

Unit 14 Extension Council

June 8, 2022

5:30 PM

Agenda

- Call to Order – President, Jan Terry called the meeting to order at 5:30 p.m.
- Council Member & Staff Introductions – Shelby greeted all members and guests. Staff and council members introduced themselves and their guests. Guests were invited to attend this meeting which Shelby noted she plans to have occur once per year. Present: Shelby Crow, Tom Crow, Amy Lefringhouse, Annabelle Schaffnit, Nicole Schaffnit, Jan Terry, Megan, Laura Bergman, Scott Bergman, Dan Stupvasky, Sean Park member Jeanne Yingling joined by phone.
- Approval of Minutes – Council members were presented with minutes from the last meeting. Sean motioned to approve minutes as presented. Nicole seconded. All approved. Motion passed.
- Financial Report – Shelby gave a fiscal update to the members present. Extension county directors received notice last week that the first two quarter payments from FY22 have been received. Shelby is working on the FY23 budget. The unit is saving money right now due to several staff vacancies.
- Illinois Extension Updates
 - Program Updates – Amy Lefringhouse provided a Natural Resources programming update including the Rain Garden project in Hancock County, the field trip pilot program and the Jr. Master Gardener program.
 - Staff Updates – Shelby updated the group on the status of several unit vacancies. The Adams EPC position closes June 8 with hopes of having someone in place by the start of the school year. There are two educator positions (4-H Youth Development and SNAP-ED) currently open. Shelby requested assistance from council members in publicizing the openings.
- Civil Rights – Shelby updated the group that the staff spent the afternoon of the last staff meeting focused on customer service. Shelby stated that it is important to make sure the current staff are all on the same page with customer service expectations and will work with new staff as they are onboarded. Customer service is important to ensure that we are being inclusive and welcoming to all customers and that the first encounter

with Extension encourages customers to come back.

- Update Signatures for In & Out Accounts – Shelby requested to remove Whitney McKeown from the signature card as she is no longer employed by U of I Extension. The proposed list of signers for the checking account was proposed as:

Barb Casady

Jennie Castlebury

Shelby Crow

Andrea Hanson

Katie Parker

Dawn Weinberg

Dan motioned to approve the removal of Whitney McKeown. Laura seconded. All approved. Motion passed.

- Other Business – Shelby stated that the program coordinators could use help at the 4-H fair. Jan, Nicole, Annabelle and Laura all volunteered to assist. Shelby will pass names to staff.
- Next meeting date & location (September 2022) – Shelby will send out meeting date options in August.
- At 7:10 Dan motioned to adjourn. Sean seconded. All approved. Motion carried.