

Tom Creswell called the meeting to order at 7:00 p.m.

No public comment requests were submitted.

Introductions: All Extension Council members and staff introduced themselves and stated what county they reside in.

Bobbie Lewis-Sibley requested to add Rich Schroeder to the agenda as a new council member in McLean County. The agenda had already been sent and posted by the time Rich agreed to serve.

Approval of New Council Members

- **Youth Representative** – Term ending 8/31/2021
 - Libby Larkin (L)
 - John Marshall (M)
- **Interim Council Member**
 - Rich Schroeder (M)
- Mike Sommer motioned to appoint youth representatives Libby Larkin and John Marshall, and new member Rich Schroeder to the Extension Council. The motion was seconded by Pam Meiner and all approved. Motion carried.
- **Reappointment** – 2nd Term ending 8/31/22
 - Jenny Larkin (L)
 - Paul Wilkins motioned to approve Jenny Larkin for a second term. Pam Meiner seconded the motion. All in favor; motion passed.
- Other individuals have been recruited for council but have not yet responded. Their names will be recommended at a future council meeting.
- **Administrative Update:**
 - **New Executive Committee Appointments:**
 - Nominations were discussed and decided upon by members:
 - President – Tom Creswell, McLean
 - Vice President – Paul Wilkins, Woodford
 - Secretary – Pam Meiner, Livingston
 - Mike Sommer motioned to approve the nominations for Executive Committee. Jenny Larkin seconded the motion. All in favor; motion passed.
 - **County Extension Board Representatives:**
 - This group of council members represents Extension at county board meetings. Nominations were discussed and decided upon by members:
 - Tom Creswell, McLean
 - Pam Meiner, Livingston
 - Paul Wilkins, Woodford
 - Mike Sommer, McLean
 - A motion was made by Jenny Larkin to appoint the board representatives. Julie Schumacher seconded the motion. All in favor; Motion approved.

| Council Members | |
|-------------------------------|---|
| <i>Shirley Blackburn (W)</i> | A |
| <i>Tom Creswell (M)</i> | P |
| <i>Jenny Larkin (L)</i> | P |
| <i>Libby Larkin (L)</i> | P |
| <i>John Marshall (M)</i> | A |
| <i>Pam Meiner (L)</i> | P |
| <i>Rich Schroeder (M)</i> | P |
| <i>Julie Schumacher (M)</i> | P |
| <i>Dustin Smith (L)</i> | A |
| <i>Mike Sommer (M)</i> | P |
| <i>Paul Wilkins (W)</i> | P |
| <i>VACANT Youth (W)</i> | |
| <i>VACANT</i> | |
| <i>VACANT</i> | |
| <i>VACANT</i> | |
| Executive Committee | |
| <i>Tom Creswell (M)</i> | |
| <i>Pam Meiner (L)</i> | |
| <i>Paul Wilkins (W)</i> | |
| County Board Delegates | |
| <i>Tom Creswell (M)</i> | |
| <i>Pam Meiner (L)</i> | |
| <i>Paul Wilkins (W)</i> | |
| <i>Mike Sommer (M)</i> | |
| Extension Staff | |
| <i>Kelly Allsup</i> | P |
| <i>Katie Buckley</i> | P |
| <i>Alcha Corban</i> | P |
| <i>Erin Estes</i> | P |
| <i>Brittnay Haag</i> | P |
| <i>Bobbie Lewis-Sibley</i> | P |
| <i>Jenna Smith</i> | P |
| <i>Camaya Wallace Bechard</i> | P |

Approval of March 2020 Meeting Minutes – The minutes were approved as submitted on a motion by Pam Meiner and seconded by Paul Wilkins. All in favor; Motion carries.

Fiscal Reports

- Bobbie displayed her screen in the Zoom call, showing the fiscal documents and will email the copies to all of the council members.
- FY20 – With state matching funds coming in from previous years, unexpectedly, the unit ended FY20 with an excess of \$562,000.
 - Expenses were \$1.3 million, but the budgeted amount was \$1.6 million, leaving excess of \$382,000.
- FY21 – Income since July 1 has been \$2,893. Expenses to date are \$63,821.
 - County Board
 - Woodford – invited Extension to attend their meeting last month, but due to COVID, their agenda was extremely long, and they did not get to the Extension talking points. They held another meeting today and Extension was at the top of the agenda. They asked one question about why Extension needs full funding when the fairgrounds were not utilized for the rental of the fairgrounds. Bobbie answered the question, including the information about deficits from the lack of programming due to COVID. Major revenues were missed at the fairgrounds for 4-H, including the food stand sales. The board understood and no more additional questions were asked. Sara Halihan remained on the call, in case other questions arose. Bobbie had to leave the call to attend this council meeting.
 - McLean – As Tom, Ed and Mike saw at the two McLean Extension Board Meetings held this year, the major board concern is the university’s allowance of 18 months of carryover, which the board members see as excessive. The levy amount was reduced last year and stayed at that level this year.
 - With COVID, Extension has had several missed revenue opportunities and there have been continued expenses for program supplies, such as kit distribution.
 - For FY21, it is presumed the same conversation of excess funds will be discussed. Several vacant positions were put on hold during COVID and Provost approval was required for each position before posting. Unit 12 is awaiting approval for one educator position to be approved for posting.
 - Livingston – This group rarely requests Extension presence at their board meetings. They are extremely supportive of Extension and 4-H.

