

**NOTICE OF MEETING OF THE  
WAYNE COUNTY AGRICULTURAL EXTENSION COUNCIL  
TUESDAY, MARCH 21 AT 6:30 PM  
WAYNE COUNTY EXTENSION OFFICE  
220 E. JEFFERSON ST, CORYDON, IA 50060**

**March 15, 2023**

**Regular Meeting Agenda**

- I. Call the meeting to order**
- II. Roll Call and Introductions**
- III. Approval of agenda**
- IV. \* Public forum**
- V. Secretaries Report /** Approval of Minutes from February 16, 2023
- VI. Treasurers Report /**Approval of Financial Reports & Vouchers  
Vouchers #12698 – 12725 and EFT's of \$ 3901.24  
Review of Financial reports from February
- VII. Other Reports (5 minutes or less if possible)**
  1. Staff & Program Specialists (OA, CYC, PABS)
  2. Extension Council Committees
    - a. Building/Grounds
    - b. Fiscal/Legal
    - c. Personnel
    - d. Programming
  3. Regional Director
  4. 4H & Youth Committee
  5. Fair Board
- VIII. Unfinished Business**
  - a. Consideration of Fiscal Policy
  - b. Consideration of Personnel Policy
  - c. Consideration of Background Checks for Council Members
  - d. Consideration of Wages for FY24
  - e. Consideration of Summer Assistant
  - f. Approval of Prairie Trails Wellness Center Sponsorship
- IX. New Business**
  - a. Consideration of Gift Card purchase for VITA Volunteers
  - b. Consideration of Regional Office Lease
  - c. Consideration of Program Planning
- X. Agenda Items for next meeting**
- XI. Date/Time/Location of next meeting –**  
\_\_\_\_\_ At the Wayne County Extension Office  
(Regularly -3<sup>rd</sup> Tuesday of each Month at 6:30pm)
- XII. Adjourn**

## Notice of Meeting & Public Hearing of the Wayne County Agricultural Extension Council

In compliance with the County Agricultural Extension Law, the meeting and FY24 Budget Public Hearing of the Wayne County Agricultural Extension Council will be held at 6:30 p.m. and 6:45 p.m. respectively on the 16th day of February 2023. Due to inclement weather and hazardous travel conditions, this meeting will be held virtually. The public is welcome to attend by logging in and using the link provided or calling by telephone.

Please click this URL to start or join by copying and pasting it into your browser

<https://iastate.zoom.us/j/93933793010?pwd=Y3l3OW5CUWpCeXNzQzIRSCtRdWhWUT0>

9 Join from dial-in phone line: Dial: +1 646 876 9923 or +1 646 931 3860

Meeting id and password if requested enter ID: 939 3379 3010 and password: 145187

It is important that all members attend this meeting.

I. Call the Meeting to Order at 6:30 by Chair Nicole Polsdofer

II. Roll Call and Introductions Eugene Mohling, Dave Daughton, Kaitlyn Deahl, Mark Winslow, Nicole Polsdofer, Bridget Davis, Denise Hutchison, Lindsey Westfall, Melissa Dyer, Sarah Franzkowiak.

III. Approval of the Agenda of the organizational and regular meeting Moved by Dave, Second by Mark. All in favor, motion passed 7-0.

Meeting includes the following:

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.*

No one was present from the public to speak.

V. Secretary's Report

Consideration of minutes from Jan, 2023

Moved by Mark. Seconded by Bridget. Motion carried 7 to 0

VI. Treasurer's Report

a. Approval of Voucher #12672-12697 and EFT total of \$3911.33

b. Review/approval of financial reports for January 2023

Moved by Dave Seconded by Melissa. Motion carried 7 to 0.

**Motion to recess regular Council Meeting by Mark at 6:45 P.M. for FY'24 Public Hearing. Dave seconded, all in favor, motion passed 7-0.** Chair- "This is the time and place set for the FY2024 public hearing on the Wayne County Extension Budget. The notice of the public hearing did appear in the *Corydon Times Republican* not more than 20 days and not less than 10 days before the hearing as required by law on January 27, 2023. Are there any objections or comments concerning the budget?" Comments must include person's name and address and be duly recorded. (Council members' questions or comments should wait until the hearing is closed and regular meeting resumes, this period is for public input) If no one asks to speak the chair instructs the secretary to note that in the minutes. Chair requests a motion to close the public hearing. Dave moved to close the public hearing and Melissa seconded it. All in favor, motion passed 7-0.

## **Chair reopens recessed meeting.**

### **Reports:**

- a. Staff and program specialists: OA, CYC
- b. Extension Council Committee –  
Fiscal/Legal-  
Personnel –  
Programming
- c. Regional Director
- d. Iowa Extension Council Association  
IECA Virtual Conference Feb. 2 and 7  
IECA Fiscal Training for Council Members (Marion, Knoxville, Washington)
- e. 4-H and Youth Committee
- f. Fair Board

### **VIII. Unfinished Business**

Consideration of MOU (Review and Approval) Dave moved to approve MOU with Addendum one. Mark seconded. All in favor, motion passed 7 to 0.

Consideration of Fiscal Policy (may be tabled) - tabled

Consideration of Office Policy (may be tabled) - tabled

Consideration of Background Checks for Council Members - tabled

Consideration of List of Volunteers - Mark moved to approve the list of volunteers. Dave seconded and motion passed 7 to 0. New volunteers are Kate Lane and Dillon Lane.

Consideration of meeting requirements, Roberts Rules of Order. Gene reminded the council that we need to have a quorum for meetings, use motions and seconds, and have votes on important decisions, following Roberts Rules of Order.

Wages for FY24 (may be tabled) - Tabled

Consideration of pay raise for Alitha Jellison - Dave reported that the Personnel committee had met with Alitha. She has been working approximately 3 hours a week on weekends since December 2018 with no raise. She is paid \$15 per hour. The recommendation from the personnel committee is to give her a raise of \$2.50 per hour. This is a 16% raise. It may seem high, but considering she hasn't had a raise in over four years of service, it seems fitting. Mark moved to adopt the personnel committee recommendation of raising the pay for Alitha Jellison by \$2.50 to \$17.50 per hour. Lindsey seconded, all in favor, motion passed 7 to 0.

Consideration of renewing Prairie Trails Wellness Center Membership - Denise received an invoice for an annual membership for \$450 for two employees. Sue Darrah said the membership will honor three employees for the same price. Denise will check with office staff and see who would like to take advantage of this benefit and report back next meeting. If it will be used, we plan to continue the membership.

### **IX. New Business**

#### **Education**

Bridget 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 \$2336 from utility excise tax. Seconded by Melissa. Approved 7 to 0.

### **Unemployment**

Bridget moved that the FY24 unemployment budget draft be approved for \$7427 in expenditures with a tax request of \$0 with \$0 from property tax and \$0 from utility excise tax. Seconded by Melissa. Motion carried \_\_\_7 to 0.

