



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

Lisa Maynard called the meeting to order at 6:32 PM.

No public comment requests were submitted.

After introductions, there was a discussion about due to lack of quorum at previous meetings, approvals are required for 2 important votes. Katie mentioned, looking at the rules, since we do not have enough quorum to approve the new council members and bank signatories, we would have to get the remaining votes by email.

Approval of New Council Members

- ***Youth Representatives – Term ending 8/31/2024**
 - Grace Kaisner
 - 1 Vacant
- ***New Members – 1st Term ending 8/31/2025, 2nd Term ending 8/31/2027**
 - Glenn Harbin
 - Mara Knobloch
 - Mark Baran
 - 1 Vacant

*A motion was made by Lisa Maynard to vote on the youth representatives and new Council Members, as listed. Paul Wilkins seconded the motion and all present members agreed, however, **two more votes are needed for the approval**

**Two more votes were needed for approval for new members. Katie sent an email to council members to vote by email for the approval.*

**Tera L. Graves and Debbie Ruff voted by email for motion to approve. Quorum was met for approval, and all members agreed.*

- ***Administrative Update**
 - Appoint Executive Committee (President, Vice President, Secretary)
Paul Wilkins (W) – President; Tera Graves (L) – Vice President;
Glenn Harbin (M) - Secretary
 - Appoint County Extension Board Representatives (four total for Unit)
Glenn Harbin (M); Jeff Woodward (M); Paul Wilkins (W)

*A motion was made by Lisa Maynard to approve the **Administrative Update** as listed. Paul Wilkins seconded the motion and all present members agreed, however, **two more votes are needed for the approval.**

**Two more votes were needed for approval of the administrative update. Katie sent an email to council members to vote by email for the approval.*

**Tera L. Graves and Debbie Ruff voted by email for motion to approve. Quorum was met for approval, and all members agreed.*

***Approval of September 2023 Meeting Minutes**

***Approval of November 2023 Meeting Minutes**

Council Members	
Dylan Cook (M)	A
Tera Graves (L)	A
Lisa Maynard (W)	P
Debbie Ruff (L)	A
Amy Schlipf (L)	P
Jodi Upchurch (W)	A
Alana Whitfield (M)	A
Paul Wilkins (W)	P
Jeff Woodard (M)	A
VACANT (W)	
VACANT (L)	
VACANT (M)	
VACANT (M)	
VACANT (M)	
VACANT (L)	
Executive Committee	
County Board Delegates	
Extension Staff	
Jinie Alexandre	P
Sara Attig	P
Katie Buckley	P
Alcha Corban	P
Staci Coussens	P
Erin Estes	P
Nick Frillman	P
Brittnay Haag	P
Myla Munro	P
Jeffrey Pegram	P
Jenna Smith	P
Darci Webber	P



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Lisa Maynard motioned to approve September and November 2023 minutes, Amy Schilpf seconded the motion and all present members agreed; however, **two more votes are needed for the approval of November 7, 2023 Meeting Minutes.**

**Two more votes were needed for approval of minutes. Katie sent an email to council members to vote by email for the approval.*

**Tera L. Graves and Debbie Ruff voted by email for motion to approve. Quorum was met for approval, and all members agreed.*

Fiscal Reports and Funding Update

• **Program Advisory Committees - “Dive Deep into the Budget”.**

Discussion combining the Fiscal Reports and Funding Update, Financial handouts were distributed to everyone.

- Discussed Fiscal Report comparison between 2023 and 2024. Some things to remember about 2023: we were underfunded and short-staffed. We now have two additional Educators. Sara Attig’s position changed from a 4-H program coordinator to a Family Life Educator. Previously, we had two Horticulture Educators, but the vacant position was recategorized to a Natural Resource Energy and Environment Educator.
- More detailed discussions were followed up from the fiscal reports distribution with regards to how funding is presented to the County Boards and why there are fluctuations in spending.

Business Items

• ***Approve Bank Signatories – Motion Needed**

- Katie Buckley, Alcha Corban, Brittnay Haag, Jenna Smith, Sara Attig, Myla Munro, Darci Webber

*Lisa Maynard motioned to approve bank signatories as listed, Amy Schilpf seconded the motion and all members agreed; however, **two more votes are needed for the approval of the Bank Signatories.**

**Two more votes were needed for approval to update signatories. Katie sent an email to council members to vote by email for the approval.*

**Tera L. Graves and Debbie Ruff voted by email for motion to approve. Quorum was met for approval, and all members agreed.*

• **Staffing Update**

Discussion was made on the vacancies and roles to fill for Unit 12

Two new educators were added, there are now a total of 9 serving Unit 12

Hired a new ANR EPC to fill a vacancy we had in January

Posted an ANR EPC position (MG volunteer coordinator) due to Darci’s move to an Educator role

Approved an ANR EPC position (MN volunteer coordinator) to be posted by the end of the week

Livingston County 4-H EPC to replace Sara closes soon. There was a previous failed search and therefore, reposted.

It was mentioned that we are still in search of a Woodford County 4-H Summer Assistant, and to please reach out to contacts to share the vacancy. Interested applicants can apply by sending a resume directly to Katie.

• **Civil Rights Compliance**

The parody reports were just received – The parody reports look at the demographics we have in the unit based on the census data and demographics we collected when we do programming; we compare to make sure our numbers align. Last time we were close across the board. The diversity pool wasn’t as large in Livingston and Woodford Counties, but the unit will continue to work on that.

• **Program Advisory Committees - “Dive Deep into the Budget”.**

Discussion combining the Fiscal Reports and Funding Update



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Other Business Items

- None

FY24 Meeting Schedule

- May 14, 2024

Adjourn Meeting –

Amy Schlipf motioned for the meeting to adjourn at 7:14PM, Paul Wilkins seconded the motion, all agreed, motion passed.

Respectfully submitted, Rajinie Alexandre – Recorder