

Extension Council Meeting Minutes
January 22, 2020
Illinois Extension, 1125 W North 2nd Street, Shelbyville, IL 62565
12:00 – 1:00

I. Call to order by president Jess Knearem at 12:00 pm.

II. Roll call done by Sheldon Raber. In attendance: Gerry Bertrand, Sean Breen, Gary Gergeni, Jess Knearem, Dave McCabe, Julia Miller, Juan Nevarez-Barron, Sheldon Raber, Curt Rinker, Jim Sparks, Chris Strohl, and Grant Wade, and Beth Williamson. Others in attendance included: Doug Harlan, Interim County Director; Penny Hood, Shelby County Office; Diana Litteral, Shelby County Office; Yolanda Nation, Shelby County 4H Coordinator; and Marybeth Massey, SNAP–Ed Coordinator.

III. Motion to approve the November 18, 2019 minutes by Chris Strohl; second by Gerry Bertrand; none opposed.

IV. Shelby County Staff and Doug Harlan gave updates on extension activities

- A. Maribeth Massey reported that they are working on getting a foodmobile into Windsor and possibly into Lovington.
- B. Penny Hood announced a food distribution for Cumberland County on February 22nd. Illinois Extension is partnering with Toledo Christian Church for the event. There will also be activities by Cumberland County 4H.
A similar event is planned in Shelbyville on the second Saturday of June, sponsored by Illinois Extension.
- C. Yolanda Nation, 4H Coordinator Shelby County reported 366 members, making the county the 6th in the state.
- D. Diana Litteral will be helping with some of Liz Mason's duties when Liz is on maternity leave.
- E. Doug Harlan is the director of Illinois Extension Unit 17 – Macon, DeWitt, Piatt counties, and will serve as the interim county director here until a new county director is hired.

IV. Doug Harlan Presented Extension Updates

A. Fiscal

- 1. Trust account balance as of December 31, 2019 is \$478916.32.
- 2. Self-supporting account balance as of December 31, 2019 is \$45,211.86.
- 3. Bank signature cards need to be updated.
 - a. Remove Danna Lewis
 - b. Add Doug Harlan
 - c. Change Jaylynn Maxey to Jaylynn Schober

Motion to approve bank signature cards by Dave McCabe; seconded by Curt Rinker.

B. Personnel

- 1. Doug Harlan reported that Danna Lewis has resigned as county director as of January 21, 2020 so that she could complete her PhD. He will be hiring a new county director as soon as possible, hopefully by May.
- 2. Danna had created a new position for the Unit entitled Master Gardner and Master Naturalist Program Coordinator. That is currently being reviewed at the Human Resources level and the position will soon be advertised for hire.

C. Facilities

- 1. No updates for most.
- 2. Cumberland County Office is looking for a better facility.

V. Upcoming Spring into Gardening Event February 15, 2020

This event is sponsored by Coles County Master Gardeners at Charleston Home Church.

VI. Community Needs Assessment

Council members submitted any surveys they had on hand. Doug commented that there have been a very good number of surveys coming back. The assessment of these surveys will not begin before March sometime and will help to decide what kind of educator is needed to replace Dave Shiley's position.

VII. Old Business – None

VIII. New Business – None

X. Motion to adjourn the meeting at 12:35 PM by Beth Williamson; second by Julia Miller; none opposed.