### **Tort**

Bridget moved that the FY24 tort budget draft be approved for \$4000 in expenditures with a tax request of \$4000 with \$3932 from property tax and \$68 from utility excise tax. Seconded by Melissa. Motion carried 7 to 0.

b. Consideration of Summer Assistant(s)  
Agenda Items for Next Meeting

Date/Time/Location of Next Meeting - Third Tuesday, March 21st at 6:30 pm.  
Adjourn 7:28pm

*Sarah Franzkowiak*

Secretary Sarah Franzkowiak

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# Voucher Report

## Wayne County

Bank Transactions from 2/1/2023 to 2/28/2023

CSB			Corydon Savings Bank				
Trans. Type	Check #	Void	Transaction Date	Vendor	Description	Multi	Total Amount
Check	000012698		2/1/2023	City Of Corydon	Water and Sewer		(\$85.30)
	000012699		2/1/2023	Curry Pest Control	Pest Control		(\$29.00)
	000012700		2/1/2023	Deahl, Kaitlyn	January Travel for Kaitlyn		(\$62.39)
	000012701		2/1/2023	ISU Treasurer's Office	County Insurance, eartags		(\$8,122.72)
	000012702		2/1/2023	Niday, Syerra	Syerra Travel for January		(\$68.91)
	1312023		2/1/2023	Alliant Energy	Gas and Electric		(\$587.37)
	ALLIANTPY MT		2/1/2023	Alliant Energy	gas and electric		(\$493.38)
	FEB15MORT GAGE		2/1/2023	Corydon State Bank	2nd mortgage payment		(\$336.64)
	FEB1MORTG AGE		2/1/2023	Corydon State Bank	1st mortgage payment		(\$336.64)
	FEDTAX2102 9149		2/1/2023	US DEPT Treasury	EEM 2/14/2023	M	(\$1,215.95)
	IPERS121042 617		2/1/2023	Iowa Public Employee Retirement Sys	IPERS - Benefit	M	(\$931.26)
	000012703		2/14/2023	Deahl, Kaitlyn	Net Wages		(\$911.86)
	000012704		2/14/2023	Hutchison, Denise	Net Wages		(\$834.46)
	000012705		2/14/2023	Jellison, Alitha	Net Wages		(\$87.55)
	000012706		2/14/2023	Niday, Syerra	Net Wages		(\$479.91)
	000012707		2/14/2023	WAYNE COUNTY NEWSPAPER	Advertising public hearing		(\$108.75)
	000012708		2/14/2023	South Central Communications	Internet and Phone		(\$173.52)
	000012709		2/14/2023	Rob Sand, Auditor of State	Audit services yr end June21		(\$1,217.50)
	000012710		2/14/2023	Premier	Jan Contract printing charges		(\$169.15)
	000012711		2/14/2023	First Interstate Bank	AATRIX SOFTWARE 00000000008297	M	(\$441.85)
	000012712		2/14/2023	KAL Service	Garbage and Recycling		(\$21.00)
	000012713		2/14/2023	Hutchison, Denise	Reimburse for Doorbell battery	M	(\$29.84)
	000012714		2/14/2023	First Advantage	Volunteer Background check		(\$37.83)
	000012715		2/27/2023	Deahl, Kaitlyn	Net Wages		(\$1,011.70)
	000012716		2/27/2023	Hutchison, Denise	Net Wages		(\$860.94)

Check	000012717	2/27/2023	Jellison, Alitha	Net Wages	(\$91.84)
	000012718	2/27/2023	Niday, Syerra	Net Wages	(\$520.67)
	000012719	2/27/2023	City Of Corydon	water and sewer-mar	(\$85.30)
	000012720	2/27/2023	Curry Pest Control	invoice 5666 pest control	(\$29.00)
	000012721	2/27/2023	Hy-Vee, Inc.	PABS supplies, VITA supplies	(\$209.92)
	000012722	2/27/2023	Palmer, Jacob	sidewalk snow removal	(\$50.00)
	000012723	2/27/2023	Swearingin, Jamie	travel for VITA feb	(\$49.60)
	000012724	2/27/2023	Twisted Oak Tree Service LLC	2022 snow removal	(\$250.00)
	000012725	2/27/2023	Capitol One	4H workshops supplies	(\$36.27)
				<b>Bank Total for Check: (items: 34)</b>	<b>(\$19,978.02)</b>
Deposit	000000553	2/2/2023		Feb 2 Deposit	\$791.50
	000000554	2/7/2023		Feb 7 deposit	\$1,260.77
	000000556	2/14/2023		tax deposit	\$1,217.54
	000000555	2/20/2023			\$582.00
				<b>Bank Total for Deposit: (items: 4)</b>	<b>\$3,851.81</b>
Interest Income	INT000002605	2/28/2023	Reconciliation Adjustment		\$161.82
				<b>Bank Total for Interest Income: (items: 1)</b>	<b>\$161.82</b>
				<b>Net Activity for CSB: (items: 39)</b>	<b>(\$15,964.39)</b>



BL ACCT 02011835-10000000  
WAYNE COUNTY EXTENSION

Account Number: ##### 7021  
Open/Close Date: 01/03/2023 - 02/02/2023

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World MasterCard®

### Account Inquiries



Customer Service: 1-888-833-3453  
Lost/Stolen Card: 1-866-839-3485  
International, Call Collect: 727-570-4881  
Direct: 1-406-255-5434



Please Direct Written Inquiries to:  
Customer Service  
PO BOX 30495  
TAMPA, FL 33630-3495



To view or pay your account on-line:  
www.ezcardinfo.com

received  
2-13-23  
De

### Account Summary

Previous Balance	\$	401.26
Purchases	+	441.85
Cash	+	0.00
Special	+	0.00
Credits	-	0.00
Payments	-	401.26 -
Other Debits	+	0.00
Finance Charges	+	0.00
<b>NEW BALANCE</b>	<b>\$</b>	<b>441.85</b>

### Payment Information



**Total Minimum Payment Due \$441.85**

Minimum Payment \$ 441.85

**Payment Due Date 02/27/23**

Mail Payments to: MASTERCARD PO BOX 35138 SEATTLE WA 98124-5138

### Important News

**REWARD YOURSELF WITH FIRSTREWARDS!**

**CURRENT POINTS BALANCE: 70120**

**VISIT REWARDS.FIRSTINTERSTATE.COM, OR CALL 888-216-2893 FOR ADDITIONAL BALANCE INFORMATION AND TO LEARN MORE ABOUT YOUR REWARDS OPTIONS.**

### Account Activity Since Your Last Statement

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
01/04	01/05	PPLN01	55480773005286661914569	AATRIX SOFTWARE 7017466814 ND	\$ 24.95
01/07	01/08	PPLN01	55432863007207182788841	AMZN Mktp US*H38DM7M03 Amzn.com/bill WA	19.98
01/06	01/08	PPLN01	55432863006206900979402	AMZN Mktp US*KO7F39RC3 Amzn.com/bill WA	25.99
01/10	01/11	PPLN01	55432863010208001518281	AMZN Mktp US*9U1YE8T13 Amzn.com/bill WA	130.97
01/17	01/18	PPLN01	02305373018000519457989	HY-VEE CORYDON 1089 CORYDON IA	11.96
Cardholder Name: SYERRA NIDAY					
Total Charges for Account Number: ##### 7047					
01/19	01/20	PPLN01	55432863019200485975203	AMZN Mktp US*KF3S94AV3 Amzn.com/bill WA	\$ 228.00
Cardholder Name DENISE HUTCHISON					
Total Charges for Account Number: ##### 3084					
Payments, Adjustments and Others					
01/24	01/24		L0124202300150119	PAYMENT - THANK YOU	\$ 401.26 -

**THE TOTAL FINANCE CHARGE PAID ON YOUR ACCOUNT DURING THE PAST YEAR WAS \$36.29.**

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW 5 DAYS FOR MAIL DELIVERY

FIRST INTERSTATE BANK  
PO BOX 30918  
BILLINGS MT 59116-0918



Account Number

##### 7021

Check box to indicate  
name/address change  
on back of this coupon ☐

AMOUNT OF PAYMENT ENCLOSED

Closing Date

02/02/23

New Balance

\$441.85

Total Minimum  
Payment Due

\$441.85

Payment Due Date

02/27/23

\$

BL ACCT 02011835-10000000  
WAYNE COUNTY EXTENSION  
220 E JEFFERSON ST STE 1  
CORYDON IA 50060-1529



MAKE CHECK PAYABLE TO:



