



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 Vandewstine, 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, MarilynMark 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.

**Carroll, Lee & Whiteside Counties
Extension Council
MINUTES
Monday, April 22, 2019**

Call to Order:

The meeting was called to order at 6:30 p.m. by Janice McCoy.

Attendance:

Terry Durham, Mark Ward, Jill Larson, Shirley Rees, Nicole Jones, Jean Eggemeyer
Others present: Janice McCoy, Karla Belzer, Martha Ebbesmeyer

Public Comment: None

Reports:

Approval of Minutes: A quorum was not present at the start of the meeting. Later in the meeting, Nicole made a motion to accept the minutes of the November 5, 2018, and February 18, 2019, meetings. Mark seconded the motion and the minutes were approved.

Budget Update: Janice provided a table and explained the funding sources for the Extension Unit for the benefit of new members. 2019 is the last year that the Unit will receive federal Smith-Lever funds. The Educator Cost Share column indicates funds received from the University of Illinois Extension. It amounts to about 30 percent of the educator cost of the unit.

Carryover/cash reserves are currently at slightly more than \$1 million going into 2020. The Unit plans to whittle that reserve down somewhat. \$600,000 is a reasonable amount to carry over. Janice noted that non-personnel costs have been relatively stable the last few years. She will be asking Lee County to increase their funding amount slightly at the next allocation meeting. She intends to ask Whiteside County for \$150,000 given the reserve amounts.

There was discussion of how to utilize some of the cash reserves. Janice has talked with the landlord of the office building about renovation and expansion that would allow for more office space, more storage space, increased safety, and improvements to the kitchen. Rent would then increase about \$11,000 per year for a nearly doubling of space. The per-square-foot cost would be reduced from \$4.52 to approximately \$3.95. The rough estimate for facility upgrades is \$60,000.

The pilot program for the Hispanic educator has been extended. The unit would like to increase the position work days from two days per week to a full time position in order to attract high quality candidates for the position and allow her/him to do outreach in areas other than 4-H. The move to full time would translate to about a \$20,000 per year increase in personnel costs to the unit. Some of the cost is picked up IL State Extension. The position will be advertised in May or June.

Programming Update:

Family Life: Karla reported that the long-term care webinar series recently wrapped up and produced a good reach. There were three sessions of 80-90 participants. The Life Story writing sessions will continue. The Healthy Aging Summit attracted 70 participants and went well. A "Matter of Balance" program will start in two locations coming up. New locations will host the Brain Health series: Prophetstown, Morrison and Dixon. Karla will begin working through the Mindful Schools facilitator course as well.

4-H and Youth Development: Martha reported that the school-based 4-H programming is wrapping up and that staff are preparing for summer educational offerings. About 180 youth are currently registered to attend 4-H Camp this June. Girls' Science Siesta is planned for April 27. Seventy boys attended Boys' Science Siesta earlier in the month. Summer STEAM camps are planned for six locations this summer.

New Business

Master Naturalist Update: Janice reported that the next Master Naturalist training series begins in June. Mary Nelson is going to try a longer timeframe for training; with one day a month sessions.

Master Gardener Update: Janice reported for Bruce Black that he is working with the other organizations to have produce grown in the community garden donated to food pantries. A longer-term goal is to plant fruit trees to offer fruit as well as ground produce.

SNAP-Ed Update: Janice reported that Veronica Skaradzinski, SNAP Educator, has been working on health policy, studying school lunch waste and testing creative ways to serve vegetables at Merrill school to increase intake.

Updated signatories on the In/Out Account: Tabled until the September meeting.

Other Business:

Digital Ambassadors: A grant to start a Digital Ambassadors program was won to train teens with an interest in technology to share that knowledge with adults.

Staffing Update: A new staff person, Molly Sedig, has been hired as a 4-H Program Coordinator for Carroll County. She is a former 4-H'er and had worked at Sauk Valley Community College in the Financial Aid Department.

Website Updates: Karla reported that the State website was being revamped and will be rolled out within the next few months.

