



# Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

**University of Illinois Extension  
Sangamon, Menard, and Logan Counties  
Extension Council & Board Meeting Agenda  
October 17, 2024 - 7:00 p.m.  
Logan County Extension Office**

- **Call to Order** – Chairman Mendenhall called the meeting to order at 7:07 pm.
- **Council Members & Staff Present:** Else Ransdell, Daniel Fulton, Ellie Wrage, David Mendenhall, Kindell Helton, Charlotte Judd, Terri Casey
- **Previous Meeting Minutes**

MOTION: Motion to accept the June meetings minutes was made by Fulton and seconded by Ransdell. The motion passed unanimously.

- **Introductions of Members**

All present took a moment to introduce themselves and their connection to Extension.

### **Recognition of Retiring Council Members**

Casey acknowledged and thanked Extension Council member Elise Ransdell whose term is expiring.

- **New Council Members**

MOTION: A motion was made to appoint Cadice Trees to the Extension Council to serve a two-year term by Ransdell and seconded by Wrage. The motion passed unanimously.

MOTION: A motion was made to reappoint Sophia Schneider to Extension Council for a second two-year term by Ransdell and seconded by Wrage. The motion passed unanimously.

- **Nomination of Officers and Council Board**

The following slate of officers was recommended to the council. David Mendenhall as Chairman, Clay Irwin as Vice Chairman, and Steve Holliday as Secretary/Financial Reporter.

MOTION: A motion was made to accept the slate of Extension Council officers by Fulton and seconded by Ransdell. The motion passed unanimously.

The following slate of Council Board representatives was recommended to the Council: Clay Irwin, Sophia Schneider, Emma Wankel, Zach Dixon, Candice Trees, Vera Small, David Mendenhall, Brad Miller, Ed Whitcomb, Jr., and Keenan Leesman. With David Mendenhall serving as Chairperson of the Extension Board.

MOTION: A motion was made to accept the slate of Extension Board members by Helton seconded by Ransdell. The motion passed unanimously.

- **Open Meetings Act Training Requirement**

Casey explained that because Extension is a public entity, they are required to follow the rules of the open meetings act which was established to ensure that meetings were held publicly and in an open manner. The training is straight forward and is offered for free on-line with the State of Illinois. You only need to complete this training ONCE and it is good for any public boards or council that require it.

All Council members who have not already completed this training will need to complete this training. Council members will receive an email from her in the next week with a link and instructions on how to complete the training. Once a member has completed the training, they should send Casey either a hard copy of their certificate of completion to the Extension office or send a digital copy to her via email. This training must be done within 90 days of today. Information a link to the online training can be found here: <https://foiapac.ilag.gov/>

- **Financial/Fiscal Updates**

### **Bank Account Signature List Approval**

MOTION: A motion to authorize signature authority for the Unit 16 Extension In/Out checking account with United Community Bank be granted to: Jennifer Fishburn, Carissa Davis, Kayla Swaar, and Terri Casey, was made by Wrage and seconded by Ransdell. The motion passed unanimously.

- **Program Updates**

Casey handed out staff program reports and pointed out that the Unit had very good participation in the 4-H shows.

She discussed the Extension Strategic Plan that was recently completed and recognized David Mendenhall for his appointment on the statewide Extension ESAC committee. David spoke about the recent meeting he attended.

Casey and Mendenhall discussed a partnership to help Sangamon County with their Farm to Fork local food system initiative.

- **Staffing Update**

Casey gave a staffing update. Unfortunately, our Sangamon County 4-H Program Coordinator position remains open. She is working with campus HR to see how best to proceed and if the position can be reposted soon.

We currently have two SNAP-Ed Community Worker vacancies in Sangamon County and will be posting the positions again soon. We have had many failed searches and are hoping to continue to build upon the past success of working with our community connections and partners to get more applicants.

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

Casey mentioned that there is currently an additional open seat on the council, and she is seeking diverse voices to join our Extension Council, especially those who understand the needs of historically underserved audiences, as well as serving audiences most at risk and in need of our services. She asked the council that if they know of someone who could represent these audiences and whose experience would be helpful, please reach out to her and she will reach out to them.

- **Set Future Meeting Dates**

The following dates were set for this year's upcoming council meetings:

Thursday, January 16, 2024 – 7 PM (Menard County - Petersburg)

Thursday, March 20, 2024 – 7 PM (Sangamon County Extension Office - Springfield)

Thursday, June 19, 2024 – 7 PM (Logan County Extension Office - Lincoln)

Thursday, October 16, 2024 – 7 PM (Sangamon County Extension Office - Springfield)

If there are no issues or concerns with these dates and times, we will set those as our meeting schedule for the coming year and I ask that you please add these dates to your calendar.

- **Public Input**

There was no public input.

- **Adjournment**

MOTION made by Helton seconded by Ransdell. Motion passed unanimously. The meeting was adjourned at 7:58 pm.