



**Livingston, McLean & Woodford
Extension Council Meeting
November 10, 2020 Council Minutes
via Zoom**

Pam Meiner called the meeting to order at 6:33 p.m.

No public comment requests were submitted.

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

Approval of New Council Members

- **New Council Member**
 - Lisa Maynard (W)
- **Interim Council Member** – Term ending 8/31/2022 (for RaeJean Kuntz)
 - Debbie Ruff (L)
- **Youth Representatives** – Term ending 8/31/2021
 - Kate Henkel (W)
 - Plamedie Lubika (M) (to replace vacancy by John Marshall)
- Tom Creswell motioned to appoint council members, as listed on the agenda, including new member Lisa Maynard, interim member Debbie Ruff and Youth Representatives Kate Henkel and Plamedie Lubika. The motion was seconded by Julie Schumacher and all approved. Motion carried.

Approval of September 2020 Meeting Minutes – The minutes were approved as submitted on a motion by Dustin Smith and seconded by Mike Sommer. All in favor; Motion carries.

Fiscal Reports

- Bobbie emailed the fiscal report out to all members for review.
- Campus sends out reports to reconcile, typically during the 2nd week of the following month. So, currently the reports are up-to-date as of the end of September.
- Units have not yet received any matching funds. This is not uncommon, as funds usually come in at the end of each fiscal year.
- Year-to-date, we have received \$299,000 in income, while we have a budget of just over 2 million.
- There was a credit in September for Rentals/Leases. This is a reimbursement for the SNAP-Ed office space at the Unity and Livingston offices.
- Dustin Smith asked about the \$74,000 expense that falls under Awards/Prizes. Bobbie explained that the three 4-H shows have ordered all the tangible awards. These are awards given to General Project winners for Best of Class, Best of Show, plus all of the livestock awards. Some include tumblers, buckets, etc. The amount is within \$100 of last year’s expense.
(UPDATE: After the Council Meeting, Bobbie checked in with the Business Manager and the \$74,552.35 was a transfer of 4-H premiums from the campus-based Trust account to the local In/Out checking so that we could prepare to cut the premium checks after social security numbers are received from each youth.)
- Campus notified us of a 5% reduction in general revenue funds for this fiscal year.
- Tom raised a question about how the influences of the year has affected our unit’s overall budget. Bobbie discussed several items that have changed:
 - Little to no travel expenses due to virtual programming and team meetings. Conferences have moved to mostly online as well.

Council Members	
<i>Shirley Blackburn (W)</i>	P
<i>Tom Creswell (M)</i>	P
<i>Kate Henkel (W)</i>	P
<i>Jenny Larkin (L)</i>	A
<i>Libby Larkin (L)</i>	A
<i>Plamedie Lubika (M)</i>	P
<i>Lisa Maynard (W)</i>	A
<i>Pam Meiner (L)</i>	P
<i>Debbie Ruff (L)</i>	A
<i>Rich Schroeder (M)</i>	P
<i>Julie Schumacher (M)</i>	P
<i>Dustin Smith (L)</i>	P
<i>Mike Sommer (M)</i>	P
<i>Paul Wilkins (W)</i>	P
<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>Rachel Benn</i>	P
<i>Katie Buckley</i>	P
<i>Alcha Corban</i>	P
<i>Erin Estes</i>	P
<i>Brittnay Haag</i>	P
<i>Laura Holland</i>	P
<i>Bobbie Lewis-Sibley</i>	P
<i>Jenna Smith</i>	A
<i>Camaya Wallace Bechard</i>	P



- Program planning has been adjusted to meet the current needs. In some cases, this has been a large savings and in other cases, the costs have risen so that we can provide individualized kits to send home with participants.
 - With 4-H, many programs have been picking up baggies full of supplies so that they can take part in the virtual programming and everyone has the same materials to use.
 - Home Lawn & Garden Day will be virtual. This is typically a money-making event for Master Gardeners, so in many cases, the unit will need to help cover the Master Gardener costs throughout the year. Livingston and Woodford have similar events that will not be in-person.

Business Items

Approval of Bank Signatories

- Paul Wilkins made a motion to approve all signatories listed on the agenda. These include Kelly Allsup, Katie Buckley, Alcha Corban, Brittnay Haag, Bobbie Lewis-Sibley, Jenna Smith and Camaya Wallace Bechard. Julie Schumacher seconded the motion. All were in favor. Motion approved.

Staffing Update

- The SNAP-Ed Community Worker position has been a failed search many times. We were hopeful that this time would be successful, but we are waiting to hear from Human Resources.
- The Local Foods & Small Farm Educator position completed a credential review this morning and will be scheduling interviews. There are several good candidates this time around, so Bobbie is looking forward to the interview process.

Civil Rights Compliance

- With no in-person programming, this information is difficult to collect. In pivoting to virtual programming, our staff is trying to accommodate needs of many different attendees.
 - Zoom calls can be close captioned live. All of our videos posted to YouTube are now being close captioned.

Program Advisory Committees – TOPIC: Program Plan of Work

- Each committee went into a different breakout rooms and discussed each program's plan of work. They were also able to share ideas on how to engage audiences during a pandemic.
 - 4-H Youth Development: Kate Henkel, Plamedie Lubika, Dustin Smith, Alcha Corban, Laura Holland, Katie Buckley
 - Ag & Natural Resources: Shirley Blackburn, Tom Creswell, Rich Schroeder, Kelly Allsup, Brittnay Haag
 - Family & Consumer Sciences: Pam Meiner, Julie Schumacher, Mike Sommer, Paul Wilkins, Rachel Benn, Camaya Wallace Bechard

Other Business Items

- Linda Faye White joined the call after her 4-H Club Meeting was over. She is a member of the Extension State Advisory Council (ESAC) and gave a report to the council members.
 - ESAC is made up of 17 council members and 14 members of the leadership team (state-wide staff) from three regions. They meet twice per year in February and October. Their meetings include speakers, meeting campus department heads, discussion groups, etc.
 - Dean Kidwell spoke to ESAC members, giving them an update on Extension.
 - They have worked to strengthen the relationship between Extension and the Department of Agriculture, as well as with government officials.
 - Extension and Public Engagement Connection Center (EPECC) was created to be a gateway between Extension and the university.
 - Extension made it into the university's strategic plan.



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- Extension is housed in several locations without a centralized location, but a plan is being made to put it all under one roof. The suggested location is at Research Park, creating a Community Center and taking over space in the Arboretum. Extension is a great asset to campus and should be “shown off!”
- They want to ask for a gift of farmland in every county to carry funding to support 4-H throughout their counties and the state. Some counties have already received these generous donations.
- Linda Faye enjoys being a part of ESAC and plans to report information from their meetings to Bobbie and the council. Please feel free to email her information to discuss or contact her with any questions you might have.
- Bobbie thanked Linda Faye for being a part of ESAC. Not every unit has someone appointed to this council, so we are very grateful for her support and involvement.
- Bobbie made note that the Annual Extension Conference is coming up next week. Several of our unit staff received awards. Of the ten awards given, our unit received three!
 - Erin Estes – Office Support Excellence
 - Sara Attig – Program Support Excellence
 - Kelly Allsup, Rachel Benn, Brittney Haag, Jenna Smith and Reid Young – Interdisciplinary Unit Team Excellence

Meeting Schedule

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

The meeting adjourned at 7:40 p.m. on a motion by Dustin Smith. Motion was seconded by Mike Sommer and the motion unanimously passed.

Respectfully submitted, Erin Estes – Recorder