

This is your call for the regular meeting of University of Illinois Extension – Unit #10 Council to be held Monday, August 30 2021 at 6pm at the Warren County Extension Office, 1000 N Main St Monmouth, IL and also via zoom

Agenda

1. Call to Order
 - Roll Call
2. Public Comment*
3. Election of Officers
 - Chair, Vice Chair, Secretary, and Financial Reporter
 - Appointment of Committee Members –Ann Knowles will be our representative to the McDonough County Buildings and Grounds Committee.
4. General
 - Approval of March Minutes – We did not have a quorum in May
 - Fiscal Reports FY 2021– March thru June
 - Fiscal Reports FY 2022– July
 - FY 2022 Budget
 - Staffing – Where are we now.....
 - i. McD and Knox offices are open 8-4 Monday through Friday
 - ii. Henderson is open 8-4 Monday and Friday
 - iii. Warren is open 8-4 Tuesday through Thursday
 - iv. Most staff are working in the office although we have approved some hybrid schedules and we are certain we will still need to approve some intermittent remote work schedule as staff and families continue to deal with COVID
 - Council Reports
 - Staff Reports
 - Announcements/Upcoming Programs
5. Old Business
 - Questions/Concerns about how Extension has handled March 2020 through today.
6. New Business
 - The Role of an Extension Council Member
 - i. Online Open Meetings Act Training – see instructions below.
 - ii. Serve as our mouth and ears....let others know about the good work Extension does and let Extension know about issues in the community we might be able to address.
 - Concurrence of the Holiday Schedule
 - i. Office will be close December 23rd at 4:30pm and reopen at 8am on January 4.
 - ii. Other Holidays: Sept 6, November 26-27, January 17, May 30, June 17 and July 4

- Approval of Extension Council Meeting Dates
 - i. November 29, January 31, March 28, and May 23
- Signature Card Approvals – Proposal
 - i. Henderson County – Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, Carrie McKillip and Jill Cook should be approved as signatures. McCala Miller should be removed.
 - ii. Knox County - Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, Carrie McKillip and Jill Cook should be approved as signatures.
 - iii. McDonough County - Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, Carrie McKillip and Jill Cook should be approved as signatures.
 - iv. Warren County - Shelby Carlson, Chris Enroth, Tessa Hobbs-Curley, Carrie McKillip and Jill Cook should be approved as signatures.

7. Adjournment

The next meeting is scheduled for November 29th in Warren County.

*Those interested in speaking to the Extension Council under Public Comments must contact Lisa Torrance 24 hours prior to the meeting for details regarding their presentation.

OMA Instructions:

As you prepare to bring new members onto your Extension Councils and Extension Boards, I am sending a friendly reminder regarding training requirements. The University of Illinois Extension Councils and Extension Boards are subject to the Illinois Open Meetings Act (OMA). OMA rules state that all members of a public body (including *ex officio* members) must complete the OMA electronic training.

- ✓ 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.

You must create an account in order to record your training completion. If you have not created an account, please follow this link to create an account:

<https://foia.ilattorneygeneral.net/CreateAccount.aspx>. Check the box “OMA PB Member” (PB stands for public body).

Once you have created an account, the Public Access Counselor's Office's OMA electronic training is available free of charge at:

http://foia.ilattorneygeneral.net/electronic_foia_training.aspx.