

# IOWA STATE UNIVERSITY

Extension and Outreach

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

Date January 21, 2021 Time 6:30pm Location 220 E. Jefferson St. Corydon, IA 50060

### I. Call the Meeting to Order – Rockhold, Chair 6:31pm

II. Roll Call and Introductions Dan Rockhold, Bridget Davis, Nicole Polsdofer, Mark Winslow, Brad Head (Council Members) attending in person, Melissa Davis-Dyer (Council Member) attending via phone, Sara Gillum, Syerra Niday (Staff), and Sue Henderson (Regional Director) attending in person.

### III. Approval of the Agenda of the Organizational and regular meeting

Bridget motioned to approve the Organizational and regular meeting agendas.

Nicole seconded

Approved unanimously

### IV. 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 \_\_\_\_\_ Nominated by \_\_\_\_\_ Melissa \_\_\_\_\_
2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 - \_\_\_\_\_

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

Motion carried by a vote of \_\_\_6\_\_\_ to \_\_\_0\_\_\_.

Elected \_\_\_\_\_ Dan Rockhold \_\_\_\_\_

Meeting handed over to duly elected chairperson \_\_\_\_\_ Dan Rockhold \_\_\_\_\_

#### ii. Vice Chair

1. \_\_\_\_\_ Bronson Allred \_\_\_\_\_ Nominated by \_\_\_\_\_ Mark \_\_\_\_\_
2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 - \_\_\_\_\_

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

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Motion carried by a vote of \_\_6\_\_ to \_\_0\_\_.

Elected \_\_\_\_\_

### iii. Secretary

1. \_\_\_\_\_Nicole\_\_\_\_\_ Nominated by \_\_Bridget\_\_\_\_\_

2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1 - \_\_\_\_\_

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

Motion carried by a vote of \_\_6\_\_ to \_\_0\_\_.

Elected \_\_\_\_\_Nicole  
Polsdofer\_\_\_\_\_

### iv. Treasurer

1. \_\_\_\_\_Bridget\_\_\_\_\_ Nominated by \_\_\_\_\_Dan\_\_\_\_\_

2. \_\_\_\_\_ Nominated by \_\_\_\_\_

Those voting for candidate #1- \_\_\_\_\_

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 \_\_\_\_\_3<sup>rd</sup> Thursday/month\_\_\_\_\_and time \_\_6:30 pm\_\_

Moved by \_\_\_\_\_Bridget\_\_\_\_\_ 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)

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### 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

(c) Program/Marketing

Polsdofer \*

Head

Allred

Moved by Bradget \_\_\_\_\_ Seconded by Brad \_\_\_\_\_

Motion carried 6 to 0

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

Regional Council (add blank for 2)

Rockhold, Allred

Iowa Extension Council Association Liasion eliminated

Other (fairboard, 4-H committee, etc.) Winslow

Other

Polsdofer

Moved by Mark \_\_\_\_\_ Seconded by Bradget \_\_\_\_\_

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 Times Republican \_\_\_\_\_ and Seymour Herald \_\_\_\_\_

Moved by Brad \_\_\_\_\_ Seconded by Mark \_\_\_\_\_

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 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: Rockhold, Allred, and Polsdofer

Members authorized to transfer funds and/or access the bank account electronically:

\_\_\_\_\_ Bridget Davis \_\_\_\_\_

A group surety bond purchased through LMC Insurance and Risk Management 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 \_\_\_\_\_ Seconded by Brad \_\_\_\_\_

Motion carried 6 to 0

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- g. Designate Custodian of Public Record and Open Record Requests (identify one staff member)

The official custodian of public record and open record requests for the county agricultural extension district will be The Office Assistant.

Moved by Mark Seconded by Bridget

Motion carried 6 to 0

- h. **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 Brad to approve the county fiscal policy, adopting Robert's Rules of Order, approval of cumulative volunteer list and the following financial reports provided prior to each meeting: Balance Sheet; Council Revenue and Expense Statement; Bank Reconciliation; Credit Card Statement

Seconded by Mark.

Motion carried 6 to 0.

### V. 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.*

### VI. Secretary's Report

Consideration of minutes from October 15, 2020(salmon), November 19, 2020(purple) and December 15, 2020(light blue) Brad moved to approve the minutes from 10/15/20, 11/19/20, and 12/15/20. Bridget seconded. Approved 6-0

### VII. Treasurer's Report

a. Approval of Vouchers 11934-11983 and EFT of \$3,972.21 (November) and \$4,074.36(December)\_

b. Review of financial reports for November(neon green) and December(light green), 2020 Bridget moved to approve the financial reports and vouchers with the correction of the EFT amount for November to be \$3,972.21. Brad seconded. Approved 6-0.

