

**Extension Council Meeting
Minutes
June 15, 2023**

Attendance: Mary Harkenrider, Eric Meredith, Monique James, Chera Parham, Reginald Summerrise, 708-589-2110.

Staff: Willene Buffett, Michael Neil, Aida Peralta

I. Welcome and Introductions:

- Everybody introduced themselves with a brief bio.

II. Overview of Cook County's Outreach efforts

Michael Neil shared the following reports:

- **Overview of our outreach efforts** (Report emailed to everyone)
 - Extension Gender by Reporting Year
 - Extension Ethnicity by Reporting Year
 - Extension Race by Reporting Year

- **State Priority Issue Profile:** (Report emailed to everyone)
 - Health
 - Economy
 - Environment
 - Community
 - Food

- **Volunteers Demographic Profile (Report)**
 - We see more female than male participation, trying to improve participation.
 - **Race:** we have more white participation than other races
 - We need to come up with a plan to improve our volunteer participation in programs.

III. Cook County Extension's multi-year plan of work. (Report emailed to everyone)

- Conducting the Unit Impact Assessment Impact Focused Assessment-Grand Challenges
- We have the capacity to address the broad areas.
- We don't have the capacity to address the issues in each area.
- Food safety, we have the short capacity to address this area; we don't have faculty support to address this issue.
- Assessment Process overview and multi-year plan of work have been requested from each County Director.

- We need your assistance from you to validate what we are saying or not validate to address the capacity. Get input like yourself and stake key holders to say that we might have the capacity; we are going to share a survey to be completed by you when you can and return it back to us.
- Secondary data have been used on a local and state level; we are not guessing; we are looking for more ways to get the data.
- Eric Meredith asked if we are going to provide them with enough background information to be able to make their recommendations.
- Director Buffett mentioned a survey that the Extension Council needs to fill out to identify the gaps. Mary Harkenrider suggested hearing from educators to get the information necessary to identify the gaps; Monique James supported Mary's idea; that way, they can give their recommendations.

IV. Illinois Extension's strategic planning process:

- Need for extension and the University for operations, mission, values,
- This Strategic plan is to be completed in 2024.
- Director Buffett is not sure if we need council members' input. We will keep you posted.

V. Determining a regular meeting date and time:

- Willene asked for ideas for the following meeting dates and times.
- Mary Harkenrider is flexible.
- Eric Meredith requested for Michael to send doodle poll to decide on meetings. He is available Wednesday mornings before 11 and Fridays after 11. He asked if the next meeting is in September. Director Buffett responded yes
- Reginald Summerrise preference for meetings is Wednesday.
- Michael Neil will send a doodle poll to decide on the date and time for the next meetings.
- Director Buffett asked if is necessary for our September meeting to invite one educator from each team to help us learn where the gaps are.
- Director Buffett mentioned that one thing we learned is that we shouldn't be canceling meetings based on participation; we will continue with our Zoom meetings we will send updates to the ones who couldn't be present. You are the voice of the people in Cook County.

VI. QA & A

- Director Buffett asked if there were any more questions, nobody had any.

VII. Adjournment