Council Membership: The Council is in need of a few more members: two from Lee County and two or three from Carroll County. Please let Janice know if you have suggestions of potential members. Candidates don't necessarily have to have been involved with any Extension programs; they can be brought up to speed.

4-H Dates: Important 4-H dates were included in the handouts. The Regional and State Dog Shows will be held at Granny Rose in Dixon. The Next Picture Show, Dixon, will host Lee County 4-H participants' visual arts projects August 14-31.

2019 Meeting Dates: The final meeting dates for 2019 were set: September 9 and November 4. Meetings begin at 6:30 p.m., with dinner available at 6:15 p.m.

Introductions were made for the benefit of new Council members.

Additional Items: None.

The meeting was adjourned at 7:35 p.m.

--Jean Eggemeyer, Secretary

**Carroll, Lee & Whiteside Counties
Extension Council
MINUTES
Monday, November 5, 2018**

Call to Order:

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

Attendance:

Carroll: Sheila Alexander, Robin Fisch, Jodi York

Lee: Jill Larson, Shirley Rees

Whiteside: Katie Armstrong, Pam Martinex, Jean Eggemeyer, Mark Ward, Gene Jacoby

Others present: Janice McCoy, Karla Belzer

Public Comment: None

Reports:

Approval of Minutes: Pam Martinex made a motion to accept the minutes of the previous meeting. Jodi York seconded the motion and the minutes were approved.

Introductions were made for the benefit of new Council members.

Programming Updates:

- **Family Life:** Karla Belzer reported that four sessions of Real Colors had been conducted with Halo Branded Solutions, Sterling. She hopes for a continued partnership with the company. The Life Story programming has been going strong for four years and has been impactful for participants. Five Wits Fitness brain exercise classes have been continuing. Karla is looking to expand the program into Lee County on 2019. Parent-Child workshops were delivered at Riverdale and Rock Falls schools with approximately 150 parents and kids participating. Every discipline of Extension is represented with the programming, which won a statewide award. Karla reported that there is a lot of interest in the poverty simulation training. Three sessions are coming up this winter. She asked for volunteer help in delivering the programs.
- **SNAP-Ed:** Janice McCoy reported that the SNAP-Ed program, funded by the U.S. Department of Agriculture, has received a grant for 20+ years. In the past program year, staff conducted 992 education sessions, reaching more than 5,000 unduplicated participants. Janice explained the role of Veronica Skaradzinski in the schools and food pantries and the impact the program is making.

New Business

Master Naturalist Update: Janice reported that the Master Naturalists have been busy and mentioned the discovery one group member made of a remnant prairie near Lake Carroll. Another naturalist helps manage the Nachusa Grasslands.

Master Gardener Update: Janice reported that six new members have been training and will graduate next week.

Plan of Work: Janice led a Plan of Work discussion, focusing on youth leadership. She asked those present for insights into how staff could develop this area further. Several Council members provided feedback.

Director of Extension Search: The search for a new leader of the program has begun. The position is housed at the University of Illinois. The search team is looking for an innovative individual who can create positive legislative relationships and guide Extension across our diverse state. Interviews have begun and Janice and Karla were asked to participate in the search. It is hoped that a candidate will be announced by January 1, 2019.

Staffing Update: Sheila Miller was hired into the SNAP-Ed program, which is now fully staffed. She is expected to be a good fit for the program.

Volunteer Update: Carroll County residents are needed to serve on the Council. If you have suggestions, please forward them to Janice.

Upcoming Meeting Dates: Dates for 2019 meetings were chosen: February 11, April 22, September 9 and November 4.

Additional Items: None.

Janice provided members with Guides for Members documents, updated in 2017.

The meeting adjourned at 7:20 p.m. following a motion made by Pam Martinex and seconded by Jodi York.