MASTERCARD  
PO BOX 35138  
SEATTLE WA 98124-5138



61 5527 4761 1143 7021 00044185 00044185 2

Wayne County Agricultural Extension District  
Balance Sheet  
Cash Basis  
2/28/2023

**Current Assets**

Cash Accounts	\$156,927.64	
<b>Total Current Assets</b>		<b>156,927.64</b>

**Liabilities & Fund Balances**

**Liabilities**

Accounts Payable	493.00	
<b>Total Liabilities</b>		<b>493.00</b>

**Fund Balances**

Tax Sub-Fund		58,009.43	
Program Fee Sub-Fund			
ANR Program Fee	8,038.66		
Comm Program Fee	3,249.30		
Human Sciences Program Fee	702.57		
4H & Youth Program Fee	37,812.61		
Youth Program Fee	266.15		
4H Clubs	5,511.55		
Program Fee Sub-Fund		55,580.84	
Grant & Contract Sub-Fund			
Comm Grant & Contract	(82.80)		
Human Sciences Grant & Contract	29,455.05		
4H & Youth Grant & Contract	(96.97)		
Grant & Contract Sub-Fund		29,275.28	
Subtotal County Agricultural Extension E...		142,865.55	
Unemployment Compensation Fund		7,569.08	
Tort Liability Fund		6,000.01	
<b>Fund Balance</b>			<b>156,434.64</b>
<b>Total Liabilities and Fund Balance</b>			<b>156,927.64</b>



Wayne County Agricultural Extension District  
Revenue & Expense Summary  
For the Eight Months Ending Tuesday, February 28, 2023

1 of 2

	Current 2/1/2023 to 2/28/2023	YTD 7/1/2022 to 2/28/2023			
	Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
Extension Education Fund Beginn...	\$150,077.84	\$139,220.51	\$150,012.08	(\$10,791.57)	92.81%
Ext. Ed. Fund Beg. Bal. - Tax Sub-F...	65,988.95	61,200.35	150,012.08	(88,811.73)	40.80%
Ext. Ed. Fund Beg. Bal. - Program F...	54,620.75	51,184.71		51,184.71	0.00%
Ext. Ed. Fund Beg. Bal. - Grant Sub...	29,468.14	26,835.45		26,835.45	0.00%
EXTENSION EDUCATION FUND...					
Property Tax & Other Taxes	1,171.12	76,929.90	132,533.00	(55,603.10)	58.05%
Interest	161.82	853.33	450.00	403.33	189.63%
Resale of Materials & Goods	62.00	158.00	700.00	(542.00)	22.57%
Rental	590.00	2,527.59	1,500.00	1,027.59	168.51%
Other		25.05	153.54	(128.49)	16.31%
Tax & Other Subtotal	1,984.94	80,493.87	135,336.54	(54,842.67)	59.48%
Program Fee	1,027.50	13,409.00	20,460.00	(7,051.00)	65.54%
Grants & Contracts	954.77	9,594.00	69,150.00	(59,556.00)	13.87%
Total Extension Education Fund R...	3,967.21	103,496.87	224,946.54	(121,449.67)	46.01%
Total Extension Education Fund R...	154,045.05	242,717.38	374,958.62	(132,241.24)	64.73%
EXTENSION EDUCATION FUND...					
Salary & Wage	5,550.57	47,059.03	70,400.00	23,340.97	66.85%
Benefits	930.25	7,872.34	18,629.00	10,756.66	42.26%
Shared Support Services		3,105.71	4,667.00	1,561.29	66.55%
Travel	24.89	1,360.11	3,575.00	2,214.89	38.05%
Professional Development & Training		898.80	1,000.00	101.20	89.88%
Professional Contracted Services	1,242.45	1,367.45	2,500.00	1,132.55	54.70%
Facility	1,322.05	7,662.76	12,600.00	4,937.24	60.82%
Telecommunications	173.52	1,454.66	2,460.00	1,005.34	59.13%
Postage		186.48	900.00	713.52	20.72%
Supplies	214.83	1,147.46	2,725.00	1,577.54	42.11%
Printing & Duplication	397.15	904.92	1,350.00	445.08	67.03%
Marketing		416.23	2,000.00	1,583.77	20.81%
Employment Advertising/Legal Notic...	108.75	714.24	1,400.00	685.76	51.02%
Background Screening		75.81		(75.81)	0.00%
Equipment			1,800.00	1,800.00	0.00%
Insurance/Bonds		6,362.33	5,000.00	(1,362.33)	127.25%
Bank Charges, Fees, & Interest		15.71	75.00	59.29	20.95%
Membership, Dues & Subscriptions			500.00	500.00	0.00%
Non-Fee Project Activities		2,952.10	6,550.00	3,597.90	45.07%
Resale		128.65	700.00	571.35	18.38%
Tax & Other Subtotal	9,964.46	83,684.79	138,831.00	55,146.21	60.28%
Program Fee	67.41	9,012.87	15,420.00	6,407.13	58.45%
Grants & Contracts	1,147.63	7,154.17	61,516.60	54,362.43	11.63%
Total Extension Education Fund Ex...	11,179.50	99,851.83	215,767.60	115,915.77	46.28%
Extension Education Fund - Availa...	142,865.55	142,865.55	159,191.02	(16,325.47)	89.74%
Ext. Ed. Fund Available - Tax Sub-F...	58,009.43	58,009.43	146,517.62	(88,508.19)	39.59%
Ext. Ed. Fund Available - Program F...	55,580.84	55,580.84	5,040.00	50,540.84	1102.7...
Ext. Ed. Fund Available - Grant Sub...	29,275.28	29,275.28	7,633.40	21,641.88	383.52%
Unemployment Beginning Balance					
	7,569.08	7,569.08		7,569.08	0.00%
Unemployment Revenue					
Total Unemployment Resources	7,569.08	7,569.08		7,569.08	0.00%

Wayne County Agricultural Extension District  
Revenue & Expense Summary  
For the Eight Months Ending Tuesday, February 28, 2023

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	Current 2/1/2023 to 2/28/2023	YTD 7/1/2022 to 2/28/2023			
	Actual	Actual YTD	Budget Full Year	Variance YTD	Variance %
Unemployment Expense					
Unemployment Expense			7,427.08	7,427.08	0.00%
Unemployment - Available Resourc...	7,569.08	7,569.08	(7,427.08)	14,996.16	(101.91...
Tort Beginning Balance	5,991.42	2,787.69		2,787.69	0.00%
Tort Revenue					
Tort Revenue	46.42	3,369.44	5,000.00	(1,630.56)	67.39%
Total Tort Resources	6,037.84	6,157.13	5,000.00	1,157.13	123.14%
Tort Expense					
Tort Expense	37.83	157.12	4,000.00	3,842.88	3.93%
Tort - Available Resources	6,000.01	6,000.01	1,000.00	5,000.01	600.00%

OPERATING FUND SUMMARY

Total Operating Fund Beginning Bal...	163,638.34	149,577.28	150,012.08	(434.80)	99.71%
Total Operating Fund Revenue	4,013.63	106,866.31	229,946.54	(123,080.23)	46.47%
Total Operating Fund Expense	11,217.33	100,008.95	227,194.68	127,185.73	44.02%
Operating Fund - Available Resourc...	156,434.64	156,434.64	152,763.94	3,670.70	102.40%

