

WAYNE COUNTY EXTENSION COUNCIL MEETING

To be Held at the Extension Office, 220 E. Jefferson St., Suite #1 or Virtually
Minutes

Thursday, September 17, 2020 at 6:30 p.m.

Time: Sep 17, 2020 06:30 PM Central Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to start or join.

<https://iastate.zoom.us/j/94332040448?pwd=NFh6UTNsQ2NDNVY3UE1hMEI4L01aQT09>

Or, go to <https://iastate.zoom.us/join> and enter meeting ID: 943 3204 0448 and password: 643144

Join from dial-in phone line:

Dial: +1 312 626 6799 or +1 646 876 9923

Meeting ID: 943 3204 0448

Participant ID: Shown after joining the meeting

International numbers available: <https://iastate.zoom.us/u/acckBc8vqq>

- I. Call the Meeting to Order – Rockhold, Chair 6:39pm
- II. Roll Call and Introductions [Melissa Davis-Dyer](#), [Dan Rockhold](#), and [Bridget Davis](#) were Council members present via phone, [Brad Head](#), [Nicole Polsdofer](#), and [Mark Winslow](#) (arrived later) attended in person, [Sue Henderson](#) (Regional Director), [Sara Gillum](#) (CYC), and [Syerra Niday](#) (OA) were present via [zoom](#).
- III. Approval of the Agenda – Rockhold, Chair
Moved by [_Melissa_](#) Seconded by [_Brad_](#) Motion carried [_unanimously_](#)
- IV. Open Forum – an opportunity for any public to speak
- V. Secretary's Report – Dodson, Secretary
Approval of minutes from August 20, 2020
Moved by [_Dan_](#) Seconded by [_Brad_](#) Motion carried [_unanimously_](#)
- VI. Treasurer's Report – Davis, Treasurer
 - a. Approval of Vouchers 11852-11887 and EFTs total of \$5,384.50.
Moved by [_Brad_](#) Seconded by [_Melissa_](#) Motion carried [_unanimously_](#)

- b. Review of financial reports for August, 2020

VII. Reports: **5 minutes or less if possible**

- a. Staff and program specialists: OA, GSF, Pick a Better Snack –Sara and Syerra gave reports, council read through GSF and PABS
- b. Extension Council Committee –
 - Building/Grounds –Mark plans to install detectors, and asks for staff to pay attention to mold smell
 - Fiscal/Legal
 - Personnel- Sara and Syerra’s annual reviews completed. Michelle’s annual and Ashley’s 3 month reviews coming up
 - Programming
- c. Regional Director-Human Sciences online offering available online. State audit coming up this fall- will be held virtually so lots of scanning in minutes and other required documents. Meeting with Bridget will be scheduled. PABS contract needs signed by Dan. Committee utilization education available- mentioned that our county does a good job of using committees and trusting each other’s recommendations. New Youth Program Specialist, Courtney Chapman, housed in Monroe County, comes with experience and creativity. She will have 4 counties to cover which should benefit our 4-Hers.
- d. Iowa Extension Council Association
- e. 4-H and Youth Committee- Recommendation to be made regarding “Good Standing” 4-H members.
- f. Fair Board, Mark Discussed changes for livestock classes- add master showmanship

VIII. Unfinished Business

- a. Consideration of raises for staff (see proposal from Sara G.) A lot of positive feedback provided- Personnel Committee recommended that Sara and Syerra receive a \$1 per hour raise, effective for this pay period. Needs to be no overtime. Mark moved to increase wages for Sara Gillum by \$1 an hour for 40 hours a week, and \$1 per hour for Syerra Niday for 32 hours per week beginning Sept 13, 2020. Brad seconded. Approved unanimously

IX. New Business

- a. Consideration of payments made to Corydon State Bank Mark moved to make bi-weekly payments of \$336.64 payment starting Oct. 2020. Bridget seconded. Approved unanimously.
- b. Consideration of council member to attend leadership program. Bridget volunteered. Dan will possibly participate. Melissa moved to put Bridget on Leadership application. Mark seconded. Approved unanimously.
- c. Consideration of community members to be on leadership planning team

Mark, Bridget, and Dan (steering committee members) need more for application. Himar would like community members-

Amber Rodgers, Dawn Christian, Kim Hicks, Boyd Sinclair, Caleb Housh, Jill Shoup

Steering Committee will contact these nominations asap. Application to be turned in as soon as possible.

d. Consideration of 4-H online payment – 4-H Online 2.0 opens Oct. 1st. Brad motioned to approve allowing credit card payment option in addition to cash or check for 4-H dues. Bridget seconded. Approved unanimously.

e. Consideration of new volunteers- New volunteer training to be held Oct. 1. Mark moved to approve Heather Lancaster, Samantha Wallace, and Jen Couchman as 4-H volunteers. Bridget seconded. Approved unanimously.

f. Consideration of vacation request modification in personnel policy

Brad moved to amend the Wayne County Personnel Policy in Chapter 9 section 2, to read “Council employees must submit a written request (can be email) for vacation to the personnel committee at least 5 days in advance. The personnel committee will email the approved leave request to the employee, the Treasurer, and the Regional Director. Approved leave request shall be printed by the employee and attached to employee corresponding time sheet. Mark seconded. Approved unanimously.

X. Agenda Items for Next Meeting

XI. Date/Time/Location of Next Meeting Thursday, October 15, 2020. 6:30 pm held at the Extension Office and via zoom.

XII. Adjourn 8:16 pm

Kari Dodson, Extension Council Secretary