

**University of Illinois Extension - Unit 18**

**Extension Council Minutes**

**Montgomery County Extension office**

**October 10, 2017**

Call to Order

Amanda Cole called the meeting to order at 7:00 pm.

Those in attendance from Extension Council: Greg Behme, Sandra Bechtold, Jack Stork, Kate Niemeier, Charlene Modla, Todd Buesinger, Cheryl Canavan and Barb Gardner-Kerns. Extension staff in attendance: Amanda Cole, Lisa Peterson and Penny Grundy.

Welcome and Introductions

Minutes

Minutes from the June 2017 meeting were presented. Sandra Bechtold motioned to approve as presented. Kate Niemeier seconded the motion. All in favor, motion passed.

Fiscal Report

Amanda Cole presented the June 2017 Trust and Revolving report. She then discussed the game plan for FY18, FY19 and FY20, with the special allocation from campus of Smith-Lever funds. Campus is allocating \$325,000 Smith lever funds to make up for the state shortfall – this will need to be paid back if money comes through from state. Travel, rent, professional development, civil service salary are stipulations for this money. We stay frugal to stay on track. FY15 was the last state money received.

OLD Business

Staffing discussion: Reference to the staff list – this year has been year of transition.

Peggy Hampton – will be retiring February of 2018

Andrew Holsinger – is on approved medical leave through November

Sara Isenberg – joined in a support staff role in Christian County in July

Donna Renken – is currently on approved leave - extra help is being hired

Carol Strohbeck – is retiring at end of this year

Penny Grundy – Going to reduced time due to her request

Gary Letterly -retired end of May

Ashley Belle will start October 16 in a similar role to Gary's in Christian County. However, the new position will only be funded by 30% local funds, with the other 70% coming from campus.

Amanda will not manage the position. Ashley will have regional and state responsibilities. This position will stay in connection with the Dudley Smith Research farm.

Annual reports were passed out and discussed.

Academic Staff updates:

Lisa Peterson – Nutrition and wellness: Currently in the process of Plan of Work for the year. Lisa explained the new system, and what areas are high in need of nutrition and wellness. She did an average of obesity, diabetes and heart disease, and how she can meet those needs. She also takes into account the demographic, and who she is not reaching. and uses this to guide her for her programs. Food Safety is an area she feels needs to be her focus. Katie Paulek is helping teach those programs. Lisa is also teaching food sanitation classes for food handlers, and also does ISBE lunchroom training. She explained the statewide committees that she is now serving on.

### NEW Business

Board openings: We have three openings in Christian County. Montgomery and Macoupin both have one opening. If anyone knows who would be interested in helping let us know. Mike Brokaw moved to Wyoming for his job, so that left our Chair position open. Kate Niemeyer offered to fill Mike's position, with Sandra Bechtold giving a motion, and Jack Stork seconding. Motion passed.

Amanda learned this morning that Connie Beck will now serve as the Montgomery County Board appointive instead of Jay Marten.

Discussion was to change the meeting night to the third Tuesday to accommodate some of the new members.

Council binders were passed out with handouts and guidance. It explains what Extension is, and how we are funded, and what educational programs are offered, etc.

Amanda also let us know that campus offers two \$2500 scholarships per unit for incoming freshman and transfer students into the College of ACES. We can help market the two scholarships, but we will not be involved in the selection process.

Open Meetings Act training was discussed. Jack Stork has taken the training – Amanda will be sending out the link as you can take it online. Other council members volunteered to take the official training, with a goal of getting everyone trained in the upcoming year.

Amanda informed the board that a new logo is being implemented.

Office Holiday scheduled closing approval – Monday, December 25, 2017 through Monday Jan 1, 2018. We will reopen on Tuesday, January 2, 2018. Kate motioned to approve the holiday closure as discussed, Greg seconded the motion. All in favor, motion carried.

Discussion of the Unit 18 In/Out Checking Account took place, we are required annually to update our signature card. Amanda recommended removing Gary Letterly as a signatory,

keeping Amanda Cole, Andrew Holsinger, Peggy Hampton and Lisa Peterson, but she also recommended adding Ashley Belle (new educator). Greg motioned to accept the changes as presented, Jack seconded the motion. All in favor, motion carried.

Next meeting will be Tuesday, December 12, 2017, tentatively at the Olive Branch in Jerseyville. It will start at 6:30 pm, and the meal at 6 pm.

Sandra Bechtold motioned to adjourn and Kate Niemeier seconded.

**APPROVED December 12, 2017**