



**Livingston, McLean & Woodford
Extension Council Meeting
November 2, 2022 Council Minutes
Monicals Pizza, El Paso, IL**

Paul Wilkins called the meeting to order at 6:30 PM.

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

- **Youth Representative** – Term ends 8/31/2023
 - Michelle Stevenson (L) - returning
 - Alana Whitfield (M)
 - Jackie Schertz (W) - returning
- **New Council Members** – 1st Term ending 8/31/24, 2nd Term ending 8/31/26
 - Amy Schlipf (L)
 - Debbie Ruff (L) – completed interim appointment 8/31/22
- **Reappointment** – 2nd Term ending 8/31/23
 - Lisa Maynard (W)
 - Paul Wilkins (W)
- **Interim Member** – 2nd Term ending 8/31/2024
 - Jeff Woodard (M)
- Mike Sommer made a motion to approve Youth Representatives, New Council Members, Reappointments, and Interim Members as listed above. Julie Schumacher seconded the motion and all members agreed.
- **Administrative Update:**
 - **New Executive Committee Appointments:**
 - Nominations were discussed and decided upon by members:
 - Pam Meiner (L)
 - Mike Sommer (M)
 - Paul Wilkins (W)
 - **County Extension Board Representatives:**
 - This group of council members represents Extension at county board meetings. Nominations were discussed and decided upon by members:
 - Tera Graves (L)
 - Julie Schumacher (M)
 - Paul Wilkins (W)
 - Jeff Woodard (M)
 - A motion was made by Lisa Maynard to appoint the nominated executive committee and board representatives as listed above. Amy Schlipf seconded the motion. All in favor; Motion approved.

Council Members	
<i>Dylan Cook (M)</i>	A
<i>Tera Graves (L)</i>	P
<i>Lisa Maynard (W)</i>	P
<i>Pam Meiner (L)</i>	P
<i>Debbie Ruff (L)</i>	A
<i>Jackie Schertz (W)</i>	A
<i>Amy Schlipf (L)</i>	P
<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>Alana Whitfield (M)</i>	A
<i>Paul Wilkins (W)</i>	P
<i>Jeff Woodard (M)</i>	P
<i>VACANT (W)</i>	
Executive Committee	
<i>Pam Meiner (L)</i>	
<i>Mike Sommer (M)</i>	
<i>Paul Wilkins (W)</i>	
County Board Delegates	
<i>Tera Graves (L)</i>	
<i>Julie Schumacher (M)</i>	
<i>Paul Wilkins (W)</i>	
<i>Jeff Woodard (M)</i>	
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>Jeffrey Pegram</i>	P
<i>Jenna Smith</i>	P

Approval of March 2022 and September 2022 Meeting Minutes – March 2022 minutes could not be approved at the September 2022 meeting due to a lack of quorum. Mike Sommer noted errors on the September 2022 minutes for attendance. The minutes were approved with the noted corrections on a motion by Tera Graves and seconded by Mike Sommer. All in favor; Motion carries.

Fiscal Reports

- Council members were presented with the FY23 Income and Expense Report. Due to campus reporting procedures, the document shows income/expenses through August 2022. Bobbie gave a brief description of the report and asked the council if they had any questions or comments.
- FY24 county levies:



**Livingston, McLean & Woodford
Extension Council Meeting
November 2, 2022 Council Minutes
Monicals Pizza, El Paso, IL**

- Livingston – There will be no change to the current levy amount. The county board in Livingston is extremely supportive of Extension. Bobbie and Janice McCoy met with the county board to answer some questions. Based on their draft online budget, Livingston is fully funded.
- Woodford – Bobbie, Janice McCoy, Blaine Troyer, Harry Clore (Zoom), and Shelly Nichols-Richardson (Zoom) met with county board members to discuss the levy.
 - McLean County board members and community members had contacted the Woodford (and Livingston) board members to discuss “issues” with Extension. Some Woodford County board members have been present at the McLean Extension Board Meetings as well as McLean County Board Meetings.
 - During the meeting, questions were asked/answered. The result of this meeting seemed positive.
 - At the full county board meeting on October 18, the board voted to decrease the levy from \$161,000 to \$80,000.
 - This cut will have a significant impact on the Woodford Extension Office and programming.
 - Woodford’s County Board Meetings are on the 3rd Tuesday of every month.
- McLean – During the last Extension County Board Meeting, the committee voted to reduce McLean’s levy to \$30,000. The McLean County Finance Committee approved the \$30,000. The vote by the full county board to reduce the levy for FY24 will be on November 10, 2022. Several staff, volunteers, and Extension supporters will be speaking at that meeting (as they have done in the past few county board meetings).
 - The McLean County Board has several Extension supporters that plan to oppose the reduced levy amount. The vote will determine the outcome and impact on Extension’s FY24 budget.
- In general, the board members’ topics of concern:
 - Carryover
 - 4-H not providing project books
 - Extension Council duties
 - Master Gardener & Master Naturalist policies/handbook
 - Member and Volunteer numbers
 - Staff turnover
- Council members, staff, program participants, community members, and program partners are encouraged to contact their county board representatives in each county.
- Bobbie will send out an update to council members when all levy decisions are final.

Business Items

Bank Signatories

- A motion was made by Lisa Maynard to update the Unit 12 bank signatories to include Katie Buckley, Alcha Corban, Brittnay Haag, Bobbie Lewis-Sibley, and Jenna Smith. Julie Schumacher seconded the motion. All members approved. Motion passed.

Staffing Update

- Bobbie was offered and accepted the Government Relations Interim Assistant Director position for a six-month timeframe, starting on November 14. Katie Buckley will serve as the Interim County Director for Unit 12 during that time. They will both resume their current roles on May 14, 2023.
- Camaya Wallace Bechard accepted and has started her role as the Assistant Director for Diversity, Equity, Inclusion, and Access for Extension. This position will not be rehired at this time.
- Due to multiple failed searches, the additional SNAP-Ed position has been put on hold.
- A part-time food service sanitation laborer position at Unity is currently posted.
- Cindy Kinate announced her retirement. Her last day will be on January 31, 2023.

Civil Rights Compliance

- Annual Civil Rights Reports are due on December 31, 2022.



**Livingston, McLean & Woodford
Extension Council Meeting
November 2, 2022 Council Minutes
Monicals Pizza, El Paso, IL**

- Unit 12 is forward-thinking and has one of the only DEIA Committees at the unit level.
- Extension (state-level) has hired a Translation Specialist, that we will be able to utilize for program needs.

Program Advisory Committee – instead of breaking into groups for discussion, Bobbie presented a PowerPoint. Topics of discussion included Extension mission, history, council structure, purpose/role of council, operational procedures, etc.

Meeting Schedule

- FY23 Meeting Dates:
 - March 14, 2023 – McLean County
 - May 9, 2023 – Unity Community Center

The meeting adjourned at 7:40 PM on a motion by Tera Graves. The motion was seconded by Amy Schlipf and the motion unanimously passed.

Respectfully submitted, Erin Estes – Recorder

DRAFT