

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Unit Council Meeting Minutes
October 27, 2020, 5:00 p.m.
Zoom Meeting**

The October 27, 2020 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chairman Chris Dvorak. Chris welcomed everyone and Roll Call was taken.

Attendance:

Council Members:

Steve Tuftie, Judy Wright, Beth Acuncius, Chris Dvorak, Jeremy Jenkins, Mike Kasap, Lisa Palm, Carla Schaer

Staff present: County Director, Jill Guynn, Nutrition & Wellness Educator, Susan Glassman, Youth Development Educator, Beth Dellatori

Elections were conducted:

Multi-County Unit Council Officers:

Chairman: Chris Dvorak, Vice Chairman: Beth Acuncius, Secretary: Judy Wright, Financial Reporter: Brandy Sandberg. Carla Schaer made the motion to accept, Jeremy Jenkins 2nd and motion carried.

County Extension Board Representatives:

Bureau County: Alicia Lopez and Judy Wright

LaSalle County: Chris Dvorak and Mike Kasap

Marshall County: Lisa Palm and Carla Schaer

Putnam County: Brandy Sandberg and Beth Acuncius

Carla Schaer made the motion to accept, Lisa Palm 2nd, motion carried.

Re-appointments to a Second Term:

Jeremy Jenkins, Beth Acuncius, Lisa Palm, Luke Holly, Kindra Pottinger, Judy Wright
Mike Kasap made the motion to accept, Jeremy Jenkins 2nd and motion carried.

Minutes for December 12, 2019:

- Jeremy Jenkins moved to accept the December 12 minutes as written. Carla Schaer 2nd. Motion carried.

Treasurer's Report:

- Jill presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports were approved as presented. Motion to approve by Carla Schaer and second by Jeremy Jenkins. Motion carried.

Organizational Reports

Finance:

Jill gave a State funding update. FY18 funding was received at the State Extension office in October. One-half of the FY20 County Board Match was received to date. The State Extension is waiting for the FY 21 contract and the funding for the fiscal year. The State Extension Smith-Lever Funding will change for FY21. We are ending our third and final

year for that level of support to cover the gaps in State funding. We will have some Smith-Lever funding in FY21 that will cover our rent costs. Our FY21 budget includes planned local donations from our various supporters; due to the COVID-19 pandemic, we have lost revenue as a number of local fundraisers could not be held. We will be short that money in our FY21 budget. We will go back to using our emergency carry-over as needed to meet gaps in State of Illinois funding. Jill also reviewed the annual funding from each County Board in the Unit.

The annual approval of the In & Out Account signatures for each of the local Extension offices/checking accounts were approved as follows: Bureau County: Jill, Francis Morse and Judy Wright; LaSalle County: Jill, Mary Jane Spinazola and Heather Arbet; and Marshall-Putnam: Jill, Mary Ann Magnuson and Kevin Kunkel. Beth Acuncius made the motion to accept, Carla Schaer 2nd, motion carried.

Program:

Jill noted the program reports that were sent by mail:

- 4-H & Youth Development Reports from 4-H Program Coordinators
- Illinois Nutrition Education/SNAP-Ed Program Report from Sherry Todas
- Education Center & Community Teaching Kitchen Report from Jani Kidd
- Master Gardener/Master Naturalist Report from Meg Overocker
- Ag in the Classroom Report from Abrienne Holler
- Susan Glassman participated in the meeting and provided an update and Nutrition & Wellness Education Report: she shared a collaboration in Streator, walking club programs, programming with schools, and ongoing virtual classes and webinars.
- Beth Dellatori participated in the meeting and provided an update and 4-H Youth Development Report: she shared 4-H trainings, 4-H awards drive-throughs, support for 4-H club meetings.
- Jill provided a report on Community and Economic Development programs across the Unit since May with support from Extension CED Educators and campus specialists. Local government webinars continue on a regular basis. Russ Higgins and Daryle Wragge continue to lead the research and demonstration plots on the IVCC farm in cooperation with the Tenant farmer and IVCC Ag Department. The Unit's Plan of Work is underway for the coming year.

Outreach Efforts: (Reported by Jill Guynn)

- Jill said that she has reached out to DePue School for continuation of the 4-H Latino Program when they are ready to reconnect.
- The Unit's SNAP-Ed staff continue to reach at-risk audiences. The programs at the pilot teaching kitchen were covered by Susan in her report. We are also working with food pantries across the Unit to provide educational support and signage through a special grant.
- A LaSalle County SNAP-Ed Community Worker position at the Education Center & Community Teaching Kitchen will be posted in the coming months. This is a replacement for a staff that left in May.

Marketing:

Daryle is working on developing the Agriculture & Natural Resources Calendar. The mailing will go out in December. Most programs will be virtual due to the pandemic.

Old Business:

Jill shared the hiring update for the AITC Community Worker for Marshall-Putnam. The position will be posted in the coming months. She also noted that Beth was hired on August 17 and the SNAP-Ed Community Worker position at the Education Center & Community Teaching Kitchen will be posted soon.

New Business:

Chris highlighted recognition of outgoing Council Members: Hugo Heredia, Monico Nunez, Francis Morse, Teri Rossman, Lynne Weber and Steve Tuftie following dedicated terms of service for their counties. They will be provided a certificate for their service in the near future.

Steve Tuftie of the LaSalle County Board, was present and noted how much he learned about Extension services and his enjoyment of working with the council over the past 10 years. Chris and Jill thanked him for his many contributions.

Nominating Committee meetings will be held with the budget review meetings in March with new members starting in fall 2021.

Extension offices are open and serving the public and following COVID-19 safety protocols. Offices will be closed December 24 through January 1.

Council Meeting Dates for Year:

Upcoming council meetings were reviewed as follows:

- March Budget Meetings (members need to attend only the meeting in their county office): March 22 – 26:
 - Bureau County: March 22, Bureau County Extension Office, Princeton (time to be determined)
 - Marshall-Putnam: March 24, 4:15p.m.: Marshall-Putnam Extension Office, Henry
 - LaSalle County: March 23, 12:00 Noon: LaSalle County Extension Office, Ottawa
- March 30: Full Council Meeting: 5:00 p.m. if by Zoom/Virtual and 6:00 p.m. if in person
- June 15: Full Council Meeting: 5:00 p.m. if by Zoom/Virtual and 6:00 p.m. if in person

Other Items/Announcements:

Susan and Beth showed a Halloween Recipe video clip highlighting fun and healthy snacks.

Carla Schaer moved to adjourn the meeting and Beth Acuncius 2nd. The motion carried.

Respectfully submitted,
Judy Wright