

**University of Illinois Extension – Bureau, LaSalle, Marshall, Putnam Unit
Multi-County Unit Council Meeting Minutes
October 19, 2021, 6:00 p.m.
Extension Education Center & Community Teaching Kitchen**

The October 19, 2021 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Vice Chair Beth Acuncius.

Beth welcomed everyone and introductions were made around the table.

Roll Call was taken.

Attendance:

Council Members:

Judy Wright, Steve Tuftie, Mary Ann Waits, Francis Morse, Monico Nunez, Beth Acuncius, Lisa Palm.

Staff present: County Director, Jill Guynn and Nutrition & Wellness Educator, Susan Glassman.

Election of Multi-County Unit Council Officers:

Nominations: Chairman, Beth Acuncius; Vice Chairman, Monico Nunez; Secretary, Judy Wright; Financial Reporter, Francis Morse. Motion to approve by Mary Ann Waits and 2nd by Steve Tuftie. Motion carried.

Election of County Extension Board Representatives:

Marshall County: Carla Schaer and Lisa Palm.

LaSalle County: Steve Tuftie and Jeremy Jenkins.

Putnam County: Beth Acuncius.

Bureau County: Judy Wright and Monico Nunez.

Motion to approve by Steve Tuftie and 2nd by Mary Ann Waits. Motion carried.

Kitchen Activity with Susan:

The members were invited into the commercial teaching kitchen and Susan demonstrated how to make yogurt parfaits and fall apple-pear crisp. She highlighted the ways to make the recipes healthier and told how they connected to the “Blue Zones” research. The members then sampled and enjoyed the healthy desserts. Recipes were provided to the members.

Susan then provided her Nutrition & Wellness/Illinois Nutrition Education Program Update report and shared a power point presentation.

Minutes for June 15, 2021:

- Francis moved to accept the June 15 minutes as written. Lisa 2nd. Motion carried.

Treasurer’s Report:

- Jill presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports for June, July and August were approved as presented. Motion to approve by Mary Ann and second by Monico. Motion carried.
- Jill reviewed and explained the Banner reports. Smith-Lever and SNAP-Ed credits are entered into the report and offset expenses.

Organizational Reports:

Finance:

Jill gave a State funding update. The balance of the FY20 County Board Match was received in

August. The State Extension is waiting for the FY21 funding. Extension is included in the new State of Illinois budget at the same levels. The State Extension is providing \$75,000. to support the Unit this fiscal year. The funds cover the rent for all offices and some shared wages.

The annual In and Out Account check signature list was reviewed:

Bureau County: Jill Guynn, Francis Morse, Judy Wright.

LaSalle County: Jill Guynn, Mary Jane Spinazola, Heather Arbet.

Marshall-Putnam: Jill Guynn, Mary Ann Magnuson, Kevin Kunkel.

Motion to approve by Francis and 2nd by Monico. Motion carried.

Program:

Jill noted the program reports that were sent by mail:

- 4-H & Youth Development Reports from 4-H Program Coordinators & Youth Development Educator, Beth Dellatori
- Illinois Nutrition Education/SNAP-Ed Program Report from Sherry Todas
- Education Center & Community Teaching Kitchen Report from Jani Kidd
- Ag in the Classroom Report from Samantha Smoode
- Nutrition & Wellness Education Report from Susan Glassman

Unit Program Highlights:

Jill shared recent Unit Program Highlights that she has been working on with Extension Educators and Extension Specialists on campus:

Community & Economic Development Program Support:

- Marshall County Mental Health Board Support
- Communities Transitioning from Coal Powered Utility Plants: Putnam County
- Bureau County Agency Request for Mission, Vision and Strategic Planning Assistance
- Local Government Education Webinars: monthly

Learn at Home Online Education: all program areas

Agriculture:

- ✓ Continued joint Extension & IVCC research & demonstration plots at the IVCC farm. Russ Higgins provided a presentation at the joint Field Day with IVCC in August.
- ✓ Scheduling with IDOA for Pesticide Safety Education Program Testing in each County Office. She has scheduled two for LaSalle County, two for Marshall-Putnam and Bureau County is pending as the State IDOA Office does not have anyone to schedule the tests in that county at present due to a retirement.
- ✓ Local Foods & Nutrition & Wellness: Ottawa Local Foods Project: two Extension Specialists and Susan Glassman will be providing resources and support to the local committee.

The Unit Plan of Work for 2022 is being developed now.

Outreach Efforts:

Jill reviewed outreach programming for the Unit. This also demonstrates our civil rights compliance for reaching out to target audiences.

- 4-H Latino Program Grant: DePue Schools
- 21st Century Grant Community Partner Requests from:
 - Update: Marseilles Elementary School District: was not awarded the grant. We will still provide programming support.
 - Update: Fieldcrest Community Unit School District #6: details are pending.

- Continued Programming Support: LaMoille, Bureau Valley, Neponset
- SNAP-Ed Grant/Illinois Nutrition Education Programs to reach at-risk audiences including Extension Education Center & Community Teaching Kitchen
 - Hiring in 2022: SNAP-Ed Community Worker, LaSalle County Extension Office in Ottawa

Old Business:

There are open seats as follows for the council. The county groups will work on recruitment.

LaSalle County: 1

Bureau County: 2

Putnam County: 1

Marshall County: 1

New Business:

Jill reviewed the two open Extra-Help positions in the Unit (Extra-Help Extension Unit Program Coordinator, Extra-Help AITC Community Worker) and asked that recommendations be sent to her.

The December/January holiday schedule was noted with offices being closed December 24 – January 3, 2022, with the University schedule.

Schedule Council meeting Dates for the Year:

The meeting dates for the program year were set as follows:

- January 18, 6:00 p.m. in-person at the Extension Education Center & Community Teaching Kitchen in LaSalle
- March County Budget meetings will be scheduled during the week of March 22-26. Jill will schedule with each group closer to the date.
- March 29, 6:00 p.m. in-person at the Extension Education Center & Community Teaching Kitchen in LaSalle
- June 21, 6:00 p.m. in-person at the Extension Education Center & Community Teaching Kitchen in LaSalle

The council decided that the meetings would be held at the Extension Education Center & Community Teaching Kitchen in LaSalle. We plan to meet in person at 6:00 p.m. (If needed a Zoom meeting is the back-up plan for 5:00 p.m.)

Other Items/Announcements:

None.

Adjourn:

Francis moved to adjourn the meeting and Steve 2nd. The motion carried.

Respectfully submitted,
Judy Wright