



Unit 4: Carroll, Lee, & Whiteside Counties
August 27, 2020
6:00 PM
Via Zoom
Minutes

Phone one-tap: US: [+13126266799](tel:+13126266799), [96697563164#](tel:+16465189805) or [+16465189805](tel:+16465189805), [96697563164#](tel:+16465189805)
Meeting URL: <https://illinois.zoom.us/j/96697563164?pwd=MGZJbHVMaEJmMTnRsZFRpMHBUZz09>
Meeting ID: 966 9756 3164
Password: 096917

Attendance:

Rachel Hill, Teresa Smith, Ethel Richard, Pam Martinez, Mark Ward, Katie Vandewostine, Terry Durham, Janice McCoy, Karla Belzer, Bruce Black, Martha Ebbesmeyer

Call to Order

Katie Vandewostine

The meeting was called to order at 6:00 pm.

Public Comment

No public comments.

Reports

- Approval of Minutes from Previous Meeting Katie Vandewostine
 - February 2020—these will be approved at the next meeting.

- COVID Update Janice McCoy

Janice shared that the staff will begin transitioning back to a hybrid work schedule beginning August 14, 2020. The offices are able to arrange drop off/pick up and curbside service. The offices will reopen to the public on September 14, 2020. Masks are required in the offices unless a staff member is in their individual office and are able to maintain a 6 foot distance from others. Staff have been trained on the expectations moving forward.

- Programming Update Janice McCoy & Educators

Educators shared upcoming programming and information. All of the programming from March 2020 until now has been virtual and has been very well received. Extension has provided hundreds of programming opportunities to the community and have met needs of many groups including teachers and child care providers for CEU's.

Master Gardener Training will begin at the end of August. We are offering training in conjunction with Unit 1 and will use a flipped classroom style. The trainees will watch prepared videos on the topics for the week, read the sections in the manual, and then once a week they will have a zoom call with the educator expert on the topic to review key components and answer any questions.

- Budget Update Janice McCoy

Janice reviewed the FY 21 budget with the council. Budget hearings usually take place with county boards anytime between July and October.

New Business

- Virtual 4-H Fair Martha Ebbesmeyer

Martha reviewed the fair process for the year with the council. Given that we remain in a pandemic situation and can only gather with 50 or fewer people, all fairs will be virtual. The process to participate is quite simple---youth will upload photos, a power point or a video along with a description of their project to 4-H online. Judges will then have a period of time to review the projects and provide feedback. Anyone selected to participate in the state fair will be promoted to that class and their projects will be judged virtually as well

Other Business

- ESAC Update Mark Ward
Mark provided an update on the work of ESAC. The next meeting will be October 12.
- Meeting dates for remainder of year Janice McCoy
Janice shared the meeting dates for the remainder of the year.
- Any Additional Items
No additional items were discussed.

Adjournment

Minutes recorded by Janice McCoy

**Carroll, Lee & Whiteside Counties
Extension Council
MINUTES
Monday, February 10, 2020**

Call to Order:

The meeting was called to order at 6:30 p.m. by Katie VandeWostine.

Attendance:

Rachel Hill, Teresa Smith, Carol Schnaiter, Pam Martinez, Jean Eggemeyer, Mark Ward, Gene Jacoby, Katie VandeWostine and Terry Durham.

Others present: Janice McCoy, Martha Ebbesmeyer, Bruce Black, Karla Belzer.

Introductions were made for the benefit of new council members. Janice passed around a copy of the IL 4-H Council *Cloverseed* document which featured people in our counties.

Public Comment: None

Janice led a discussion concerning instituting rules for public comment. She will make suggested changes and the Council can revisit the topic at the next meeting.

Reports:

Approval of Minutes: Mark made a **motion** to accept the minutes of the previous meeting. Carol seconded the motion and the minutes were approved.

Programming Update:

Martha reported that the Extension is partnering with the Sauk Valley Chamber to provide problem-solving practice for Rock Falls High School students in order to work toward strengthening the local workforce. Staff will provide the same programming at Fulton High School. She also noted that our area will be one of the host sites in the state for Speaking for 4-H training. They will be working with high school-age 4-Hers to prepare them to talk with thought leaders about the impacts of 4-H. She asked for suggestions on where the kids could speak and members provided ideas.

Bruce highlighted the recent Language of Flowers training he provided at Challand Middle School as part of his regular programming there. The students used the *Dictionary of Flowers* to decipher what ideas bouquets were expressing. He asked for ideas for adult programming and contacts where workshops could be offered. Members provided suggestions.

Karla reported that she has been doing a lot of professional development training. She is up to seven locations for the brain health programming she has been providing and is looking for more communities in which to roll it out. She will be starting a fifth location for the Life Story Writing series, in Savanna. Over the summer, Karla plans to develop a three-session curriculum titled, *The Mindful Parent*. The sessions will train parents to use mindfulness practices as a parenting tool. She asked for suggestions of topics that older adults may be interesting in learning about. Suggestions were made.

