

IOWA STATE UNIVERSITY

Extension and Outreach

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

Date January 17th 2024

Time 6:00 pm Location 220 E. Jefferson Street Corydon, IA

I. Call the Meeting to Order 6:06

Council members present were: Mark Winslow, Kristy Knutson, Lindsey Westfall, Nicole Polsdofer, Melissa Dyer, Sarah Franzkowiak and Dave Doughton. Regional Director Courtney May and Office Assistant Denise Hutchison were also present.

II. Approval of Agenda Moved by Mark, Seconded by Kristy, all in favor 7-0

III. Organizational Meeting

Election of Council Officers

Nominations do not require a second.

Chair

1. Nicole Nominated by Lindsey

2. Mark Nominated by Dave

Those voting for candidate #1 5

Those voting for candidate #2 2

Motion carried by a vote of 5 to 2.

Elected Nicole Polsdofer

Meeting is handed over to the newly elected chairperson.

Vice Chair

1. Mark Nominated by Melissa

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of ____ to ____.

Elected Mark Winslow

Secretary

1. Sarah Nominated by Nicole

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of ____ to ____.

Elected Sarah Franzkowiak

IOWA STATE UNIVERSITY

Extension and Outreach

Treasurer

1. Kristy Nominated by Lindsey

2. _____ Nominated by _____

Those voting for candidate #1 _____

Those voting for candidate #2 _____

Motion carried by a vote of _____ to _____.

Elected Kristy Knutson

IV. Regular council meeting date and time

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

Moved by Nicole

Seconded by Lindsey

Motion carried 7 to 0

V. Public Notice of Meetings

This council requests staff to post public notices of council meetings in Corydon office location on the front door.

Moved by Mark

Seconded by Lindsey

Motion carried 7 to 0

VI. Committee Assignments

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

(a) Fiscal/Legal

(b) Personnel

(c) Program/Marketing

* Mark Winslow

* Kari Dodson

* Kristy Knutson

Lindsey Westfall

Dave Daughton

Sarah Franzkowiak

Courtney Power

Melissa Dyer

Nicole Polsdofer

Moved by Sarah Seconded by Melissa

Motion carried 7 to 0

VII. Appointments to Other Committees and Boards (optional)

Regional Council (add blank for 2) _____

Iowa Extension Council Association Liasion Phil Masters in Lucas County

Other (fairboard, 4-H committee, etc.) 4-H Committee: Kaitlyn Diehl, CYC

Other Fair Board: Mark Winslow

Moved by Mark Seconded by Lindsey

Motion carried 7 to 0

VIII. Approval of Master Volunteer List

Moved by Lindsey Seconded by Dave Motion carried 7 to 0

IOWA STATE UNIVERSITY

Extension and Outreach

IX. Approval of Provisional Volunteers

Allow (not allow) county director or regional director to provisionally approve volunteers between council meetings. Provisional volunteers could begin work if they've completed their paperwork and had a successful background check. All provisional volunteers would need to be approved at the next council meeting.

Moved by Dave Seconded by Lindsey

Motion carried 7 to 0

X. Designate Custodian of Public Record and Open Record Requests

(identify one staff member)

Approval of Office Assistant as the official custodian of public record and open record who requests for the county agricultural extension district.

Moved by Mark Seconded by Lindsey

Motion carried 7 to 0

XI. Official Newspapers (identify two for publication of published report)

The official newspapers for the county extension district will be Corydon Times Republican and Seymour Herald.

Moved by Dave Seconded by Lindsey

Motion carried 7 to 0

XII. Fiscal Procedures (all of the following into one motion)

- **Bank #1.** Approve 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.
- **Bank #2.** *If your council is using more than one bank, you will need to list that depository and the maximum to be deposited as well.*
- **Bank #3.** *If youth council has any investments, e.g., certificates of deposit, list here.*
- **We will not** authorize an agency account.
- Authorize newly elected treasurer to sign operating fund checks as needed to pay for budgeted expenses between regularly scheduled council meetings, as authorized in Fiscal Policy section 3.5. Kristy Knutson
- Authorize other council members to sign checks: Mark Winslow, Nicole Polsdofer, Kari Dodson
- Authorize council members and staff to transfer funds and/or access the bank account electronically: Council does authorize the bookkeeper and assistant bookkeeper to secure electronic/online permissions for viewing and/or printing access of bank account statements and information that aids in the reconciliation process.

