

**Carroll, Lee & Whiteside Counties
Extension Council
MINUTES
Monday, November 8, 2021**

Call to Order:

The meeting was called to order at 6:00 p.m. via Zoom by Karla Belzer.

Attendance:

Mark Ward, Marcia Zell, Abbey DeShane, AJ Segneri, Eileen Piper, Emily Zimmerman, Jennifer Lang, Pam Martinez, Rachel Hill, Teresa Smith. Others present: Janice McCoy, Bruce Black, Martha Ebbesmeyer, Mike Delany, and Karla Belzer.

Public Comment: None

Reports:

Minutes:

Minutes were not available from April 2021 or September 2021. Approval tabled to next meeting.

Programming Updates:

Horticulture/Agriculture and Natural Resources:

Bruce Black shared an update regarding the Gardening in the Air program which received \$2700 in donations for delivering the program. The program was provided in conjunction with other Extension units and Iowa State Extension. Bruce has been fielding public assistance questions.

Family Life:

Karla Belzer highlighted ongoing programs including brain health exercise programs, mental health first aid trainings, and the Wits Wellness research study. Karla also shared results from presenting to the Mom's Retreat weekend with STARnet.

4-H Youth Development:

Martha Ebbesmeyer shared that it is currently 4H awards season with all counties offering awards programs for their youth and volunteers. Health Jam at Madison school in Dixon is wrapping up this week. Weekly programs at Montmorency continue and additional staff will begin presenting to the students in the new year. A virtual volunteer training is being planned for February. Planning for embryology and teacher trainings in the spring has started.

Community and Economic Development:

Mike Delany introduced himself to the council and shared an update on programming in the unit including work with campus team as part of a 4-site project that is supporting a research project. The project is taking place in Savanna to identify tourism promotion opportunities in communities. Mike is also working with the unit SNAP-Ed educator on the HEAT project in conjunction with United Way in Whiteside County to promote access to nutrition and youth nutrition/summer youth programs.

Budget Report:

Janice McCoy reported for FY22 that 71% of income is in and unit expenses for the FY are only about 21% of what was projected for the year. The unit does have a significant amount of carryover that we are working on spending down. Carroll County remains a challenge since it is a small county which represents about 14% of our unit population. The unit allocates expenses based on population. Carroll County was in

debt, and we've been working on reducing that debt. County Board match dollars are only one year behind. The unit expects first quarter of FY21 payments very soon.

New Business:

All unit offices will be closed on the following dates:

- Thanksgiving Break: Thursday, November 25 and Friday, November 26
- Winter Break: Friday, December 24 to Monday, January 3

Other Business:

ESAC Update:

Mark Ward provided an update on campus operations including search for a new dean for the College of ACES. Funding for a new Extension Center has been secured and groundbreaking has happened.

Plan of Work:

Karla Belzer updated council on the results of the unit needs assessment process and shared that the plan of work is moving from an annual plan to a 3-year plan. Unit Educators have submitted their individual plans of work. Karla will be working on the unit plan of work this month. The plan of work guides unit programming and is based on community needs. Unit staff will be reviewing the completed plan of work to develop their programming plan for the upcoming year.

2022 Meeting dates

Meeting Dates for 2022 were reviewed. All meetings will begin at 6 p.m. Meeting dates are:

- February 7
- April 11
- September 19
- November 7

Next meeting: February 7th on Zoom. Potential for in-person meeting as conditions allow. Council discussion on in-person, zoom, or hybrid meetings.

Motion to adjourn the meeting at 6:37 p.m. made by Teresa Smith, seconded by AJ Segneri. No further discussion. Motion carried.

--Emily Zimmerman, Secretary

**Carroll, Lee & Whiteside Counties
Extension Council
MINUTES
Monday, September 13, 2021**

Call to Order:

The meeting was called to order at 6:00 p.m. via Zoom by Karla Belzer.

Attendance:

Jennifer Lang, AJ Seneri, Emily Zimmerman, Pam Martinez, Rachel Hill, Mark Ward, Marcia Zell, Ethel Richard, Gordon Kelm. Others present: Janice McCoy, Bruce Black, Martha Ebbesymeyer, and Karla Belzer.

Introductions: Council members and Extension staff introduced themselves by sharing their name, role in the community/Extension.

Public Comment: None

Reports:

Election of Officers:

- Chairperson: Pam Martinez nominated to serve chairman. Pam accepted nomination. No other council members were nominated.
 - Motion to approve Pam Martinez as council chairperson made by Emily Zimmerman, seconded by Jennifer Lang.
 - Roll call vote: Lang- aye, Segneri- aye, Zimmerman - aye, Martinez- aye, Hill- aye, Ward - aye, Zell- aye, Richards - aye, Kelm – aye. 9 ayes', 0 nays. Motion carried.
- Vice-chairperson: AJ Segneri nominated and accepted nomination to serve vice-chairperson. AJ accepted nomination. No other council members were nominated.
 - Motion to approve AJ Segneri as council vice-chairperson made by Pam Martinez, seconded by Emily Zimmerman.
 - Roll call vote: Lang- aye, Segneri- aye, Zimmerman - aye, Martinez- aye, Hill- aye, Ward - aye, Zell- aye, Richards - aye, Kelm – aye. 9 ayes', 0 nays. Motion carried.
- Secretary: Emily Zimmerman nominated to serve as secretary. Emily accepted nomination. No other council members were nominated
 - Motion to approve Emily Zimmerman as council secretary made by Pam Martinez, seconded by AJ Segneri.
 - Roll call vote: Lang- aye, Segneri- aye, Zimmerman - aye, Martinez- aye, Hill- aye, Ward - aye, Zell- aye, Richards - aye, Kelm – aye. 9 ayes', 0 nays. Motion carried.

