



**Livingston, McLean & Woodford
Extension Council Meeting
September 13, 2022 Council Minutes
Livingston County Extension Office**

Mike Sommer unofficially called the meeting to order at 6:31 PM. Due to lack of quorum, no votes were able to be cast. Meeting continued in order to share information, but no official business was conducted. Paul Wilkins and Julie Schumacher attended via Zoom.

No public comment requests were submitted.

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

Approval of New Council Members – Unable to complete due to lack of quorum.

Approval of March 2022 Meeting Minutes – Unable to complete due to lack of quorum.

Fiscal Reports

- Council members reviewed FY22 and FY23 fiscal reports. The following questions were asked/answered:
 - In FY22, was Extension able to decrease reserves or were there additional funds that rolled over into FY23?
 - Several staff vacancies remained unfilled.
 - Rent for Unity Community Center was decreased due to McLean County Extension Service Foundation purchasing the building.
 - The fiscal reports reflect all three counties, not just McLean.
- In FY23, additional space will be rented for the McLean County robotics teams. Due to the previous space at Rivian being donated, once their plant was at capacity, there was no more room for the clubs to hold their meetings. Several other options had been tried, but due to the amount of space needed, they didn’t work out. A location on El Dorado Rd in Bloomington is being negotiated currently for leasing.
- County Board Updates:
 - Livingston – There is no plan to change the current levy amount. They met last week and it was a very positive meeting
 - Woodford – Dates are being scheduled to meet with the board soon.
 - McLean
 - The Extension County Board voted to decrease the levy amount from \$300,000 to \$30,000 but the full board will not vote on this reduction until November/December.
 - The board’s major concern is the amount of reserves held by Extension, which is the guidance from campus of 18 months. Sommer explained to the rest of the council members that the board is trying to apply their budgeting rationale to University of Illinois budgeting, but as an entity of the university, Extension is required to follow the university’s standards.
 - During the latest Extension County Board Meeting, several other County Board representatives were in attendance to see how these meetings are conducted and to provide additional support to Extension. There seems to be some pushback from other County Board members who are not on this committee.
 - 18 months of carryover is recommended due to the funding sources Extension has and the contract obligations for Academic staff. Currently, the carryover is around 16 months worth of funds.

Council Members	
<i>Dylan Cook (M)</i>	A
<i>Katy Everett (W)</i>	A
<i>Tera Graves (L)</i>	P
<i>Lisa Maynard (W)</i>	A
<i>Pam Meiner (L)</i>	A
<i>Debbie Ruff (L)</i>	P
<i>Jackie Schertz (W)</i>	A
<i>Julie Schumacher (M)</i>	*P
<i>Mike Sommer (M)</i>	P
<i>Michelle Stevenson (L)</i>	A
<i>Jodi Upchurch (W)</i>	A
<i>Paul Wilkins (W)</i>	*P
<i>VACANT Youth (M)</i>	
<i>VACANT (M)</i>	
<i>VACANT (W)</i>	
Executive Committee	
County Board Delegates	
Extension Staff	
<i>Katie Buckley</i>	P
<i>Alcha Corban</i>	P
<i>Staci Coussens</i>	P
<i>Erin Estes</i>	P
<i>Nick Frillman</i>	P
<i>Brittnay Haag</i>	P
<i>Bobbie Lewis-Sibley</i>	P
<i>Janice McCoy</i>	P
<i>Jeffrey Pegram</i>	P
<i>Jenna Smith</i>	P
<i>Camaya Wallace Bechard</i>	A



- When the Illinois budget crisis happened (approximately 5 years ago), there was no guaranteed funding. Extension did not receive state matching dollars and SNAP-Ed funds were in jeopardy.
- Extension infused federal money to assist local units during that time. Unit 12 received 1.6 million. So without that money, this unit would be closer to \$300,000 which is only about three months worth of cash reserves.
- The state of Illinois was several years behind on paying Extension matching dollars, so over the last few years, they have caught up on payments.
- County Board levy reduction also changes the amount of state matching dollars provided by the state. In addition to that \$270,000 reduction, matching dollars will decrease by \$160,000.
 - Sommer noted that the three County Board members that are a part of the Extension County Board are not sharing information from that committee with the whole board. Now that others have attended the meetings and are more aware of some issues, he is hopeful that there may be some changes in the future.
- Janice McCoy shared that she has looked over the unit's budget and spending over the last several years. The unit is appropriately spending funds and nothing is out of line with university fiscal practices.
- Sara Halihan discussed the oversight of all purchases within the unit. Multiple people are a part of the purchasing process, with checks and balances. Several years ago, a change was made to help centralize ordering, which saved the unit money, time and resources by not having each staff travel to multiple stores for their program needs.

Business Items

Staffing Update

- Camaya Wallace Bechard just accepted a position as the Assistant Director of DEIA for Extension at the state office in Champaign Urbana. Her transition will be slow, as she has some unit programming commitments through the fall season.
- SNAP-Ed Community Worker – interviews have been set up for next week. The state revamped the job description and salary for this position state-wide, so we are hopeful that helps with filling this position.
- Unity Community Center Educator – Dr. Jeffrey Pegram started on August 1.
- Publicity and Promotion Program Coordinator – Celeste Walsh started on June 20.
- McLean 4-H Program Coordinator – Mackenzie Kraft started on June 27. She was a former Summer Assistant with McLean County and was excited about the opportunity to be hired full-time.
- Unity Program Coordinator – Natalie Grider started on April 18.

Civil Rights Compliance

- The Livingston, McLean and Woodford unit had a Civil Rights review in April.
 - The review findings report was handed out, as well as an action plan.
 - With Extension receiving funding from the USDA and Federal Government, we are required to attempt to reach parity within our audiences.
 - Only 5 recommendations were listed for Unit 12 and none were considered glaring issues.
- The unit has a DEIA Committee in place, with a focus on Spanish and LatinX audiences this year. The staff are working to collaborate with community contacts to reach more within this audience.
 - Professional Development opportunities and resources are shared with staff, as they learn to navigate and start incorporating this into their programming.

Program Advisory Committee

- **TOPIC: 2022-2023 Plan of Work Review**
- 4-H Youth Development: Graves, Maynard, Schertz, Stevenson, Whitfield, Schlipf
- ANR: Cook, Everett, Ruff, Woodard



- FCS: Meiner, Schumacher, Sommer, Upchurch, Wilkins

Other Business Items

- Discussion about November meeting date change due to Election Day, and the Extension Office being closed. Paul Wilkins will check on availability of meeting space at the Woodford County Health Department and dates will be decided upon at a later time.

Meeting Schedule

- FY23 Meeting Dates:
 - November 8, 2022 (Election Day) – this date will be rescheduled.
 - March 14, 2023
 - May 9, 2023

The meeting unofficially adjourned at 7:30 PM.

Respectfully submitted, Erin Estes – Recorder