

Unit 14 Extension Council

November 2022

Agenda

5:30 pm

- Call to Order – Chair Jan Terry called the meeting to order.

Members Present: Julia Cieslewicz, Andrea Hanson, Jake Foy, Amy Gates, James Sheppard, Barb Casady, Dan Stupavsky, Laura Bergman, Brandy Kirby, Patsy Davis,
Staff Present: Kristin Huls, Amy Lefringhouse, Shelby Crow

- Council Member Introductions – Shelby welcomed everyone to the meeting and explained that this was the first meeting for new members and the last for out-going members. She explained that the council year begins in September and ends in August each year. She referred to the council guides that were printed for everyone as a reference and explained the council member terms to all members. At that point, all members in attendance introduced themselves including how long they have been on the council and which county they represent.
- Approval of Minutes – Jan referred to the printed minutes and asked for discussion and consideration to approve the minutes. Jake motioned to Approve the Minutes. Andrea Seconded. All Approved. Motion Carried.
- Financial Report – Shelby updated council members on fiscal matter. She gave a brief explanation of the funding sources for Extension and the importance each plays. Shelby mentioned that State Finance Director has presented to council in the past and she will likely invite him to another meeting in the next year. He gives a thorough overview of Extension funding in an understandable way for council members. Shelby answered questions from council members.
- Illinois Extension Updates
 - Program Updates – Shelby introduced Youth Development Educator Kristin Huls who began in her role in September. Kristin is returning to Extension after serving in many roles in the past and as Farm Bureau Manager for Hancock county for the past 8 years. Kristin brings a lot of experience and passion for 4-H and Youth Development Programming. Kristin then talked to council members about her programming goals and what has already occurred since starting in September. Kristin’s office is located in the Hancock office but she covers all five

counties.

Amy Lefringhouse also provided a programming update to council members. She updated council members on the JWCC partnership and talked about her current course at the Orr Center that she teaches as part of her U of I Extension role. She also discussed the rainscaping class that was held in Nauvoo and plans for future classes of the same topic. Master Naturalist training will be a major focus for spring 2023 with the first class set to begin in April.

- Staff Updates – Shelby provided staff updates and focused on current vacancies and the timeline to fill each. The SNAP-Education program currently has three vacancies locally including an educator and two community outreach workers. The educator position is set for interviews in December. The community outreach worker positions will be posted very soon. There is also a current opening for a horticulture educator for the local area. The Adams county ag in the classroom position has been filled with Kinsey Tiemann starting on December 19. Shelby asked the council members please forward openings with their networks as they get them via email to help recruit a large pool of qualified candidates.
- Civil Rights – Shelby referred to the printed document in the council member packets that collects demographic data for council members. She asked that each member complete the form and return to her to go in the unit civil rights folder.
- Elect Officers – Jan facilitated the discussion regarding electing new officers. Current officers were identified and then the floor was opened for nominations. After discussion, the slate of officers was presented as:
 - Chair – Dr. Andrea Hanson
 - Vice Chair – Jake Foy
 - Reporter – Barb Holthaus
 - Financial Reporter – Dan Stupavsky

Amy Gates motioned to approve the slate of officers as presented. Julia seconded. All Approved. Motion Carried.

- Open Meetings Act Training – Shelby explained to council members that a part of their duty is to complete the Open Meetings Act training through the state of Illinois. Shelby is required to keep these on file each year. The state site was not functional for a period of time recently, so the local unit needs to ensure council members have completed this training. She referred to the printed how-to guide and asked that members work to

complete the training and send her a digital copy of the certificate.

- Authorize Signatures for In & Out Accounts – checks written locally need to have two signatures. These need to be updated and kept on file on a regular basis. Shelby recommended simplifying the list to only those who are in close proximity or at the Hancock office on a regular basis as that is where the fiscal staff works. Shelby proposed that the signatory card be updated to remove staff that have left Extension. The list was suggested as:
Jennie Castlebury
Shelby Crow
Dr. Andrea Hanson
Kristin Huls
Dawn Weinberg

Dan motioned to approve the list. Patsy seconded. All Approved. Motion Carried. Shelby will notify the bank and ask that the signers update their signature at the bank.

- Other Business – the council had a lengthy discussion about the upcoming needs assessment that staff will be conducting as well as Extension Council's role in the needs assessment and other programming. Shelby also talked about the staff's commitment to focus on volunteer efforts in 2023. At a recent staff meeting, all employees brainstormed volunteer efforts and how processes could be improved resulting in more volunteers but also a higher level of fulfillment from current volunteers. Shelby will work with staff to focus (in this order) volunteer onboarding, volunteer recruitment and volunteer retention. This will be discussed at future council meetings as well. Council members also discussed open positions and the difficulty in hiring and finding qualified candidates.
- Next meeting to be held in February 2023. Shelby will send out a poll for the best dates for members.
- Adjourn – Julia motioned to adjourn the meeting. Andrea seconded. All Approved. Motion Carried.