# **Kaitlyn Deahl, County Youth Coordinator**

## **February/March Report**

- **Region 25&26 CYC Meeting**
  - Met in Wapello County, did some professional development then split into 2 groups to plan regional trips, and planned the regional trips for quite a bit of the day
- **Fair Board Meeting**
  - Attended the March Fair Board meeting, and discussed changing the pay rate for static judges from per hour to a flat rate, they seemed pretty on board with it for the most part and will vote on it in April
- **4-H Adult Committee Meeting**
  - Discussed various things such as the 4-H Hall of Fame Nominee, scholarships, judges, etc.
- **YQCA**
  - Held my first YQCA session on the 13<sup>th</sup>, had 7 kids in attendance. All went well and half of them stayed after to login and take their post test and print their certificate, the next one is March 29<sup>th</sup>
- **Region 25&26 Mystery Trip**
  - This is a trip for 7<sup>th</sup> through 12<sup>th</sup> graders in regions 25 and 26. It is a mystery trip, so they won't know where we are going until we get there. It consists of me, Hannah Johnson-Davis, Cindy Emery-Wapello, and Hilary Lanman-Jefferson. It is set for June 7<sup>th</sup>. We did the drive through on the 15<sup>th</sup> to make sure all the places were still willing to let us come. The trip consists of a llama farm/candle store, a park with buffalo and elk, a blacksmith, (all in or around Dysart) then in Waterloo the Vet's museum and planetarium, a pool, and a Dairy/kangaroo farm.
- **Region 25 CYC Meeting**
  - We will meet here in Wayne County on the 21<sup>st</sup>, more updates to come
- **Enrollment Update**
  - About 80 4-H members and about 40 Clover Kids, this includes those that have not yet paid their dues

- Farm Bureau/Friends of 4-H
  - No new updates for Friends of 4-H Donations, but Farm Bureau did approve to pay \$5 per kid for current enrollment numbers, I have been talking with Justin Lain and he's getting it taken care of since he is on the board
- Judges updates
  - As of 3/16/23, we are still looking for a rabbit/poultry judge and a beef judge. Still have a few static judges to find, one of them pending based on what the fairboard decides about the payment.

Hello from your Wayne County Extension and Outreach OA

Since our last meeting, I have continued to work on the list of items that were started last month, and since I was hired:

- **Getting organized** in the front office space- files and various folders, that needed updated and labeled are easier to find and systems are being put in place to further adhere to our Fiscal policy and procedures for audit.
- **Social Media marketing** – Courtney has told me this is one topic that I was hired to focus on. I have taken several social media marketing courses in the process of running my small business and I feel like I can grow our reach over time providing us with a free marketing tool for getting Extension and Outreach information to the people of Wayne County and beyond.

Repeating some info from last month: My focus is more consistently posting content on Facebook and Instagram to increase reach. I am trying to mix up the information from different education areas to add variety. Because the page had been so stagnant, In order to really have growth, we need to start a push, a kickstart of interaction--in the way of comments and shares. This type of “social interaction” shows the FB algorithm that the business content is relevant and not spam or too sales-y.

If you are on Facebook, please help me out!

I will use the insights tool on my business suite app and track for you the numbers of comments and shares and the resulting reach numbers and new likes/followers for the next month and report back to you next meeting.

If you aren't on FB but you have a family member or friends that are, ask them to help. If each of you could:

1. Be sure that you like/follow the page.
2. Share the page itself with your contacts, inviting them to like /follow—I did this in January with my friends and around 20 new followers came on board.
3. If you see our post in your feed, click the share button and share it to your page. You don't even have to say anything about it. But if you do that helps even more.
4. Occasionally comment (or add emojis in the comment section) on a Post.
  - The **post thumbs ups and hearts do nothing** for increasing reach because it's too easy to do)
  - Comments and Shares from followers create more reach in the algorithm.
  - Comments and Shares show Facebook that our content is relevant and creating conversation, so it will show it to more people
  - Tag a friend in a post if you think they might like seeing the information.
  - Know that If you comment, I will respond to the comment—that is how you get interaction which = reach.

If you need help with how to do any of these things, I will be glad to show you!

- **PSEP** – I have hosted 5 Commercial Pesticide Instruction Courses and a Commercial Manure Application course over the last month and ½ in addition to the events that were hosted by our specialists in house. Each course allows for more educational contact with clients and requires additional reporting and tracking with evaluations and MyData. We also have a 2<sup>nd</sup> Private course of the season being hosted by Clarabelle Probasco here on the 23<sup>rd</sup> (this Thursday)

- **MyData**—I've continued to enter events and the contacts from those events into the database. I'm hoping to team up with both Syerra and Kaitlyn soon to enter their events also.
- **Website Editor** --I completed all training on The Website Content Editor, passed a test and received the license to start updating information on our website. I have started uploading the Council Meeting Agendas and Minutes that were missing from the last year. And I am working on updating our News content on the front page.

You might also notice if you visit the website that the council meetings and other important current events are showing on the calendar at the top of the page. By entering that information into MyData in a timely manner, it auto populates to the website calendar. Keeping that more current.

- **VITA program**—we have continued to make appointments and greet clients, as we help with hosting the program. It should be wrapping up next week and be done by the end of March.
- **Meeting Room Rental**- I have been mentioning the rental on social media and plan to push that more as the VITA program ends. Currently the room has been pretty busy with that and 4H meetings in the evenings and weekends. I have one upcoming public rental and 2 others interested.
  - I've included a copy of the rental agreement update at the end of the packet and after I updated the emergency contact information removing Dan Rockhold's name and number, that just leaves Mark. Mark would like to have another name and number added in case he is out of town.
  - I am also updating the key inventory for all doors on the building. If you have keys to any doors could you be sure to check in with me which door and key number you have please?
  - Heads up if you don't have a key, we will also be changing the codes on the back door. For security purposes, it has been around 3 years that some codes have been in use, several people who are no longer affiliated with extension may have those codes. After discussing this with both Courtney and Mark, we have decided to completely recode the back door. We wanted to give you notice beforehand in case that is the only way that you have access to the building and need it. If you need the new code, let me know

February has been very busy at the office, and as soon as one new thing is learned or completed, or a hurdle gets jumped, there is something new just around the corner. It's keeping me busy and I am thoroughly enjoying it!

Thanks again for your support!

Denise Hutchison

# IOWA STATE UNIVERSITY

## Extension and Outreach

220 E. Jefferson Street, Suite 1, Corydon, IA 50060

641-872-1755 Email: [xwayne@iastate.edu](mailto:xwayne@iastate.edu) [www.extension.iastate.edu/wayne/](http://www.extension.iastate.edu/wayne/)

### Wayne County Extension Rental Agreement

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose: \_\_\_\_\_ Topic: \_\_\_\_\_

Organization Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Dates Requested: \_\_\_\_\_

Time/Hours of usage (including set up & clean up) \_\_\_\_\_ Number of people anticipated \_\_\_\_\_

ISU Related Event \_\_\_\_\_ Non-ISU Related Event \_\_\_\_\_

Event During Business Hours \_\_\_\_\_ After Hours Event (Key checkout?) \_\_\_\_\_

#### Fees: (all fees need to be paid when room is booked)

Room Use and Deposit: ISU Extension-Related Event = No charge.

Room Use: Non ISU Extension Related Event = \$ 50.00 for half day /4 hours or less; or \$ 75.00 for full day **PLUS** a \$ 50.00 refundable deposit (separate check from payment)

Applicant agrees to defend, indemnify and hold ISU Extension and Outreach Wayne County harmless from any and all liability for injury to persons or property occurring as a result of any activities and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by Extension, which results from any scheduled activities or is caused by any participant in any scheduled activities. I have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions listed above and the attached cleaning list. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

#### OFFICE USE ONLY

Authorized Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Payment of \$ \_\_\_\_\_ received on Date \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_  
Refundable Deposit of \$50.00 received on Date \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

In case of an after-hours facility emergency, contact Mark Winslow @ 641-344-7516 in case of life-threatening emergency, call 911.