--Jean Eggemeyer, Secretary



Carroll-Lee-Whiteside Unit # 4

**Monday February 18, 2019
6:30 PM
University of Illinois
Whiteside County Office
12923 Lawrence Road, Sterling, IL**

Minutes

Call to Order

Janice McCoy

Attendance: Janice McCoy, Karla Belzer, Sheila Alexander, Greg Gates, Mark Ward

Public Comment—No public comments

Reports

- Approval of Minutes from Previous Meeting Katie Armstrong
 - Minutes were not approved, as a quorum was not present.
- Budget Update Janice McCoy
 - Janice provided an update regarding the federal dollars that the office has received and an update regarding the Tractor Supply Company fundraiser. The federal dollars will afford us the opportunity to do some office remodeling in FY20.
 - Our unit has participated for several years in the Tractor Supply Fundraiser. Tractor Supply in Dixon sells clovers and then a portion of the funds are given to our local office. The funds can only be used for leadership and camp activities. The Dixon store has raised the most funds in Illinois for the past year.
- Programming Update Janice McCoy & Educators
 - Please review the staff reports. In addition, Karla spoke about the success of Child Care University, poverty simulations, and brain health programming. Karla also mentioned her partnership with the Sterling Rock Falls Family YMCA and Tri-County Opportunities Council Foster Grandparent program to host the Healthy Aging Summit.

New Business

- Master Naturalist Update
 - Master Naturalist training is being planned for the summer of 2019 pending enough participation.
- Master Gardener Update
 - We are planning to offer MG training every other year. Our unit is trying to coordinate with surrounding units to offer training in such a way as not to conflict for participants. People can take MG training anywhere and then volunteer in their home county.
- Sterling office potential renovations
 - We are planning to do several things as a result of the influx of federal dollars and the amount of cash reserves that we hold:

- Replace front and back doors with crash bars that can be locked when staff are alone in the building
 - Update kitchen to meet health department guidelines
 - Expand conference room and storage areas
- Digital Ambassadors Program
 - Lee and Whiteside Counties are participating in a Microsoft grant funded program to enhance digital literacy. Staff have attended a training in Washington, DC and staff, youth, and adult volunteers will attend a training in Chicago in March. The program will roll out in the summer.
- Website Update
 - The state has been working on upgrading our unit websites. We had hoped they would be finished by this point but because of the volume of information that is on our sites they will be delayed. Once finished, however, units should find it easier to load information and clients should find it easier to navigate.
- Staff Awards: The following staff have received awards this past year.
 - Karla Belzer—NEAFCS New Professionals Award
 - Bruce Black—IEAA in Action Award
 - Unit Staff—Riverdale School Project—Team Award

Other Business

- Staffing Update:
 - SNAP-Ed- Sheila Miller has been hired to work as a full-time Community Worker in SNAP-Ed.
 - We are getting ready for interviews for the 4-H EPC in Carroll County
 - Dr. Shelley Nickols-Richardson has been hired as the Director of Extension.
- Council Membership
 - Janice mentioned the need for additional council members as some terms will be expiring. If you have ideas please let Janice know.
- 2019 Meeting Dates—all meetings begin at 6:30 pm with dinner available at 6:15
 - September 9
 - November 4
- Any Additional Items

Adjournment The meeting was adjourned at 7:30 pm.

Minutes recorded by Janice McCoy



Carroll-Lee-Whiteside Unit # 4

**Tuesday September 25, 2018
 6:30 PM
 University of Illinois
 Whiteside County Office
 12923 Lawrence Road, Sterling, IL**

Minutes

Attendance

Carroll	Lee	Whiteside
Robin Fisch—absent	Jill Larson—absent	Pam Martinex—Present
Shay Bradbury—absent	Nicole Jones—Present	Jean Eggemeyer—absent
Sheila Alexander—absent	Mark Jordan—absent	Mark Ward—Present
Jodi York--Present	Shirley Rees—Present	Dian Garcia—Present
	Greg Gates--Present	Gene Jacoby—Present
		Katie Armstrong--Present

Call to Order

Janice McCoy

The meeting was called to order at 6:30 pm.

