

**University of Illinois Extension  
Minutes- September 28, 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

There was no public comment to report.

Election of Officers was held and a motion to accept the following slate of officers was made by Karen and seconded by Nancy. The motion passed

- Chair- Devone Eurales
- Vice Chair- Karen Cole
- Secretary- Angel Wright
- Financial Reporter – Emma Wohlstadter
- Appointment of Committee Members – Mary Ann Severs will be our McDonough County Buildings and Grounds representative

The January minutes were approved.

Lisa presented Fiscal Reports FY 2020– January thru June FY21 July thru August and the FY 2021 Budget. The monthly reports were approved.

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).

Staff changes include an opening for Warren/Henderson County 4-H Coordinator. The position closes on Thursday, October30 with hopes to have it filled by the end of the year. The link to apply is <https://go.illinois.edu/HKMWemployment>

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.

The Role of an Extension Council Member was discussed and Extension Council Members were encouraged to promote council opportunities to community members in Unit 10. 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.

Lisa called for council members to reply to her email that she would be sending later in the week to determine if council meetings should be held live with a virtual option or if just virtual during the pandemic.

Updates were giving regarding the Holiday Schedule for Extension Offices  
Offices will be close December 23<sup>rd</sup> at 4:00pm and reopen at 8am on January 4.

Other Holiday Closures: November 3, November 26-27, January 18, May 24, and July 2/5.

Extension Council Meeting Dates were approved and are as follows:  
November 23, 2020. And January 25, March 22, and May 24, 2021.

A proposal was made for signature card approvals for Henderson, Knox, McDonough and Warren In/Out Accounts. It was determined that the following staff will remain on accounts; Lisa, Tessa, Carrie, Chris and Shelby on all accounts. The Warren Henderson 4-H EPC will be added to the Henderson account once hired.

The meeting was adjourned at 7:10pm

The next meeting is scheduled for November 23<sup>rd</sup> in Warren County.