### Classroom Rental Policies

**Payment:** Your reservation is binding with a completed & signed contract. Payment is due in full upon the receipt of an invoice and prior to your rental date. Please read our cancellation policy below.

**Cancellation Policy:** Cancellation of rented space must be done as soon as possible. If cancellation occurs at least 2 business days before the event, a full refund of rent and deposit will be granted. *If cancellation occurs less than 2 business days, a full refund of rent will be issued and 50% of your deposit will be retained.* Cancellations should be called into the office at the office phone number 641-872-1755. If calling after business hours, please leave a voice mail on the office machine.

# IOWA STATE UNIVERSITY

## Extension and Outreach

220 E. Jefferson Street, Suite 1, Corydon, IA 50060  
641-872-1755 Email: [xwayne@iastate.edu](mailto:xwayne@iastate.edu) [www.extension.iastate.edu/wayne/](http://www.extension.iastate.edu/wayne/)

**Smoking/Alcohol:** Not allowed on premises under any circumstance.

**Key Check Out:** If your meeting begins before opening or extends past closing business hours, you need to check out a key to the facility during our regular business hours (8:00am - 4:30pm/Monday-Thursday) prior to your meeting. Key should be left on the counter top in kitchen.

**Event Promotion:** Please do NOT give our phone number as a contact for your event.

**Check Out & Cleaning Guideline** (You are responsible for your own set up and clean up.)  
**Please read carefully and follow this list as it applies to your event:**

**Schedule:** Clean up and check out within your scheduled time so others can use the facility. If you rent this during working hours, please be aware that staff may need access to the kitchen for light use and restrooms.

**Furniture:** Please return the furniture to the same way that you found the room. If you need to mount something on the walls, the only thing that may be used is painters tape located in the small file cabinet at the front (east side) of the room.

**Food:** If food is served, please sweep the floors and wipe down tabletops and counter top to remove all crumbs and spills. A broom and cleaning supplies are located in the closet by the restrooms.

**Energy:** Turn off all lights, coffee pots, oven, stovetop, and Audio Visual equipment if used.

**Garbage:** Dispose of trash by placing in garbage cans outside. Do not leave garbage cans full of waste.

**Keys:** If after-hours event, leave the key on the counter top in the kitchen. Please be aware when you do this, you will not be able to return inside after you follow the instructions listed below.

**Security:** To lock up: Open the back door. Turn the lock on the inside of the handle of the door. Step outside. Close the back door. Test to make sure the door is locked. This is critical to keep our building secure.

I acknowledge and agree to the conditions of this cleaning policy \_\_\_\_\_ (initials)

## **General Information**

**Internet Use:** WIFI is available on site. On your device, select the wireless connection 'IASTATE'. It may take a few minutes to process, and service is sometimes spotty in a metal building. A screen will come up asking you to sign in. Sign in as 'guest' and enter your contact information when prompted. You then may need to close out of the internet and reconnect.

**Parking:** Parking lot accommodates 15 vehicles.

**Facility Maintenance:** Please report any broken or malfunctioning features of our building to Extension staff.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964. Cooperative Extension Service, Iowa State University of Science and Technology, and the United States Department of Agriculture cooperating.



## Employee Assistance Program

### Get To Know Your Benefits

Your Employee Assistance Program (EAP) provides a variety of counseling, consultations, resources, and coaching benefits for you and your family members. Your EAP benefits are **cost-free** to you, **confidential**, and available **24/7/365**.

### We Can Help With:

- Stress Management
- Relationship Concerns
- Personal Growth
- Anxiety or Depression
- Legal Issues
- Identity Theft
- Tax Questions
- Elder Care
- Financial Concerns
- Budgeting and Debt

## EAP Benefit Summary

### Phone-Based Support

*unlimited*

Call us any time you have an issue, concern, or question. You have 24/7 access to masters-level counselors.

### In-Person or Telehealth Counseling

*6 sessions per year*

Arrange counseling sessions with a masters-level counselor near your home or work. Household family members are eligible.

### Telephonic Life Coaching

*6 sessions per year*

Speak with a life coach and receive tailored advice on matters involving time management, work-life integration, goal setting, communication skills, and other areas of personal growth.

### Telephonic Financial Consultation

*1 30-min session per issue*

Speak with a financial professional about each separate issue, and access a free financial check-up, financial library, and a variety of other financial tools by visiting [efr.org/financial](http://efr.org/financial).

### In-Person or Telephonic Legal Consultation

*1 30-min session per issue*

Meet with a licensed attorney with expertise in your area of need. Visit [efr.org/legal](http://efr.org/legal) for more information regarding retention and self-help legal documents.

### Eldercare Resources

*as needed*

Access information, referral resources, and support involving the care for an aging family member.

### Childcare Resources

*as needed*

Receive childcare resource referrals where locally available. All referrals are state licensed/certified childcare providers.

### Identity Theft Resolution Services

*as needed*

Receive assistance with restoring identity and good credit from a highly trained FCRA certified fraud resolution specialist or licensed attorney.

### Additional Benefits

*provided regularly*

Stay up-to-date by reading our monthly newsletter, watching our webinars, and/or completing self-assessments. Visit [efr.org](http://efr.org) for more information

*Life Happens. We're Here to Help.*



EFR EMPLOYEE & FAMILY RESOURCES

# Understanding Your EAP Benefits

*EFR is dedicated to helping people manage life's challenges so they can reach their full potential.*

## When should I call the EAP?

Call **800-327-4692** whenever you are experiencing one of life's challenges. We are available 24/7/365.

## What happens when I call?

A representative from EFR will answer your call. The representative will gather demographic information and help you connect with a masters-level counselor.

You will be connected with a masters-level counselor to discuss your issues, concerns, or struggles.

## What happens when I see the EAP counselor?

- The masters-level counselor will listen to your concerns.
- The counselor will also help you explore other areas of your life to assess for strengths and supports, or factors contributing to your presenting issue or concern.
- The counselor will meet with you up to **6 sessions** to complete a comprehensive assessment of your current circumstances and work with you to establish a plan for EAP sessions.

### Options for EAP sessions include:

- Assessment completed and remaining sessions are used for brief counseling and problem resolution.
- Assessment completed and a referral is recommended for services that fall outside the scope of EAP services.

## Common Questions

### *Can I use the EAP more than once a year?*

- Yes, but each time you use the EAP, the counselor will be assessing your life circumstances so you will be eligible for a new set of **6 sessions** if your circumstances have changed, or in 12 months, whichever comes first.

### *What is a new set of circumstances?*

- A new development in your life that has changed since your last EAP assessment.

### *Why can't I use the EAP more often?*

- EAP is an assessment, referral, and brief counseling model to assist employees with managing a wide variety of personal issues, but is not intended to replace therapy, treatment, or ongoing counseling.

**Call EFR today!**  
**800-327-4692**

# Personnel Action Responsibility Chart

## Supervision and Oversight of County Paid Employees

Some supervision responsibilities are delegated by council action to regional and county directors however, councils retain ultimate authority of their employees. This chart is a guide to assist with outlining various actions and responsibilities. Take time to add additional notes that are relevant for your county.

### MODELS 1 and 2

Council is the employer. Council delegates daily management to regional director for supervision of the county paid staff. If regional director position is vacant, director of field operations will fulfill the regional director responsibilities.