Janice reported that the next Master Gardener training will begin in August. Master Gardeners in all counties are very busy with various programming. The Master Naturalists are doing a lot of school-based programming and also volunteering at the Nachusa Grasslands, as well as many other activities. Mary Finney, the new bi-lingual 4-H coordinator is working on a journalism special interest (SPIN) club at Rock Falls Junior High as well as a Latino 4-H club. On March 7 she will start a visual arts SPIN club. Janice also noted that the Digital Ambassador program is going very well. The Lee County group is wrapping up its trainings, while the Whiteside County classes continue. She also reported that the Shooting Sports club (archery) is going very well. Children work on skills development and safety in two groups—novice and advanced. Instructor training for shooting sports has changed and is now partly online with regional training sessions—there is no longer an overnight commitment.

Budget Update:

Janice provided a spreadsheet detailing financials as of December 31, 2019. She highlighted county board matching numbers and there was discussion. She also noted that in fiscal year 2018, the Unit received all of its state appropriations. In fiscal year 2019, none of the allocated funding has been received. To date in fiscal year 2020, half of the appropriation has been received. She explained that Extension can still ask for payments for previous years and that the Director of Extension is not “forgiving the debt.” The funding flows from the Department of Agriculture and a new director of the department will be coming on, necessitating relationship development for state Extension leaders.

Janice also went over FY 2020 budgeted expenditures. The numbers do not include Smith-Lever funds, which have restricted usages (some salaries, rent, travel, etc.). There was discussion. She noted that the 2019 4-H premium money has not yet come in.

New Business:

Janice passed out a comment form and asked for members’ input on each program area.

Other Business:

The Extension State Advisory Committee meets February 17 with campus administrators. Mark will be attending.

Janice reported that three AmeriCorps workers will be hired again this summer, who are generally college-aged students who help with the youth day camps, gardening and in other needed areas.

A Community Economic Development Educator will be hired in Unit 2 (Boone, DeKalb, Ogle counties) that will also spend 20 percent of his/her time in our unit, which is equivalent to about four hours per week. The focus of the position will be on diminishing the “brain drain” problem for the region and enticing young people back to the communities they grew up in.

A fiscal and administrative review was recently conducted at the Unit. A few minor items were found and were addressed.

Pam made a **motion** to adjourn the meeting. Gene seconded the motion and it was approved.

The next meeting will be May 4, 2020.

--Jean Eggemeyer, Secretary



Unit 4: Carroll, Lee, & Whiteside Counties
Monday September 9, 2019
6:30 PM
Whiteside County Office
12923 Lawrence Road, Sterling, IL
AGENDA

Call to Order

Janice McCoy

The meeting was called to order at 6:35 pm.

Attendance: Rachel Hill, Teresa Smith, Ethel Richard, Pam Martinez, Mark Ward, Katie Vandewostine, Terry Durham

Public Comment

No public comment was offered.

Election of Officers

- A motion was made by Terry Durham and seconded by Pam Martinez to approve the officer slate of Katie Vandewostine for Chairperson, Mark Ward for Vice Chair, and Jean Eggemeyer for Secretary. The vote carried unanimously.

Reports

- Approval of Minutes from Previous Meeting
 - November 5, 2018
 - February 18, 2019
 - April 22, 2019

Pam Martinez motioned that the minutes listed above be approved as written, Rachel Hill seconded. The motion carried unanimously.

- Budget Update

Janice McCoy

Janice McCoy provided an update regarding the appropriated funds from each county board. In addition she spoke about FFY 20 being the last year for the emergency Smith Lever funds. As of the September council meeting no FY19 state match funds have been released.

- Programming Update

Janice McCoy & Educators

Janice McCoy directed the members to the program updates in the packet. Karla Belzer also provided an update on programming. She asked members to complete the needs assessment survey on our website and indicated that she is having a focus groups for needs assessment on October 8. The council is welcome to attend.

New Business

- Master Naturalist Update
Master Naturalist training is underway with six new trainees. They will have training once a month for 10 months and will wrap up training in 2020.
- Master Gardener Update
Master Gardener summer work is beginning to wind down. There are some fall and winter programs planned. New MG training will be offered in the fall of 2020 and we are currently taking a waiting list. If you know someone who will want to participate please have them call any of our offices.
- Updated signatories on In/Out Account

Janice McCoy

- Janice, Karla, Bruce, Marilyn
Mark Ward motioned to have Janice McCoy, Karla Belzer, Bruce Black, and Marilyn Kemmerer as signatories on the in/out account. Pam Martinez seconded. The motion carried unanimously.

Other Business

- Digital Ambassadors—they have attended training and are awaiting computers to plan their trainings.
- Website Updates—our website has been updated. Please take a look at it and let us know if you see anything we might need to change.
- Office Renovations
- Staffing Update
 - 4-H Hispanic/Latino EPC—Interviews are being held soon.
 - SNAP-Ed Community Worker—Linda Whitmer retired in July. Marcia Cruse went from part-time to full-time.
- 2019-2020 Meeting Dates—all meetings begin at 6:30 pm with dinner available at 6:15
 - September 9
 - November 4
 - February 10, 2020
 - May 4, 2020
 - September 14, 2020
 - November 2, 2020
- Any Additional Items—all council members are asked to complete the open meetings act training prior to the next meeting. The training can be found at <http://foia.ilattorneygeneral.net/Default.aspx> Please let Janice know if you have any issues.

Adjournment Pam Martinez motioned to adjourn the meeting at 7:30 pm. Teresa Smith seconded. Motion carried.

A tour of the office was conducted at the conclusion of the meeting.