



**Livingston, McLean & Woodford  
Extension Council Meeting  
McLean County Office, Bloomington, IL  
Tuesday, November 12, 2024 at 6:30 p.m.**

Glenn Harbin called the meeting to order at 6:33 PM.

No public comment requests were submitted.

**Introductions:** Avery Glacinski Y (W), new Youth Council Member introduced herself, as well as all Extension Council members and staff introduced themselves and stated what county they reside in.

**Approval of New Council Members**

- **Youth Representatives – Term ending 12/31/2025**
  - 1 Vacant (M)
- **New Member – 1<sup>st</sup> Term ending 12/31/2026, 2<sup>nd</sup> Term ending 12/31/2028**
  - 1 Vacant (M)

There were no names for approval for New Council Members. Katie asked if members know of anyone to recruit for New Council Members, please let her know, she will reach out to them.

- **Administrative Update:** Motion needed
  - Appoint County Extension Board Representatives (four total for Unit) Jeff Woodard (M)

A motion was made by Paul Wilkins, to approve the **Administrative Update** as listed. Lisa Maynard seconded the motion and all present members agreed.

**Approval of September 10, 2024 Meeting Minutes**

Tera Graves motion to approve, Grace Kaisner seconded the motion and all members agreed.

**Fiscal Reports and Funding Update**

- **FY25 Budget**

Katie gave a summary of the Fiscal Report that was passed around to all Council Members to review and ask questions or comments.

- **FY25 Budget**
  - We're usually one month behind to reconciling the budget. Most likely we haven't received October's yet from the University to compare it. Livingston and Woodford County looks good.
  - As of now, McLean County ended September with \$76,000.00 in deficit.
  - After speaking with Leadership on Campus, it was assured once the match dollars and Smith Lever funds comes in, the deficit will be a little smaller. Eventually within the next two years, it'll be back to normal.
  - June to July salary and wages seems less than August and September - it's because of the rollover of the fiscal year from June 30 into July 1.
  - Have not received County Board payment from McLean County, as of yet, there's an issue with the auditor making payments, however, it's in the works for us to be paid. Livingston and Woodford County payments have been received.
  - An email was received recently saying our matched dollars have come through, which will be put into the account as well to cover payments.

<b><i>Council Members</i></b>	
<i>Mark Baran (W)</i>	P
<i>Avery Glacinski Y (W)</i>	P
<i>Tera Graves (L)</i>	P
<i>Glenn Harbin (M)</i>	P
<i>Grace Kaisner Y (L)</i>	P
<i>Mara Knobloch (L)</i>	P
<i>Lisa Maynard (W)</i>	P
<i>Debbie Ruff (L)</i>	A
<i>Amy Schlipf (L)</i>	A
<i>Jodi Upchurch (W)</i>	P
<i>Paul Wilkins (W)</i>	P
<i>Jeff Woodard (M)</i>	P
<b>VACANT</b>	<b>M</b>
<b>VACANT (Y)</b>	<b>M</b>
<b><i>Executive Committee</i></b>	
<i>Tera Graves, President</i>	
<i>Mark Baran, V. President</i>	
<i>Glenn Harbin, Secretary</i>	
<b><i>County Board Delegates</i></b>	
<i>Tera Graves</i>	
<i>Glenn Harbin</i>	
<i>Mark Baran</i>	
<b><i>Extension Staff</i></b>	
<i>Jinie Alexandre</i>	P
<i>Sara Attig</i>	P
<i>Katie Buckley</i>	P
<i>Alcha Corban</i>	P
<i>Staci Coussens</i>	P
<i>Nick Frillman</i>	P
<i>Brittnay Haag</i>	P
<i>Myla Munro</i>	A
<i>Jenna Smith</i>	P
<i>Darci Webber</i>	P



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**Business Items**

• **Staffing Update**

- Unit 12 is officially fully staffed – total of 31 staff
- May be looking into adding someone for Consumer Economics – it would be a unit wide position.
- Promotions for the Internship, which will be for any program areas, and the 4-H Summer Help positions will be starting soon. Look out for that.

• **Civil Rights Compliance**

- Working on the compliance paperworks, Annual Civil Rights reports - localized for the state and NIFA.
- For Council and Staffing - would like to have a group that represents the community we serve

• **State of the Unit**

- Please take a look at the Educators Reports, to see what's going on with the programming.
- You may noticed the Reports shows, there's not a lot of traffic on our website, some of the programs are cancelled due to the cost and travel times to the programs.
- Feedbacks and discussions were given and talked about how to market/promote Extension and the Extension Programs.
- If there's anything that can help promote programming, please reach out to Katie.

**Other Business Items**

- Activity Breakout session – everyone participated in making Winter Program Kits. The kits will be deliver to the students for them to work on during their holiday break.

**FY25 Meeting Schedule**

- March 11, 2025 – El Paso - Monicals
- May 13, 2025 - Unity Community Center
- September 9, 2025 – Livingston County Extension Office
- November 11, 2025 – McLean County Extension Office

**Adjourn Meeting – Glenn Harbin adjourned 7:33pm**

Lisa Maynard motioned for the meeting to adjourn at 7:33PM, Tera Graves seconded the motion, all agreed, motion passed.

Respectfully submitted, Rajinie Alexandre – Recorder