Public Comment

No public comment

Reports

- **Nominations were made for the following officer positions**
 - Chairperson—Katie Armstrong
 - Vice Chair—Mark Ward
 - Secretary—Jean Eggemeyer

First motion to approve the slate of officers was made by Shirley Rees, seconded by Mark Ward

Second motion to approve the slate officers was made by Gene Jacobey, seconded by Jodi York

Third motion to approve the slate of officers was made by Jodi York, seconded by Nicole Jones

The motion carried

- **Approval of Minutes from Previous Meeting** Chairperson

The council was given time to review the minutes and Jodi York moved to approve the minutes, Shirley Rees seconded the motion. The motion carried.

- **Financial Report** Janice McCoy

- Signatory approval for in/out account
 Janice reported that every year the council must approve the signatories on the in/out account.
 This is the unit checking account that we pay small expenses from. The majority of our expenses

are paid from the trust account through expense vouchers or purchase orders. Three staff members are currently able to sign checks and they include Janice McCoy, Karla Belzer, and Bruce Black. Jodi York moved to have Janice McCoy, Karla Belzer, and Bruce Black as signatories on the in/out account held at Community State Bank. Diane Garcia seconded the motion. The motion carried.

- **Budget Update**

Janice provided the council members with a copy of the unit budget for FY19. She explained the highlights of the budget and answered questions.

- **Programming Update**

Janice McCoy & Educators

- ***Plan of Work/PEARS report***

The staff have been working with a new reporting system for almost a year now. There have been some challenges with the new system but staff seem to be adjusting a bit. As we move forward campus based evaluation staff are making changes to the system and the reporting aspect of it so we are able to use the information better.

- ***Family Life Report***

Karla reported that she was the winner of the National Extension Association of Family and Consumer Sciences Past Presidents Award. This award is given to new professionals with less than three years of experience.

Karla reported that she has presented two teacher trainings in conjunction with the ROE, delivered five wits fitness brain health exercise programs and has started her fourth life story writing program.

Please see her staff report for more details.

- ***Horticulture Report***

Bruce is the recipient of the Illinois Extension Agriculture Association in Action award for new professionals. He also spoke about summer gardens. Six summer gardens were held with about 200 students participating. The Lee County Jr. Gardener program also donated quite a bit of produce to free tables at KSB Hospital.

Please see his staff report for more details.

- ***4-H Report***

Martha reported that overnight 4-H camp had 152 youth attend. Next year camp will be June 10-14, 2018 at Rock River Christian Camp. We held seven summer STEAAM programs this summer. Martha also coordinated our five summer AmeriCorps members. We were given extra members this year at no cost.

Martha also chaperoned Citizenship Washington Focus with the Illinois delegation. We really encourage youth to participate as this is a great way to meet youth from all over the county and learn about our history and government.

Please see her report for more details.

New Business

- Master Naturalist Update—Master Naturalists held their annual meeting this summer and have participated in a variety of programs including the storybook trail, river watch, and prairie restoration.
- Master Gardener Update--Master gardeners in all three counties have been busy at the farmers markets, teaching summer gardens, providing programming at a variety of locations.

- Summer Programming Planning Discussion—a discussion was held regarding summer youth programming. We provided 13 different programs this summer and coordinating that work on top of all of the other work we do is challenging. We asked council for feedback regarding the programming. Council members appreciate that the programming happens all over the unit and not just in one location. This shows that Extension really reaches all pockets of the county. On the flipside we discussed analyzing where the best bang for our buck was and choose to eliminate locations with minimal attendance.
- Free Tuition—The U of I unveiled a new program that will provide free tuition for students with a household income of less than \$61,000. The council was given a flyer about the program and encouraged to share it with anyone that might be eligible.
- Director of Extension Search—A search is underway for the state Director of Extension. The job description and call for applications is available.

Other Business

- Open Meetings Act Training—please complete open meetings act training if you have not done it before. If you are completing for the first time feel free to send me a copy of your certificate.
- Future Meeting Dates—all meetings begin at 6:30 pm with dinner available at 6:15
 - November 5, 2018
- Any Additional Items

Adjournment –Jodi York motioned to adjourn the meeting at 7:45 pm. Diane Garcia seconded the motion. Motion carried.

Minutes recorded by Janice McCoy