

WAYNE COUNTY EXTENSION COUNCIL MEETING
To be Held at the Extension Office, 220 E. Jefferson St., Suite #1
Minutes
Thursday, November 21, 2019, at 6:30 p.m.

I. Call the Meeting to Order – **Bronson Allred (Vice Chairperson) called the Meeting to order at 6:42 pm**

II. Roll Call and Introductions- **Melissa Davis-Dyer, Mark Winslow, Syerra Niday, Nicole Polsdofer, Bridget Davis, Brad Head, Himar Hernandez, and Jamie Swearingin were present and Kim Davis arrived at 6:46 pm.**

III. Approval of the Agenda –**Mark moved, Melissa seconded, approved 6-0**

IV. Open Forum – an opportunity for any public to speak

All speakers appear on the agenda

V. Secretary’s Report – Dodson, Secretary

Approval of minutes from October 17, 2019 (dark blue)

Moved by **Nicole** Seconded by **Bridget** Motion carried **6 to 0**

VI. Treasurer’s Report – Davis, Treasurer

a. Approval of Vouchers 11532–11568. EFT Payments total: \$10,842.52. Moved by **Mark** Seconded by **Brad** Motion carried **6 to 0**

b. Review of financial reports for October 2019 (Green)

VII. Reports:

a. Community and Economic Development Specialist Himar Hernandez

Himar spoke about the Community Leadership Program. He handed out folders with the program description and overview, curriculum, and session examples from other counties. 20-25 participant maximum is recommended. An application process is the best way to reach a diverse audience. Program is customizable. Participants receive a book of tools. Recommends having a Planning Committee. Cost of the program is \$8k. Dr. Lawrence provides a \$2k stipend for counties running the program for the first time. Other counties have participant fee range from \$250-

\$900. He invited anyone interested to attend a session in another county to see firsthand what they are like. His business card was provided to reach him with any additional questions. Himar left the meeting after finishing his presentation.

- b. Kim Davis with Premier Copiers spoke about the Xerox copy machine quoted. She answered questions about the cost per copy and provided details about service of the machine. Kim left the meeting after answering questions/presenting.**
- c. Jamie Swearingin spoke on behalf of the VITA Program. She provided the Coordinator Agreement with the details. Melissa moved to accept agreement as presented. Nicole seconded. Approved 6-0. Coordinator Agreement was signed by Bronson and Jamie to be filed. Jamie left the meeting after signing the agreement.**
- d. Staff and program specialists: OA, GSF, PABS, CYC (yellow) Melissa mentioned that GSF needs 27 families per year and is at 23 families. Requested that Council provide marketing ideas to help get numbers up. Nicole pointed out that Sara had exceeded her fundraising goal of \$1500 for Friends of 4-H Sponsorship raising over \$2300. Mark commented that 4-H Awards night went well and that Sara did a nice job and Syerra did a nice job helping her.**

e. Extension Council Committee –

Building/Grounds

Fiscal/Legal

Personnel- **held 3-month Evaluation with Syerra and yearly evaluation with Michelle.**

Council would like to thank Syerra and Michelle for the work they are doing. Ruth's yearly and Sara's 3-month evaluation are coming up next.

Programming- Held meeting on November 4th- Item h. (i.) under New Business

f. Iowa Extension Council Association-**nothing**

g. 4-H and Youth Committee-**nothing**

h. Fair Board, Mark- **mentioned background screenings for superintendents**

VIII. Unfinished Business

- a. Consideration of copy machine costs – Other companies (pink) Deadline Dec. 1 for Access Systems quote. **Mark moved to accept the proposal from Premier as presented by Kim Davis and defer the question for whether to do a purchase or lease to the Fiscal Committee. Seconded by Nicole. approved 5-0 with 1 abstained**

- b. Consideration of 4-H retinal imaging tablet (white)- **Waiting on this decision as per Sara's recommendation**
- c. Consideration of group plan insurance for full time staff
Tabled for after budget meeting

IX. New Business

- a. Consideration of rental contract for meeting room (light blue)
Tabled to next Council Meeting
- b. Consideration of approval for EFT for WW rental payment **Mark moved to approve EFT. Seconded by Melissa. Approved 6-0**
- c. Consideration of using rental income for larger building loan payment or other suggestions **Decision for Fiscal Committee**
- d. Consideration of disposal/donating office filing cabinets, 2 tables, 2 OA desks, office chair, and SCICAP desk **Mark moved that we offer furniture for sale to the public at the prices discussed. Melissa seconded. Approved 5-0**
Bridget went home
- e. Consideration of approval for Holmes Tiling to add sidewalk snow removal for 30 dollars each time needed (the entire walk-way around the building and next to the highway)
Moved to accept by Mark, seconded by Melissa. Approved 5-0
- f. Consideration of location for outdoor sign that reads "Customer Parking No Overnight Parking" **Suggested to put up on the east side of the building**
- g. Consideration of VITA Site Coordinator Agreement (white) **discussed and approved under VII. C.**
- h. Consideration of using one binder for previous council meeting documents. (salmon)
Moved to accept proposal by Mark, seconded by Nicole. Approved 5-0.
- i. Consideration of new programming (orange) **Melissa moved that Syerra start contacting specialists to reserve dates for programs listed in red. Nicole seconded. Approved 5-0**
- j. Consideration for no December Council Meeting **Melissa motioned to approve. Nicole seconded. Approved 5-0.**

X. Agenda Items for Next Meeting

WW rental agreement and rental income

Leadership Program

Health insurance

Disposal of furniture if needed

XI. Date/Time/Location of Next Meeting- **January 16, 2019 at 6:30 pm at 220 E. Jefferson St. Corydon, IA, 50060.**

XII. Adjourn **Mark moved to adjourn at 9:36 pm, seconded by Nicole. Approved 5-0.**

Kari Dodson, Extension Council Secretary

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