Allison Palmer, Lucas County Extension Treasurer, and Extension Council Association spokesperson, spoke over the phone to give updates regarding the Association. Free Mental Health trainings are available for council and staff. Reminded to show appreciation to staff, step into the office to say hello, support professional development, etc. February 17<sup>th</sup>, 8:30am-10:45 is Iowa Legislature Incentive open to High School Aged Youth online. March 13<sup>th</sup> Conference for Extension Council.

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### VIII. Reports: **5 minutes or less if possible**

a. Staff and program specialists: OA, GSF, PABS, CYC (light pink)

b. Extension Council Committee –

Building/Grounds- leaky toilet flappers were ordered and fixed.

Fiscal/Legal- budget meeting done

Personnel – Ashley and Michelle's reviews to be scheduled beginning of February.

Programming- has not met yet but will in February

c. Regional Director-Two way score card and more, Extension Council Meeting

Calendar Carryover worksheet for staff to complete monthly, Conf zoom on Sat March 13<sup>th</sup> pre-registration required, 30-40% county audits complete. 2-way scorecard closed last week. Had council members sign Council Agreement.

d. Iowa Extension Council Association- Allison Palmer

e. 4-H and Youth Committee Went over “good standing members,” Record Book Reviews, Youth Council will be nominations from each club, Bi-Monthly 4-H Adult Committee Meetings.

f. Fair Board, Mark

### VIII. Unfinished Business

a. Consideration of refinancing of building – current rate is 4.5% (neon pink)  
Bridget motioned to refinance the building at Corydon State Bank at 4% with no fees. Nicole seconded. Approved 6-0.

### IX. New Business

a. Consideration of Future Food stand Management – 10 out of 10 surveyed 4-H families prefer to pay higher 4-H dues than work the food stand. Sara will speak with Truett

b. Consideration of FY 22 budget proposal

#### Operating

Nicole moved that the FY22 operating budget be approved for \$222,692.43 in expenditures with a tax request of \$120,010 with \$117,671 from property tax and \$2339 from utility excise tax. The council treasurer is directed to officially publish that FY22 budget public hearing is scheduled for February 18, 2021 at 7 p.m. at the Wayne County Extension Office. Seconded by Brad. Approved 6-0.

#### Unemployment

Nicole moved that the FY22 unemployment budget be approved for \$7,427.08 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 FY22 budget public hearing is scheduled for February 18, 2021 at 7pm at the Wayne County Extension Office. Seconded by Brad. Motion carried 6 to 0.

#### Tort

Brad moved that the FY22 tort budget be approved for \$3,986.21 in expenditures with a tax request of \$2500 with \$2451 from property tax and \$49 from utility excise tax. The council treasurer is directed to officially publish that the FY22 budget public hearing is scheduled for February 18, 2021 at 7pm at the Wayne County Extension Office. Seconded by Mark. Motion carried 6 to 0.

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- c. Consideration of Summer Assistant Mark moved to approve a Youth Summer Assistant position for 250-280 hours, May-August 2021, \$10/hour, advertise on Facebook. Bridget seconded. Approved 6-0.
- d. Consideration of substitute Office Assistant Syerra will be out of the office in May. Pat Swartzlander has been contacted and will most likely be able to cover. Will need a back-up.
- e. Consideration of New council member Hoping to find someone from the Seymour area who works in education. Tabled to February meeting.
- f. Consideration of book keeper raise Bridget moved to approve the cost of bookkeeping (\$22/hour). Mark seconded. Approved 6-0.
- g. Consideration of Employee Assistance Program Mark moved to continue the EAP for employees. Bridget seconded. Approved 6-0.
- h. Consideration of donations to Water Rocks and 2023 National Assoc. of County Agents conference Mark moved to donate \$500 to Water Rocks, Bridget seconded. Approved 6-0.

\$2500 donation supports a staff member to attend the National Association of County Agents coming to Iowa in 2023. Tabled to May meeting to see if there is carryover.

- i. Consideration of Horse Superintendent Resignation Letter (coral) Plan to address issues.
- j. Consideration of Volunteer Background Screening  
Mark moved that any volunteer who has an OWI is restricted from transporting 4-H members. Brad seconded. Approved 6-0.

### X. Agenda Items for Next Meeting

Food stand

New Member

Meeting Room Rental

### XI. Date/Time/Location of Next Meeting

February 18, 2021. 6:30pm. In person at the Wayne County Extension Office.

### XII. Adjourn

9:47pm

Secretary \_\_\_\_\_

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