WAYNE COUNTY EXTENSION COUNCIL
MINUTES OF THE MEETING HELD
June 19, 2013

1. The Wayne County Extension Council met on April 17, 2013 in Corydon, Iowa. Tom Schilling called the meeting to order at 7:02 pm.

2. The following council members were present: Tom Schilling, Joyce Brown, Judd Dent, Lance Lange (via phone), and Elizabeth Polsdofer. Also present was Sue Henderson, Regional Extension Education Director.

3. Secretary’s Report
   Motion to approve minutes of the meeting held April 17, May 1<sup>st</sup>, May 30<sup>th</sup>, June 7<sup>th</sup>, and June 13<sup>th</sup> by Joyce Brown, seconded by Judd Dent. Motion carried.

4. Financial Reports
   The Financial reports were presented. Lance Lange motioned to approve bills and vouchers #8365 – 8456 and 8282 – 8316 for payment. Judd Dent seconded the motion. Motion carried.

5. Old Business
   a) Update on building purchase
      Judd Dent made a motion to apply for a $40,000 loan at Corydon State Bank for the purchase of the McDannald building. Motion was seconded by Joyce Brown. The motion carried.

   b) Update on E.C.I. grant
      The grant was approved for $49,000.

   c) SAFE Report
      The written report from Carla Johnson on SAFE was tabled until August.

   d) Personnel Handbook
      Elizabeth Polsdofer made the motion to approve personnel handbook with the following changes under Sick Leave:
      - If employee works 40 hours per week, they receive 8 hours per month. Those that work less than 40 hours per week will be prorated. (for example 30 hours = 6 hrs., 20 hrs. = 4 hrs.)
      - Procedures on page 17
      Normal office hours are Monday – Thursday, 8 – 12 and 12:30 – 4:30
      The motion was seconded by Judd Dent. The motion carried.
6. **New Business**
   a) **Credit card purchase limit**
      Joyce Brown made a motion to increase the credit card limit to $3000
      Judd Dent seconded, the motion carried.
   
   b) **Food Stand contract**
      Joyce Brown made a motion to approve the food stand contract with Cater to U for 2013
      County Fair. It was seconded by Judd Dent. The Motion carried.
   
   c) **Approval of New Hires**
      Joyce Brown made a motion to hire Ashley Hysell. It was seconded by Judd Dent. The
      motion carried.
      
      Judd Dent made the motion to approve the wage of $9.50 per hour for extra hours Ashley
      Hysell worked in July 2013. Joyce Brown seconded the motion. The motion carried.
   
   d) **Fair Hours for Staff**
      Judd Dent made a motion to approve 40 hours to Kim Martley for the last week of June.
      Joyce Brown seconded. The motion carried.
   
   e) **Lease with SCICAP (expired 6/1/13)**
      Judd Dent made the motion to renew the lease with SCICAP at $200 a month. Joyce
      Brown seconded. The motion carried.

7. **Next Meeting**
   There will be no meeting in July. The next meeting will be August 21, 2013 at 7:00 pm.

8. **Adjourn**
   Judd Dent made the motion to adjourn the meeting. Lance Lange seconded the motion.
   The motion carried.

______________________________________________  Elizabeth Polsdofer, Acting Secretary