IOWA STATE UNIVERSITY

Extension and Outreach

- Approve the employee dishonesty insurance policy through Assured Partners provides coverage on employees, council members, volunteers, and treasurers up to \$250,000 per occurrence and fulfills the requirement by state statute to have at least a \$20,000 bond for treasurers. Certificate of insurance is available through Assured Partners. Certificate is provided to the county auditor.

Moved by Mark Seconded by Sarah

Motion carried 7 to 0

XIII. Approval of county fiscal policy Motion by Lindsey to approve the county fiscal policy.

Seconded by Kristy. Motion carried 7 to 0.

XIV. Approval of the financial reports to come before the council at each meeting
(required for those councils without consent agenda approval)

Motion by Melissa to approve the following financial reports provided prior to each meeting:

- Balance Sheet
- Council Revenue and Expense Statement
- Voucher Report

Seconded by Lindsey. Motion carried 7 to 0.

XV. Approval of county personnel policy (required for those councils without consent agenda approval)

Motion by Lindsey to approve the county personnel policy.

Seconded by Melissa. Motion carried 7 to 0.

XVI. Approve meeting method

Motion by Mark to adopt Robert's Rules of Order, loosely.

Seconded by Dave. Motion carried 7 to 0.

IOWA STATE UNIVERSITY

Extension and Outreach

Regular Meeting Agenda

- I. Public forum None present
- II. Approval of Voucher Report and Financial Reports
- III. November - Vouchers # 12954 - 12980 and EFT's of \$ 2108.92,
- IV. December - Vouchers # 12981 - 13004 and EFT's of \$ 6,349.06

And Approval of financial reports - R & E Statement, Balance Sheet and Bank Reconciliation for November and December 2023.

Moved by Dave Seconded by Mark Motion carried 7 to 0

V. Approval of Work Budget

Dave moved that the FY25 budget be approved for \$185,474 in expenditures with a tax request of \$133,220 with \$130,962 from property tax and \$2,258 from utility excise tax. Including \$5,000 in tort expenses and \$7,000 in unemployment expenses. The council treasurer is directed to officially publish that the FY25 budget public hearing is scheduled for 6:45 p.m. at Wayne County Extension Office, Corydon, Iowa. Seconded by Lindsey Motion carried 7 to 0

VI. Approval of Secretary's report from 12/4/23 Moved by Lindsey and seconded by Kristy. Motion carried 7 to 0.

VII. Approval of volunteers

Moved by Dave Seconded by Mark
Motion carried 7 to 0

VIII. Unfinished Business

- Consideration of Foodstand Bids
Discussion: Currently, there are no bids yet. Mark moved to table this discussion to explore wider options. No vote necessary.

IX. New Business

1. Consideration of Work Budget

Discussion:

Moved by Dave Seconded by Lindsey
Motion carried 7 to 0

2. Consideration of Personnel Policy Updates

Discussion: Employees who are unable to get to work because of road conditions caused by weather may count the absence against their accrued leave hours, but are expected to report to their Regional Director.

In the event the office closes for weather (Iowa DOT advises "travel not advised" or Regional Director decision) or mechanical reasons, the employee's absence will not be charged against accrued leave hours, and employees will earn regular pay. Employees are expected to plan accordingly and work from home. This pay will not be counted towards hours to calculate

IOWA STATE UNIVERSITY

Extension and Outreach

overtime pay. If an employee had previously been scheduled out of the office, the employee will still be required to use their scheduled accrued leave or leave without pay for the hours that the office was open. If the office is closed prior to the employee's scheduled start time, the employee will not be charged any accrued leave.

Moved by Dave Seconded by Lindsey Motion carried 7 to 0

3. Consideration of Fiscal Policy Updates

Discussion: adopt updated version as presented

Moved by Melissa Seconded by Lindsey Motion carried 7 to 0

4. Consideration of Summer Assistant Position

Discussion: Permission to post and advertise job description posted last year.

Moved by Lindsey Seconded by Kristy Motion carried 7 to 0

5. Review of Stakeholder Report

X. Agenda Items for Next Meeting

- a. Consideration of Fee for Out of County Weigh-in
- b. Consideration of County Funding for Participant Scholarships -Human Sciences
- c. Food stand discussion

XI. Date/Time/Location of Next Meeting: February 21 6:30pm

XII. Motion to Adjourn Nicole at 8:29 pm

Sarah Franzkowiak

Secretary, Sarah Franzkowiak Wayne County Agricultural Extension District

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