

Unit 12 – Livingston-McLean-Woodford Unit Council Meeting
September 10, 2019 Council Minutes
Woodford County - Michael’s Italian Feast, Eureka, IL

Paul Wilkins 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 Libby Larkin to the agenda as a youth representative. A response had not been received from Libby in time to be added to the agenda before it was sent and posted. RaeJean Kuntz motioned to add Libby; Tom Creswell seconded, all in favor.

Approval of New Council Members

- **New Youth Representative – One year term**
 - Libby Larkin (L)
 - John Marshall (M)
- **New Council Member**
 - Pam Meiner (L)
 - Julie Schumacher (M)
 - Mike Sommer (M)
- Tom Creswell motioned to approve the proposed members, including the youth representatives. RaeJean Kuntz 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 the next council meeting.
- **Administrative Update:**
 - **New Executive Committee Appointments:**
 - Nominations were discussed and decided upon by members:
 - President – Tom Creswell, McLean
 - Vice President – Pam Meiner, Livingston
 - Secretary – Paul Wilkins, Woodford
 - Mike Sommer motioned to approve the nominations for Executive Committee. Pam Meiner seconded the motion. All in favor; motion passed.
 - **County Extension Board Representatives:**
 - This group of council members represents Extension at county board meetings. Tom Creswell talked about his experience on the board and how funding works on a county level. Nominations were discussed and decided upon by members:
 - Tom Creswell, McLean
 - Pam Meiner, Livingston
 - Shirley Blackburn, Woodford
 - Mike Sommer, McLean
 - A motion was made by RaeJean Kuntz 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>RaeJean Kuntz (L)</i>	P
<i>Jenny Larkin (L)</i>	A
<i>Libby Larkin (L)</i>	A
<i>John Marshall (M)</i>	P
<i>Ed McKibbin (M)</i>	A
<i>Pam Meiner (L)</i>	P
<i>Emily Schirer (W)</i>	A
<i>Julie Schumacher (M)</i>	P
<i>Dustin Smith (L)</i>	A
<i>Mike Sommer (M)</i>	P
<i>Paul Wilkins (W)</i>	P
VACANT	
VACANT	
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>Shirley Blackburn (W)</i>	
<i>Mike Sommer (M)</i>	
Extension Staff	
<i>Kelly Allsup</i>	P
<i>Alcha Corban</i>	P
<i>Erin Estes</i>	P
<i>Brittnay Haag</i>	P
<i>Bobbie Lewis-Sibley</i>	P
<i>Emily Saddler</i>	A
<i>Jenna Smith</i>	P
<i>Camaya Wallace Bechard</i>	P

Approval of May 2019 Meeting Minutes – The minutes were approved as submitted on a motion by RaeJean Kuntz and seconded by Mike Sommer. Motion carries.

Fiscal Reports

- House Bill 2264 was discussed, explaining how the Illinois Department of Ag is a passthrough for Extension money and that the State of Illinois lobbied to change the wording of the law was changed from “may pay” to “shall pay.” This was done to alleviate the confusion in wording, preventing the Illinois Department of Ag from keeping more of Extension’s funds. On August 16, the bill was passed into law.
- FY19 Report – We received two state payments in FY19. One was in December for FY18. The second was received in May, which was a payout from campus, using Smith Lever funds to help support local units during the state budget crisis. Once the state receives those matching funds, the Smith Lever funds will be paid back to campus.
- FY20 Budget –
 - County board funding:
 - Livingston will stay at the same levy amount
 - Woodford finance committee met today because several board members were new and had a lot of questions about Extension. Bobbie and all of the educators attended to provide them with local programming information and updates.
 - McLean’s levy was decreased for one year for FY21. This decision was made due to carryover the unit had from the previous fiscal year.
- Extension has been doing fiscal audits on units, and we were chosen to have ours done in July for FY19, reviewing all three counties. Several of the Extension Business staff reviewed items such as PCards, travel, Purchase Orders, fiscal processes and much more. They asked questions of staff about spending and processes used within the unit. Few audit findings were discovered. They requested to use some of our local processes state-wide and complimented the staff on being fiscally responsible.

Business Items

Staffing Update

- The Local Food Systems & Small Farms Educator resigned his position. Ryan Hobson, the Regional Director for our unit, is putting together a search committee to get this position refilled.
- We have hired a part-time Office Support Assistant to work in all three counties. RaeJean Kuntz will start on September 16 but will leave a vacant position on council after her start date. Please officially welcome RaeJean Kuntz!
- Meg Meeker was hired as the McLean 4-H Program Coordinator. She started working the same week as the McLean County Fair.

Civil Rights Compliance

- Our last Civil Rights Audit was in 2017, and our staff always does a great job promoting programs to diverse audiences.
 - Professional development is offered to staff to keep them up-to-date.
 - During a recent staff meeting, Life Center for Independent Living (CIL) came to present a program to staff about disabilities and services that can be provided to accommodate their needs.
 - In April, all staff will go through a 3-day training called Navigating Differences, on cultural competencies.

Program Advisory Committees

- **TOPIC:** Instead of breaking into groups for a discussion topic, Educators were asked to give a program update. They discussed their successes last year and their ideas for programming in the upcoming year.
 - 4-H/Youth Development: Jenny Larkin, Libby Larkin, John Marshall, Ed McKibbin, Emily Schirer, Dustin Smith
 - Agriculture & Natural Resources: Shirley Blackburn, Tom Creswell, RaeJean Kuntz
 - Family & Consumer Sciences: Pam Meiner, Julie Schumacher, Mike Sommer, Paul Wilkins

Meeting Schedule

- FY20 Meeting Dates:
 - November 12, 2019 – Livingston County Extension Office
 - March 10, 2020 – McLean County Extension Office
 - May 12, 2020 – McLean County at Unity Community Center (tentative)

The meeting adjourned at 8:13 p.m. on a motion by RaeJean Kuntz. Motion was seconded by Julie Schumacher and all agreed.

Respectfully submitted, Erin Estes – Recorder