

University of Illinois Extension – Bureau, LaSalle, Marshall, Putnam Unit
Multi-County Unit Council Meeting Minutes
January 18, 2022, 6:00 p.m.
At Extension Education Center & Community Teaching Kitchen
& Via Zoom

The January 18, 2022 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chairman Beth Acuncius.

Beth welcomed everyone and introductions were made around the table and for those joining the meeting via Zoom.

Roll Call was taken.

Attendance:

Council Members in-person:

Judy Wright, Francis Morse, Monico Nunez, Beth Acuncius, Lisa Palm, Doug Stockley, Elmer Walter

Council Members Joining via Zoom:

Steve Tuftie, Mary Ann Waits, Jeremy Jenkins, Luke Holly

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

Minutes for October 19, 2021:

- Francis moved to accept the October 19 minutes as written. Monico 2nd. Motion carried.

Treasurer's Report:

- Francis Morse presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports for September, October, November, were approved as presented. Motion to approve by Beth and second by Monico. Motion carried.
- Judy Wright asked about identifying the donations received on the Banner report pages for each county. Previous reports had the names and amounts listed. Jill explained that some people want to remain anonymous. It was decided that the names and amounts will be listed in future reports unless someone specifically requests to remain anonymous.

Organizational Reports:

Finance:

Jill reported on the Unit 8 Fiscal and Administrative Review/OSHA Safety Walk-through that was completed on November 29, 2021 by the Interim Regional Director, Janice McCoy, and Administrative Associate, Annette Cole. The review is completed every three years with each Extension Unit. Jill shared items on the checklist and reported that all was found to be in good order.

The In & Out Account check signatures need to be changed as Jill is retiring with her last day being January 31, 2022. The check signatures for each In & Out Account will be changed to include Susan Glassman, Interim County Director, as follows:

Bureau County: Susan Glassman, Francis Morse, Judy Wright.

LaSalle County: Susan Glassman, Mary Jane Spinazola, Heather Arbet.

Marshall-Putnam: Susan Glassman, Mary Ann Magnuson, Kevin Kunkel.

Motion to approve by Francis and 2nd by Judy. Motion carried.

Program:

Jill noted the program reports that were sent by mail:

- 4-H & Youth Development Reports from 4-H Program Coordinators & Youth Development Educator, Beth Dellatori
- Illinois Nutrition Education/SNAP-Ed Program Report from Sherry Todas
- Education Center & Community Teaching Kitchen Report from Jani Kidd
- Ag in the Classroom Report from Beth Dellatori
- Nutrition & Wellness Education Report from Susan Glassman

Beth provided her report in person and covered the Youth Development and 4-H programming, Ag in the Classroom programming and her and Danielle's visit with DePue School Administration in December for possible spring programming. Beth said they are working with the Master Gardeners and Master Naturalists for joint programming; they held an officer training with 24 attending; volunteer training will be offered soon; programs for assisting teachers will be provided; and Katie Smith has been hired as Extra-Help to provide 4-H project work for the Unit.

Susan provided the Nutrition & Wellness report and Illinois Nutrition Education report for the SNAP-Ed grant programming. She talked about programs at the Education Center & Community Teaching Kitchen.

Jill provided information on the upcoming agriculture programs and the mailing and email calendars that were sent in December and January. The Unit will also host six Testing-Only sessions with the Illinois Department of Agriculture for private and commercial testing. Specific dates are noted for each type of testing. We are continuing our partnership for agriculture education with IVCC and Daryle Wragge is working with the Ag Department on planning the spring program and research plots. Jill has been in contact with Dr. Travis Burke, on campus, Assistant Dean and Program Leader Agriculture/Agri-Business, and he said that they will be interviewing for Russ Higgin's Commercial Agriculture Educator position soon.

Old Business:

Each county will meet in March with Susan to review the individual proposed budgets. They will also discuss the nominations for new members for the open council seats.

There are open seats as follows for the council. The county groups will work on recruitment and a vote on final recommendations will be held at the June council meeting.

LaSalle County: 1 now and Jeremy completing his term makes 2 open positions (Chris Dvorak will return so there is 1 seat to be filled)

Bureau County: 2 now and with Judy completing her term and Alicia going off makes 4 open positions

Putnam County: 1 now and with Beth completing her term makes 2 open positions

Marshall County: 1 now and with Lisa completing her term makes 2 open positions

New Business:

Jill Guynn is retiring from her position of County Director for the Unit with her last day of work on January 31, 2022. Susan Glassman, Unit Nutrition & Wellness Educator, has been appointed as the Interim County Director while the search to fill the position takes place. The Unit is in stable financial condition with current local funders and dedicated emergency/carryover funding available for each county budget that has remained with them over the years. The State Matching funds have been provided to the State Extension Office on a regular basis. The Unit is in a position to grow. When the fiscal crisis hit in 2015, we did not fill the educator position that is in the budget. Marshall-Putnam

also has a position that was not filled due to the uncertainty in State Matching funds. The Unit Council will be able to work with the new County Director to assess local needs and make decisions for future programming and staffing for the individual counties and the Unit. We had talked about the possibility of hiring a Commercial Agriculture Educator for the Unit. With Russ Higgin's retirement, that may be a need moving forward. Janice McCoy, Interim Regional Director, and Susan Glassman, will be maintaining our regular procedures for FY23 budget planning and preparation as we have done in the past. Susan will be working with the Unit's fiscal staff and will meet with each county council group to review the proposed budgets to take to the annual funders this spring for their renewed commitment. Jill is working on the PHACT handbook to provide operating information, contacts, county board procedures and more. Jill has sent notices to the annual funders and people she contacts throughout the year to let them know of the change in leadership. Jill has been transitioning the programming, staffing and financial work to Susan. Susan is looking forward to working with everyone. Jill thanked the council members for their time and support over the years and said that she will miss working with the council members.

Schedule Council meeting Dates for the Year:

The upcoming meeting dates were set as follows:

- March meetings for County Budget and nominations for council discussion were scheduled with Susan during the week of March 22-26 as follows:

Bureau County, March 22, at 5:30 p.m. Office in Princeton

Marshall-Putnam, March 23, 5:30 p.m. Office in Henry

LaSalle County, March 24, 5:30 p.m. Office in Ottawa

- Next full council meeting is March 29, 6:00 p.m. in-person at the Extension Education Center & Community Teaching Kitchen in LaSalle (vote on proposed budgets)
- June 21, 6:00 p.m. in-person at the Extension Education Center & Community Teaching Kitchen in LaSalle (vote on new members to join in fall)

(The council previously decided that the meetings would be held at the Extension Education Center & Community Teaching Kitchen in LaSalle. We plan to meet in person at 6:00 p.m. (If needed a Zoom meeting is the back-up plan for 5:00 p.m.)

Other Items/Announcements:

None.

Adjourn:

Francis moved to adjourn the meeting and Beth 2nd. The motion carried.

Respectfully submitted,
Judy Wright