa seconded, approved 7-0

f. Open for Public Comments

V. Agenda Items for Next Meeting

Fiscal Policy

Volunteer List

Jennie Hargrove may attend

VI. Date/Time/Location of Next Meeting February 20, 2020 6:30 pm

VII. Adjourned _____ 8:25 pm _____

Secretary, _____ Agricultural Extension District

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... and justice for all

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