

**University of Illinois Extension**  
**Minutes- November 30, 2020**

The regular meeting of the Henderson, Knox, McDonough and Warren Counties Unit10 was held at the Warren County Extension Office at 6pm; 1000 N Main St Monmouth, IL and also via Zoom for those that were more comfortable with that option.

Members present at the Warren County Office were: Karen Cole, Gail Russel, Patrick King, Nancy Kucharz, Gina Long (with IFB intern Kacie Haag, Lisa Torrance and Shelby Carlson those in attendance via Zoom were: Devone Eurales, Blake Sullivan, Angel Wright, Kishor Kapale, Mary Ann Severs, Erica Smith, Shelby Henning, Emma Wohlstadter, Krissy Conklen, Chris Enroth, Carrie McKillip, and Tessa Hobbs-Curley (not updated)

There was no public comment to report.

The September minutes were approved.

Council President Devone Eurales led the council with a welcome and introduction from all council members.

Lisa presented Fiscal Reports FY 2020– Copies of the budget were emailed to each council member. The fiscal secretary and auditors met virtually, and the audit was approved.

The 2021 budget shows carry over and payment for the 2019 4-H premium checks has been received.

Office logistics updates: Lisa reported that most staff are working at least partially from home with the option of working in the office with Covid precautions in place. Henderson, Knox and Warren counties are all on the State's Covid Warning List. Those offices remain closed to the public, although staff may still work in the office and public the can arrange for curbside assistance. Some events are still being held face to face but must abide by University and State (10 inside, 25 outside).

New staff update, Jill Cook was hired in the position of 4-H EPC for Henderson and Warren Counties. She comes to Extension having been a 4-H member and with experience in program coordination. She will be a great asset to the 4-H program in Unit 10.

Council reports were given by Karen Cole who reported that she had listened to several of the webinars that Extension had been providing and found them very beneficial. Kishor announced that robotics in McDonough County is on hold since students cannot be on campus. They hope to do some Spring/Summer camps to increase interest. Shelby and Chris are working on some joint ginger research and hope to receive a grant.

Staff reports were given by Carrie McKillip, Community Development Educator, Tessa Hobbs-Curley, Family Life Educator, Chris Enroth, Horticulture Educator, and Shelby Carlson, Youth Development Educator. Highlights from educators include remote learning opportunities for community members, partners and stake holders.

Members were given a link to the most recent edition of the Extension Council Guide and were presented with a copy of the most recent program calendar as resources.

Lisa reported that online Open Meetings Act Training is required to be taken one time by all members. All new members must complete and get Lisa a copy of their certificate. If you have been a member before and don't remember taking the training Lisa will check her records. Details on OMA training is as follows:

- Training must be completed no later than the 90th day after assuming responsibilities as a member of the public body.
- Elected or appointed members of a public body subject to OMA must complete the electronic training once during their term of election or appointment.
- Elected or appointed members need not complete the electronic training on an annual basis thereafter.

Updates were given regarding the Holiday Schedule for Extension Offices

Offices will be closed December 23<sup>rd</sup> at 4:00pm and reopen at 8am on January 4. Offices will also be closed on January 18 in observance of Martin Luther King Day, May 24 for Memorial Day and July 2/5 for the July 4<sup>th</sup> holiday.

The meeting was adjourned by vote at 7:00pm

The next meeting is scheduled for January 25, 2021 in Warren County.