Business Items

Staffing Update

- Katie Buckley was hired as the McLean 4-H Youth Development Educator.
- Sky Holland was hired as the 4-H Extension Program Coordinator at Unity Community Center.
- Wren Woodburn was hired to replace Meg Meeker as the 4-H Extension Program Coordinator in McLean County, working with volunteer and club management.
- The Local Food Systems & Small Farms Educator position will be posted again soon.
- The additional SNAP-Ed Community Worker position was recently approved and currently open for applicants.

Civil Rights Compliance

- Even with limited in-person programming, staff has worked diligently to find ways to meet the requirements using their virtual program platform. They have worked on different ways of collecting virtual data.

2019-2020 Program Overview

- 4-H Youth Development
 - Virtual shows were an unexpected turn for 4-H Shows in 2020, but overall, they went well.
 - Butterfly Adventures – Traditionally this program is done in the classrooms in Livingston and Woodford counties, but Sara Attig created videos to share, discussing life cycle and doing activities to provide an educational experience for both youth and teachers to use in their classrooms.
 - These videos were shared on our Facebook page (3,476 views) and Youtube (2,297 views).
 - National 4-H picked up these videos and featured them in the 4-H At Home Resources.

**Unit 12 – Livingston-McLean-Woodford Unit Council Meeting
September 8, 2020 Council Minutes
via Zoom**

- At-home resource kits have been another way we've been able to reach youth. In collaborating with Horticulture and Nutrition & Wellness educators, kits were created to hand out to food pantries, libraries and schools. The initial request was for 225 kits in Livingston and 826 kits in Woodford.
 - We have received a lot of great feedback from these kits and have had additional requests for kits. With the new 4-H program year starting, we anticipate getting requests from 4-H Clubs and schools.
- Virtual workshops have been extremely successful, including photography, 2D/3D art, electromagnets, and food fun. We have worked with community partners, who have provided programming.
 - Video logs have been created, so that these resources can be used in the future for other reasons.
 - These have provided a great way to engage with both the youth and our program partners.
- Unity had to close their doors in the Spring due to COVID. The staff held weekly virtual meetings with the Unity youth and families.
 - Programming will resume on September 22, 2020 for the fall semester. Although there will be limited space available, based on the county/state guidelines, we feel that keeping Unity open during this time is important.
- Bobbie noted that the 4-H Staff had to plan for both in-person and virtual fairs this year until a final decision was made. Once the final decision was made by campus, the staff was able to pivot quickly and focus on the virtual fair.
 - Few youth and families had internet connectivity issues. We were able to accommodate with our Extension guest wifi, which allowed them to come to our parking lot to upload photos and videos. We also had some send the photos and videos to staff to upload.
 - Mike Sommer talked about how his family was able to adjust to the virtual fair, explaining how easy it was once they figured it out.
- Ag & Natural Resources
 - Brittnay focuses on youth horticulture education and the in-person hands-on programming is not able to happen during COVID, like it did before.
 - Created activity kits for youth from 3 years old through high school. These kits were distributed to District 87, Boys & Girls Clubs, Unity, Heartland Headstart and 1,000 more kits have been requested by the Children's Discovery Museum.
 - Little Roots 4-H Programming was made up of 15 youth in Livingston McLean and Woodford counties, but this year incorporated other counties including Champaign, DeWitt and Peoria counties.
 - Seeds/plants were provided to the youth, along with a calendar with engaging activities.
 - A Facebook group was created to share weekly activities and to showcase their success stories.
 - A resource guide for educators is being created to connect curriculum to outdoors. This will be distributed in all three of our counties.
 - She's been doing a lot of media work, including writing, information sheets and news articles.
 - Kelly has also been working on many virtual projects. With COVID, they have had some help from the state communications team to step-up their virtual programming tools, with graphics, higher quality edits, as well as a state marketing push.
 - Some of the virtual programs include: What's in my Backyard, FB Live with the Horticulturists, Mid-American Gardener Shows.
 - The production garden at Unity was able to distribute produce to the community, which included squash, sweet potatoes and peppers.
 - The Garden in a Bucket program was included in food distribution sites with all the needed supplies and instructional sheets.
 - The Master Gardener Helpdesk transition to being virtual has worked well. They have received over 160 questions from the public. In helping with these questions, they have seen a rise in home gardens, due to the pandemic.