Personnel Action	Council	Regional Director	Whitfield & Eddy	University
<b>Hiring</b>	Personnel committee makes recommendations to the full council to approve job description, hiring wage, start date, and benefits in accordance with county personnel policy.	Provide council with job description template for editing and approval. Manage the job posting and notifications. Once hire is completed, process new staff forms for federal, state, university, and county needs. Ensure email address and login permissions are granted.	Provide responses to council for any questions concerning employment law, including employee status (employee or contractor) questions pertaining to the letter of intent, eligibility to work in the U.S., or if posting or hiring outside of what is described in the personnel policy.	UHR: Provide education, procedures, and templates for hiring process. County Services: Support processing of university forms. EIT: Provide technical support to new staff.
<b>Orientation</b>	Recommends key community agencies, influencers, volunteers that new hires should be introduced to.	Carries out onboarding and orientation as outlined in the new hire guide.		UHR: Provide education on best practices for onboarding new staff. PD Unit: Provide refined orientation guides and plans for onboarding.
<b>Daily Supervision</b>	Designates the responsibility of daily supervision to the regional director.	Prepare time sheet, leave, FMLA, and reimbursements for approval. Schedule staff meetings, one on one coaching and counseling. Communicate new council or university initiatives.		Provide education for regional director on FMLA, ADA, and FLSA. County Services: Manage contract for time and leave absence management software and technical support. Provide training and support to bookkeepers to process payroll.

<b>Personnel Action</b>	<b>Council</b>	<b>Regional Director</b>	<b>Whitfield &amp; Eddy</b>	<b>University</b>
<b>Professional Development</b>	Budget dollars and approve time for staff to participate in meaningful professional development opportunities. Approve registration, travel and expenses.	Recommend appropriate professional development opportunities to staff members.		<p>UHR: Conduct monthly virtual HR Learning Hours and occasional in-person education for regional directors. Topics may include: communication, performance management, staff conflict resolution. Provide coaching to the regional director on these topics.</p> <p>PD Unit: Provide relevant opportunities for all extension staff.</p>
<b>Performance Reviews</b>	Personnel committee recommends to full council what process and form to use on an annual basis. Personnel committee may also lead or participate in employee reviews.	Ensures annual performance reviews are completed in accordance with personnel policy and under the direction of the council.	Council will determine if legal counsel is needed regarding performance reviews, especially if unsatisfactory performance is recorded.	UHR: Provide coaching to the regional director on these topics.
<b>Poor Performance</b>	In compliance with personnel policy and legal counsel, approve course of action.	Carry out daily responsibilities in accordance with council plan and personnel policy.	Council contacts if there are legal concerns about future action to establish a plan.	<p>UHR: Educate regional directors on all steps of the performance management process including coaching best practices and documentation best practices. Assist in writing/reviewing letters of expectations, review/edit Performance Improvement Plan (PIP) language and/or written warnings, coach on follow through of the PIP and how to continue/next steps. Advise regional director when it is time to go to Whitfield and Eddy.</p>

<b>Personnel Action</b>	<b>Council</b>	<b>Regional Director</b>	<b>Whitfield &amp; Eddy</b>	<b>University</b>
<b>Conflict</b>	Personnel committee should be kept apprised of conflicts in the workplace. Committee provides recommendations to full council on any action. If conflict involves regional director or program specialist, see MOU for conflict resolution.	Manages conflict in the office with a goal to provide a safe working environment for every member of the staff.	Provides legal guidance to the extension council if they have responsibilities to protect employees.	UHR: Provide education and coaching for regional directors on conversations with staff to help resolve conflict and improved communication. Investigate complaints on regional directors. Educate on best practices on how to deal with threats in the workplace. Advise regional director when they should go to Whitfield and Eddy.
<b>Employee Separation</b>	Personnel committee makes recommendations to the full council to approve separation. Strongly suggest this be in coordination with county's legal counsel.	Carries out any council request for notification. Work with bookkeeper to ensure last paycheck and reimbursement is processed correctly.	Provides legal guidance to the extension council about process. Recommend that this be started well in advance of separation.	UHR: Provide education and templates on exit interview best practices. Share exit interview question suggestions  County Services: Process any exit forms to remove employee from university systems and email.

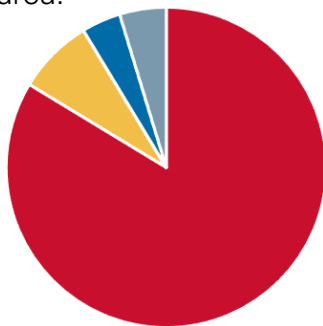






# WAYNE COUNTY BY THE NUMBERS

ISU Extension and Outreach Wayne County builds a strong Iowa by engaging the people of Wayne County in research, education, and extension experiences to address current and emerging real-life challenges in our communities. Report data represents the time frame of October 1, 2021 - September 30, 2022.

**FIGURE A**

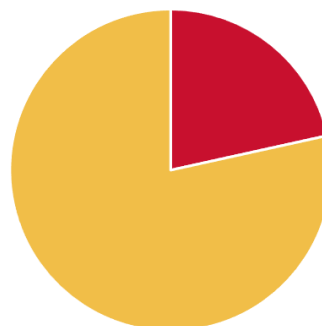
This chart represents the total number of direct educational contacts in Wayne County broken out by programmatic area.




 Agriculture and Natural Resources: **163**  
 4-H Youth Development: **1778**  
 Human Sciences: **100**  
 County Services: **84**

**FIGURE B**

This chart represents the total number of adult and youth direct educational contacts in Wayne County.



 Adult Contacts: **458**  
 Youth Contacts: **1667**

**FIGURE C**

This chart provides examples of extension contacts with Wayne County residents at educational programs or connections to ISU expertise and resources.

PSEP <sup>1</sup> and MAC <sup>2</sup> Contacts	<b>32</b>
4-H and Master Gardener Volunteer Hours	<b>604</b>
4-H Clubs	<b>29</b>

Early Childhood Education and Childcare Contacts	<b>87</b>
4-H Youth Contacts, Non Member	<b>1803</b>
4-H Members	<b>559</b>

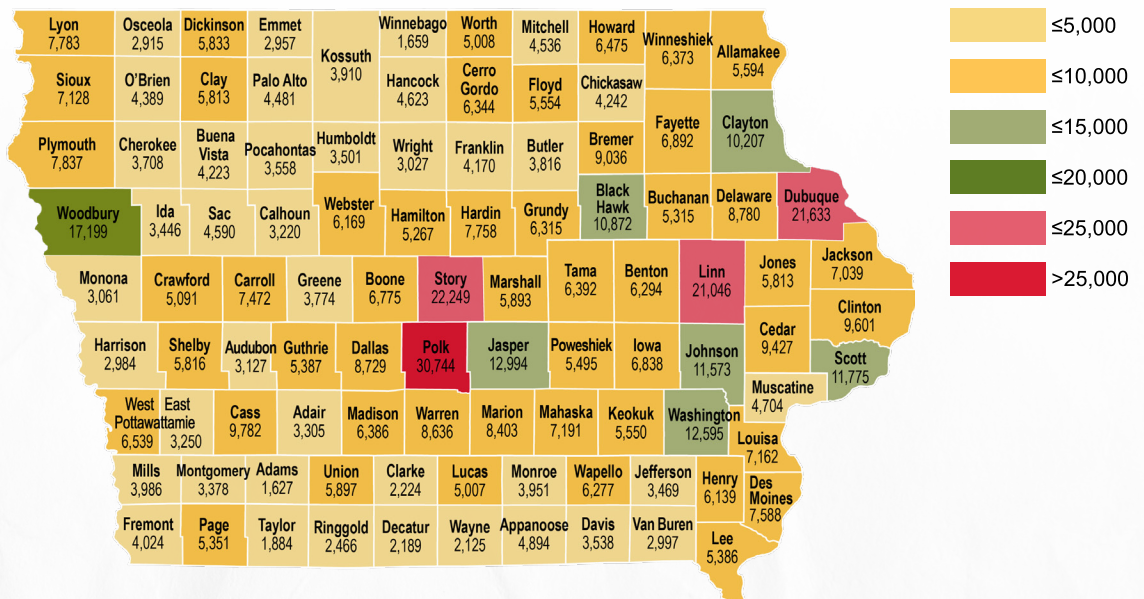
<sup>1</sup> Pesticide Safety Education Program  
<sup>2</sup> Manure Applicator Certification



Through campus and regional specialists and staff in 100 county extension offices, Iowa State University Extension and Outreach builds a strong Iowa by connecting Iowans to the resources of Iowa State. We engage Iowans and strengthen communities and their local economies by enhancing leadership capacity, creating partnerships, teaching best practices, and delivering research-based education and information to address current and emerging real-life challenges.