Minutes:

- Minutes were not available from April 2021. Approval tabled to next meeting.

Financial Report:

- Janice McCoy presented the financial report. Accounts that the unit has were explained including the trust account (on campus) and the in/out account (local account).
- Signatories: Jancie shared that local signatures are needed for the local account and that two people sign all local checks. Currently, Janice, Bruce Black, and Karla Belzer are signatories on the account. Request to add Marilyn Kemmerer as a signatory to the account.
 - Motion to approve Janice McCoy, Bruce Black, Karla Belzer, and Marilyn Kemmerer as signatories made by Marcia Zell, seconded by AJ Segneri.

- Roll call vote: Lang- aye, Segneri- aye, Zimmerman - aye, Martinez- aye, Hill- aye, Ward - aye, Zell- aye, Richards - aye, Kelm – aye. 9 ayes', 0 nays. Motion carried.
- Change of mailing address: Janice informed the board that the current mailing address for the bank account is the Sterling office address which can be problematic as the fiscal secretary is in the Amboy office. Request made to change the address on the bank account from the Sterling office location to the Amboy office location. Discussion to change mailing address from the Sterling office to the Amboy office to reduce lag time.
 - Motion to change the account address from the Sterling office location to the Amboy office location made by Rachel Hill, seconded by Emily Zimmerman.
 - Roll call vote: Lang- aye, Segneri- aye, Zimmerman - aye, Martinez- aye, Hill- aye, Ward - aye, Zell- aye, Richards - aye, Kelm – aye. 9 ayes', 0 nays. Motion carried.
- Budget: Janice McCoy presented the budget report for FY 2021, starting July 2021. As of this meeting, there are few year-to-date expenses to report. All county board budget hearings have been completed. Sources of funding including state match, federal funds, SNAP-Ed, and general revenue funds was reviewed. The unit is operating around \$850,000 per year and has significant cash reserves/carryover. Carryover is helpful to get the unit through the difficult times when state funding is delayed, however, having a reserve may be viewed as not using our resources well. The unit is working to spend down cash reserves.

Programming Updates:

Needs assessment process:

The pilot process for identifying local needs was explained. The unit participated in a pilot program to ascertain priority needs and issues in the community. Key informant interviews were conducted. The top five priority issues that were identified in the need's assessment process include: Chronic Disease Prevention and Management, Food Access, Thriving Youth, Social Emotional Health, and Workforce Development. The unit is awaiting further instruction from campus to finalize the needs assessment process and implement plans of work related to the priority issues.

Horticulture/Agriculture and Natural Resources:

Bruce Black shared that there have been numerous horticulture and agriculture related programs in the unit, highlighting the Challand Horticulture program. Bruce conducts the program once per month at Challand and the program includes lecture and hands on activities. During the pandemic, sessions were conducted on Zoom. Evaluation of the program indicated that all 39 kids that participated in the horticulture series had an increase in knowledge. Bruce also shared that the Youth Summer Garden program was offered again this summer as an interdisciplinary program with Youth Development and SNAP-ed, reaching over 100 youth over the 7 weeks of summer.

Family Life:

Karla Belzer highlighted the unit Family Life programming including both virtual and in-person programs for brain health and life story writing. The unit is currently participating in the Wits Wellness research study, a 12-week wellness research study with weekly sessions held at the Whiteside office. Programming focus has also been around supporting mental health including Your Thoughts Matter programs both virtually and for the Center for Change. Karla has also been trained as a Youth and Adult Mental Health First Aid Instructor with three trainings held to date. Karla also shared that the Illinois Strong Couples project is going strong in the unit and in the state.

4-H Youth Development:

Martha Ebbesmeyer shared that 4-H programs have been held in person this summer including 3 successful county fairs. Fairs were a very rewarding experience for families, youth, and staff involved. 67 youth participated at the state level presenting their 4-H projects. Day camp was offered to youth in

Northwest Illinois as an alternative to overnight camp. A variety of special interest activities were offered including a pizza garden, e-sports tournament, 3-D printing, and a meal packaging event with 70 volunteers. Upcoming programming includes a weekly program at the Mount Morency school for K-4th grade.

New Business:

Master Naturalist update: Staff are currently conducting a monthly training.

Master Gardener update: Three Whiteside County Master Gardeners were recognized as outstanding Master Gardeners and two programs of excellence teamwork awards were also provided. Bruce is serving as the Northwest Staff representative on the State Master Gardener Advisory Board. Work is beginning in Mt. Carroll on restoring a historic home and Nancy Gimetro has been asked to create a period landscaping garden for the project.

Other Business:

Open Meetings Act Training: There is a short training that council members need to take regarding the open meetings act, however the website for the training is not currently functioning. Council members will be notified council members when the website is functioning again.

COVID Update: Janice shared the unit's pandemic response including that the unit returned fully to office work on June 1. Masking is currently required in all offices. Staff are currently required to vaccinate or file for a medical or religious exemption. Face to face programming is still happening and clubs and Master Gardeners are still meeting.

Mark Ward shared that the State Extension meeting will be held by zoom on October 4th.

Next meeting: November 8th on Zoom. Potential for in-person meeting as conditions allow.

Motion to adjourn the meeting at 7:13 p.m. made by Emily Zimmerman, seconded by AJ Segneri. No further discussion. Motion carried.

--Emily Zimmerman, Secretary.