- The Urban Tree program will educate both Master Gardener's and Master Naturalists, along with industry specialists that will be trained to provide education to others.
 - Kelly will be presenting at the Urban Tree Conference in January. The goal is to increase the life of urban trees by giving the attendees knowledge of how to plant, take care of and sustain those trees.
- COVID has overall broadened the scope of Extension and Horticulture programming, that may have not otherwise been discovered.
- Consumer Economics
 - With needs for COVID, financial education become an extremely relevant topic during this time.
 - Their state team of three have produced videos for the Get Savvy webinars.
 - They've been challenged with the Let's Talk Money Webinar series, which has been picked up across the country. They've seen attendees from many states and had a record number of attendees.
 - Money Mentor Training has been provided as continuing education. She has worked with other mentors throughout the state. They're providing virtual mentoring, as well as setting up mentors with local community members.
 - She's worked with community partners to provide individualized programming. Due to technology issues and barriers, they are working to revise their plan for being able to present to these groups. They will slowly transition to in-person programming again, as allowed.
 - The state-wide social media campaigns have drastically improved their reach. They are working to provide more broad topics, including personal finance and estate planning. Now that they have some recorded webinars, they can use those to provide clients with previously recorded information for their topic of interest.
 - Camaya worked on a needs assessment in Livingston, McLean and Woodford counties, talking with community partners (14 agencies) to determine the financial education needs of our communities. She has been working on a conference presentation showing these results.
- Nutrition & Wellness
 - Jenna has continued working with the State of Illinois Board of Education to provide food service staff training.
 - In Metamora, they worked together with the school to reduce the sodium content, reduce the sugar intake at breakfast, and provided a food handler program to the staff.
 - Unit 5 and Prairie Central staff took the Food Service Sanitation Manager Training.
 - The state Nutrition & Wellness webinars have been successful.
 - Health at Home – provided basic nutrition education.
 - Fill Your Pantry – educated people about food preservation, including canning, dehydrating, freezing, etc. Jenna resented the canning tomato topic, and over 1,000 registered.
 - Many people have chosen to have their own gardens and preserve their own food which has caused a supply shortage of canning jars.
 - Both Jenna and Rachel have been testing a record number of pressure gauges.
 - Recorded presentations are being provided to the diabetes support group in Woodford county.
- County Director Update
 - As everyone can see, virtual programming has taken off!
 - A surprising number of activity kits have been requested.
 - Our COVID impact – this has been extremely difficult for staff. They have had to alter their programming, and for many of them, this means an increase in their workload. Bobbie is unsure how some of them are doing it and thanks them for the amazing transition they have made.
 - Bobbie is part of a remote work leadership council. For many staff, it's their duty/calling to work in Extension. They are working to provide options for more work at home situations for staff.
 - When the new Dean of the College of ACES was hired, her focus was "Digital First" and although we didn't expect it to happen this way, COVID has almost forced us to all look at our jobs in a different way.

- Extension IT/Communications was previously understaffed, and we've now built up that team and they're constantly improving.
- Planning future virtual programming will continue, but the educators all discussed how in-person hands-on training was also vital for our local programming as well. They have had many innovative conversations, entertaining a mix of ideas for the future of Extension's work. State-wide teamwork has never been this prominent and it has been extremely successful in reaching a larger, more diverse audiences.
 - In-person programming provides a more personal, one-on-one experience that platforms like Zoom can not accomplish.
 - Kelly noted that committing to state programming is easier because there is more time in the day, without doing all of the traveling to different units.
- Offices will all be open to the public on September 14, 2020. Staff have been transitioning back to work for several weeks. There are protocols for both staff and visitors to follow when they come into the buildings.
 - Some staff will continue to do hybrid schedules due to their children's remote learning schedules or health concerns.
 - Bobbie said that she has heard from our customers that even though the staff is working from home, they're easier to reach.

Meeting Schedule

- FY21 Meeting Dates (subject to change to virtual, as needed):
 - November 10, 2020 – Livingston
 - March 9, 2021 – McLean
 - May 11, 2021 – Unity

The meeting adjourned at 7:49 p.m. on a motion by Jenny Larkin. Motion was seconded by Paul Wilkins and the motion unanimously passed.

Respectfully submitted, Erin Estes – Recorder