## TOTAL NUMBER OF ADULT AND YOUTH DIRECT EDUCATIONAL EXCHANGES WITH IOWANS<sup>1</sup>

In addition to these county contacts, 217,892 contacts occurred during statewide and/or regional educational events, totaling more than **871,000 educational contacts** across the state.



1. In these exchanges, ISU Extension and Outreach assisted Iowans through educational programming or by connecting them to ISU expertise and resources.

## DID YOU KNOW?

- **900 elected county extension council members** work with decision makers, build relationships, and help select extension educational opportunities to address local issues.
- **5,801 volunteers** supported our educational opportunities for youth, environmental stewardship, and health and wellness.
- More than **123,000 Iowa youth** participated in 4-H Youth Development programs in 2021-22. 4-H programs prepare young people to actively pursue careers and education beyond high school and build skills.

**LEARN MORE** at [extension.iastate.edu](https://extension.iastate.edu). This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to [www.extension.iastate.edu/diversity/ext](https://www.extension.iastate.edu/diversity/ext).

P.23.399 January 2023

**IOWA STATE UNIVERSITY**  
Extension and Outreach

Iowa  
Extension Council  
Association



# BUILDING A #STRONGIOWA

## STAKEHOLDER REPORT 2022

### 2022 IN WAYNE COUNTY

Iowa State University Extension and Outreach provides research-based education and engages Iowans in solving today's problems and preparing for a thriving future. We listen, learn, and work with the people of Wayne County for a #STRONGIOWA.



The Wayne County Extension Council has been elected by the people of the county to guide local educational programming by partnering with extension staff. From needs assessment through program implementation and evaluation of outcomes, the council represents you and your issues. We are always serving Iowans and we are here for you. Now. Always.

*Thank you for your support.*

**Nicole Lutz-Polsdofer**  
Council Member

**Bridget Davis**  
Council Member

**Sarah Franzkowiak**  
Council Member

**Melissa Davis-Dyer**  
Council Member

**Mark Winslow**  
Council Member

**Dave Daughton**  
Council Member

**Kari Dodson**  
Council Member

**Lindsey Wesphal**  
Council Member

**Kristy Knutson**  
Council Member

### SERVING THE PEOPLE OF WAYNE COUNTY

In 2022, ISU Extension and Outreach Wayne County continued to support Iowans in reviving the Iowa economy, including the farm economy. As a result, small businesses, entrepreneurs, agribusinesses, and farmers connected with education and resources so they could remain financially solvent, find alternate markets, and increase their profitability.

The Leading Communities Program graduates took a trip to the State Capitol to discuss and address local needs. Several conversations with legislators led to a face to face visit in Wayne County by Economic Development Director, Debbie Durham, to continue the conversation and aid in strategic planning to address these.

Wayne County piloted the Energize the Economy Roadshow – a partnership between ISU Extension and Outreach and America's SBDC Iowa which brought resources into the store fronts of local businesses in Corydon on May 5th.

The Volunteer Income Tax Assistance Program continued here in Wayne County. Six volunteers spent over 305 hours preparing tax returns. A total of 179 returns were prepared this year and nine clients with general tax questions were served. A total of \$391,629 in federal refunds and \$41,962 in state refunds were returned to clients.





Wayne County hosted the CWD Ambassador Program, led by Wildlife Extension Specialist, Adam Janke. Participants learned about CWD management and ecology, networked with wildlife managers, and became ambassadors for the scientific management of Chronic Wasting Disease.

Farm Management Specialists, Charles Brown and Tim Christensen hosted a Farmland Leasing and Management workshop at the Humeston Public Library and had 13 participants. Participants reviewed topics such as: Results of recent Iowa cash rent and land value surveys · Improving tenant and landowner communications · Understanding flexible cash farm lease arrangements · Properly writing and terminating a farm lease · Determining a fair cash rent with crop economic uncertainty · ISU Extension web-based and other resources

Every year, Wayne County supports the Pesticide Safety Education Program by hosting the continuing instruction courses and processing the registrations. These showings are in partnership with the Iowa Department of Ag and Land Stewardship.



## Youth Day Camps and 4-H

Day camps were guided by the Summer Assistant, Dana Davis, this year. From 9a-3p every Wednesday for the month of June and one week in July, youth daycamps were held at the extension office. Each class had at least 12 kids per class. Topics included: Crime and Spy, Art Exploration, Slimy, Gooey, Gross, and Vet Science. Each camp topic was research-based and Extension-approved curriculum.

Wayne County 4-H has a total of five 4-H clubs and two Clover Kids clubs, with around 180 members and volunteers. At the 2022 Wayne County Fair, there were 74 Livestock Exhibitors, 262 Livestock Exhibits, 40 non-livestock exhibitors, and 169 non-livestock exhibits. We welcomed the new CYC, Kaitlyn Deahl, to Wayne County this year.

## Pick a Better Snack

Wayne County continues to support the Pick a Better snack Program. PABS is grant-funded for K-3rd grade at Wayne and Mormon Trail School Districts. 4th-6th grade and all of Seymour Elementary classes are supported by ISU Extension and Outreach Wayne County. This program encourages healthy-living to youth by introducing nutritious fruits and vegetables to students every month with a 30-minute lesson for each class. Each lesson incorporates physical activity as well. Syerra Ewing is the new PABS Coordinator .

## IOWA STATE UNIVERSITY EXTENSION AND OUTREACH Wayne County

220 E. Jefferson St.

Corydon, IA 50060

Wayne County 641-872-1755

[www.extension.iastate.edu/Wayne](http://www.extension.iastate.edu/Wayne)



## EXTENSION STAFF

**Kaitlyn Deahl**

County Youth Coordinator

**Dana Davis**

Summer Assistant

**Syerra Niday**

Bookkeeper/PABS Educator

**Courtney May**

Regional Director

**Denise Hutchinson**

Office Assistant



# Request for Proposal (RFP) Regional Offices 2023-2026

February 20, 2023

## Preamble

Iowa State University Extension and Outreach “ISU Extension and Outreach” hereby makes public to county offices that it is requesting proposals from county offices to serve as the regional office. A regional office will provide office space for regional extension education directors in regions serving Model 1 and 3 counties effective July 1, 2023 through June 30, 2026. One office per region will be selected and will be named as the regional office.

Proposals must be submitted no later than May 1, 2023 via email to [micapaul@iastate.edu](mailto:micapaul@iastate.edu).

Counties should use the attached submission form. The email containing the proposal must be submitted with the name of the bidding office, the signature of the council chair, and the completed enclosed form.

Current lease agreements are set to expire June 30, 2023. All offices who wish to be considered for a regional office space or director of field operation office for FY24, 25, 26 must submit an RFP.

## I. Proposals Review

The Assistant Vice President for County Services will review and provide a response to the submitted proposals on May 5, 2023. No proposals shall be accepted after the May 1 deadline.

## II. Purpose

Select one county office in regions serving Model 1 and 3 counties to provide office space for the regional extension education director. The requirements of the space must be provided.

