



**Unit 20 – Clark, Crawford and Edgar Counties  
Extension Council Meeting Agenda  
January 23, 2025, at 5:45 pm  
Clark County Extension Office**

- **Call to Order:**

- **Council Members and Staff Present:**

Cliff Macke, Nancee Snedecker, Ron George, Erika Hatfield, Mary Liz Wright, Jaylynn Schober, Susan Sloop

- **Previous Meeting Minutes**

Council members reviewed the minutes from the November 2024 meeting. As there were no changes or additions to the minutes, they will be filed as submitted.

- **Introductions of Council Members**

Those present took a moment to introduce themselves.

- **Nomination of Officers**

Tabled until April meeting due to the low number of council members in attendance.

- **Overview of Extension and role of Council**

Susan provided a brief overview of Extension and the roles and requirements of Extension Council.

- **Open Meetings Act Training Requirement**

Susan explained that because Extension is a public entity, we are required to follow the rules of the Open Meetings Act. The Open Meetings Act was established to ensure that meetings that we hold open to the public and follow procedures to ensure notice of the meetings. All board members are required to take this training ONCE and it will be good for any public boards or council you serve on.

All Council members who have not already completed this training and provided a certificate to show proof of completion to the Extension office. You can do this by sending a digital copy or photograph of the certificate to Susan Sloop at [ssloop@illinois.edu](mailto:ssloop@illinois.edu). This must be done within 90 days – by April 24, 2025. Information on how to access and set up an account for the training can be found here. <https://foipac.ilag.gov/>

Susan will send an email out to all members next week with information to assist with this requirement.

- **Financial/Fiscal**

Susan provided a financial update to the council.

- **Program Updates**

Susan provided programming updates provided by staff. In-person reports were provided to the Council by 4-H Youth Development Educator, Jaylynn Schober and Nutrition and Wellness Educator, Mary Liz Wright.

- **Staffing Update**

**Susan shared the following staffing updates to the Council members:**

- ❖ Rebecca Schiver who currently serves as an Office Support Specialist in Edgar County has accepted the position as our new Agriculture and Natural Resources Extension Program Coordinator. She will begin her new role on February 3, 2025.
- ❖ The SNAP Community Worker position for Edgar County closed on January 17 and we will hopefully interview mid to late February.
- ❖ We will be hiring an additional 4-H Youth Development Extension Program Coordinator for Clark County. The county will have two 4-H EPCS. 1) School Enrichment and Outreach, EPC and 2) County 4-H EPC to manage club member recruitment, retention and volunteer management. Jennifer Bishop will be transitioning to the new SE/O EPC role on February 3 and will also be coordinating programming out of the 4-H Clubhouse.

**Look for jobs to be posted to fill the Office Support Assistant and 4-H EPC positions soon!**

- **Reaching New Audiences/Meeting Community Need**

Susan led a think-pair-share activity on what Council members see as needs that Extension can meet in their communities.

- **Future Meeting Dates: All meetings are held at the Clark County Extension Office at 5:45 pm**

April 24, 2025

August 21, 2025

November 13, 2025

- **Public Input**

There was no public input

- **Adjournment**

MOTION made by Ericka Hatfield, seconded by Nancee Snedecker. Motion passed and the meeting was adjourned at 7:05 pm