Requirements of the office space:

- Access to secure office
- Wireless internet connection
- Access to conference room
- Phone
- Access to office equipment
- 6-8 hours/week of administrative support
- Key to office/access after hours
- Storage space, including lockable filing cabinet

### **III. Participation in the Bidding Process**

Participation in the bidding process is restricted to ISU Extension and Outreach county offices. An ISU research farms may also submit proposals.

### **IV. Financial Incentive**

The county office selected as the regional office will receive \$2,400 annually for FY24, 25 and 26.

### **V. Appeals**

A county office may appeal the decision made by the Assistant Vice President for County Services. The deadline for filing appeals shall be within 5 (five) days from the date the decisions are communicated to the county offices, or no later than May 30, 2023.

The appeals shall suspend the proceedings and will be communicated to other participants, who may present rebuttals within 5 (five) days.

Appeals and rebuttals can be sent to Andrea Nelson via email [nelsonar@iastate.edu](mailto:nelsonar@iastate.edu).

### **VI. General Provisions**

ISU Extension and Outreach may require any clarification or additional information deemed necessary to review the proposal from the participants.

ISU Extension and Outreach may revoke this bidding process without any obligation of indemnification.

Nothing in this RFP will be construed to create any binding contract (express or implied) between ISU Extension and Outreach and any participant until a written contract is signed and executed.

By submitting a proposal to ISU Extension and Outreach, the participant county acknowledges compliance with all the terms of this Request for Proposal.

Additional information on this RFP may be requested to the Assistant Vice President for County Services.

## Request for Proposal (RFP) Submission From Regional Offices 2023-2026

**Due May 1, 2023**

ISU Extension and Outreach in \_\_\_\_\_ County office would like to be considered for the Region \_\_\_\_\_ office to take effect on July 1, 2023. The county recognizes the minimum requirements listed below must be available.

Please check to verify availability:

- |   |   |
|---|---|
| <input type="checkbox"/> Access to secure office                  | <input type="checkbox"/> Wireless internet connection                     |
| <input type="checkbox"/> Access to conference room                | <input type="checkbox"/> Phone  |
| <input type="checkbox"/> 6-8 hours/week of administrative support | <input type="checkbox"/> Access to office machinery                       |
| <input type="checkbox"/> Key to office/access after hours         | <input type="checkbox"/> Storage space, including lockable filing cabinet |

Please share any additional accommodations your county office is able to provide:

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With selection of the winning bid, the county will receive an annual payment of \$2,400 from ISU Extension and Outreach starting in FY24.

\_\_\_\_\_  
Signature of Council Chair

\_\_\_\_\_  
Printed Name of Council Chair

\_\_\_\_\_  
County

\_\_\_\_\_  
Date

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# Prairie Trails Wellness Center

102 South Franklin Street, P.O. Box 161, Corydon, Iowa 50060 - 641.872.3473

Wayne County Extension Service  
220 E. Jefferson St.  
Corydon, IA 50060

Re: Corporate Sponsorship - Invoice 2022-2023

We are proud of our Center and note the following improvements over the past few years:

**2016:** The Center became accessible on a 24/7 basis.

**2017:** A new washer and dryer, 2 used Cybex Arc Trainers, and a new rowing machine were purchased, new rubber flooring was installed, and treadmill belts were replaced.

**2018:** New front windows and doors were installed, and the building was purchased. (The window replacement and purchase of the building were made possible by community donations and grants.)

**2019:** Used NuStep and Stairmaster machines were purchased, weight machines were recovered, interior was painted, and the back room was remodeled for weightlifting.

**2020:** A new heating and air conditioning unit was installed in the back room (donated by Clayton's Plumbing and Heating), a platform was built for weightlifting and a wall was removed to enlarge the classroom (with donated labor by Seth Young and other donated materials), several pieces of new equipment were purchased with a grant from the Wayne Community Foundation, and a liquid seal coating was applied to the roof.

**2021:** A new air conditioner was installed in the main area of the Center, new TV's were installed, and lighting improvements were made.

**2022:** The basement wall at the back of the building was repaired and reinforced.

We are excited to continue with improvements to the Center. We thank you for being a corporate sponsor and encouraging your employees to utilize the many activities available. Your participation makes it possible to maintain the Prairie Trails Wellness Center for the benefit of the entire community.

Corporate Sponsor Rate - \$450.00 (Please remit by March 1, 2023)

Sincerely,

Prairie Trails Wellness Center Board

## **4-H Program Summer Assistant** rev. 5/20

### **Position Description:**

The 4-H Summer Program Assistant's role is to work for Iowa State University Extension and Outreach (ISUEO) in Wayne County to provide educational youth programming. The Assistant will support ISUEO efforts to provide positive youth development programs, assist county 4-H staff with work as prescribed, support volunteers in their work, assist with preparation and implementation of Wayne County Fair 4-H activities, and build positive working relationships with volunteers, youth, and partners. This position is for 250-280 hours May through August and is based on a flexible schedule dependent on scheduled events and youth programmatic needs.

### **Qualifications:**

- High school diploma or equivalent required, post-secondary education preferred
- Knowledge of the Wayne County 4-H Program and Wayne County Fair preferred
- Experience in leadership positions associated with youth development programs
- Capable of working independently with limited supervision
- Energetic, imaginative, self-starter who works well in a multi-tasking environment
- Strong written and verbal skills and ability to effectively communicate with all age groups
- Computer literacy required (MS Office including Word, Excel, Publisher, and fluent with e-mail programs)
- Interest in working directly with youth and leading educational activities
- Organizational skills, multi-tasking capabilities, and ability to achieve deadlines
- Ability to work a flexible schedule
- Experience in managing groups of 15-20 youth

### **Duties and Responsibilities:**

- Assist County Youth Coordinator to organize scheduled programs, deliver day camps, and administer evaluation materials
- Assist in planning, organizing, and conducting Wayne County 4-H and youth activities and events, including but not limited to: 4-H Educational Presentations, Extemporaneous Speaking, Working Exhibits, Clothing Event and Fashion Show, Livestock Shows, and general support of livestock and exhibit building activities
- Prepare press releases, program brochures, schedules, mailings, and other information materials to be used by youth programs
- Complete planning process for youth programs including familiarizing oneself with curriculum for program facilitation, shopping/ordering supplies, printing copies, preparation of physical site, and administration of parent and student evaluations
- Manage registration process and maintain attendance records and medical/release forms

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- Recruit, train, lead, and work with volunteers for youth and 4-H activities in a team atmosphere
- Coordinate efforts to report other youth activities externally to the community and highlight club opportunities for Iowa 4-H
- Assist with preparation and delivery of other ISUEO of Wayne County programs

### **Position Information:**

- Employee will work 250-280 hours during the months of May, June, July & August
- Exact service dates will be determined and agreed upon by the employee, County Youth Coordinator, and the Wayne County Agricultural Extension District Council
- Approximately 24 hours per week. Must be able to work variable hours as needed

### **Requirements:**

- Must be at least 18 years of age
- Must hold valid driver's license and reliable transportation
- Ability to lift 25 pounds
- Must pass ISU Extension and Outreach background check and be approved by the Wayne County Agricultural Extension District Council
- Ability to read, write, & speak English
- Must be available to participate in summer staff orientation

### **Benefits:**

- Wages will be determined based on experience and/or budgetary limitations
- This is a part time, temporary position; therefore, the employee will not receive paid holidays, vacation or sick leave in accordance with the current Office Policy
- Mileage for work related travel reimbursed at the federal rate

### **Accountability**

- The Summer 4-H Intern is accountable to the employer, Wayne County Agricultural Extension District.
- The Regional Extension Education Director supervises this position. Programmatic supervision provided by the YPS, and County Youth Coordinator

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Employee signature

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Date

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