

# **I** ILLINOIS

## Extension

### **COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES**

**University of Illinois Extension  
Sangamon, Menard, and Logan County Council  
Meeting Minutes  
January 17, 2019 - 7:00 p.m.  
The Brickhouse Grill & Pub - 3136 W Iles Ave., Springfield, IL 62704**

**Council Members and Staff Present:** Jill Keeton, Bill Bree, Jim Struebing, Gary Letterly, Jennifer Taylor-Brown, Amareon Naudain, Ruthie Ruhl, Mary Brown, Alex Bruno, Daniel Kloppe, and staff members Terri Miller and Annette Reese.

**Council Members Absent:** David Mendenhall, Craig Hall, Brenda Buckles, Eli Klokkenga, Colleen Martin, Otto Rentschler, Ed Whitcomb, Jr., Charles Ruben, and Kevin Bateman.

**Welcome/Call to Order:** Chairman Struebing asked that everyone go around the room and introduce themselves and their guest.

**Previous Meeting Minutes:** A motion to accept the previous meeting minutes with correction to Jennifer Taylor-Brown's name to include the hyphen was made by Gary Letterly and seconded by Jill Keeton. The motion passed.

**Financial Report:** Miller gave a financial report and noted that campus had received the \$5 million promised for Extension by Governor Rauner. Campus is still determining how the money can be used to provide the best return on investment. She also mentioned that the Unit underwent an administrative audit. It went well with no major findings. Fiscal staff have already met to implement the suggestions made by the audit committee.

**Staffing Update:** Miller introduced the newest Unit 16 staff member Annette Reese, who will serve as a 4-H and Youth Educator, focusing on Springfield metro area communities. Annette then introduced herself and gave a bit of information about her background.

Miller then announced that a new Director of Extension had been hired, Dr. Shelly Nickols-Richardson. Miller also announced that she will be visiting Unit 16 on February 1, which will be her first official day on the job.

Letterly asked if the Extension Director was still issuing periodic "FYI" announcements and Miller said that she was. Letterly inquired about getting a link to them, since it is difficult to find them on the Extension website using search. Miller said she would look into providing him a link.

Miller also announced that Extension had hired Samantha Koon as the new Communications Director, replacing Steve Wald, who was moved to head up public policy communications for Extension.

Miller also noted that the original search to find a new Sangamon County Program Coordinator was a failed search and that the position was still open. She hopes that the job listing would be back up soon for people to

apply.

**Program Updates:** Miller informed the council that she is now certified to teach and administer the “Real Colors” personality testing. For the cost of the per user licensed booklets, she can come to a group or business and help them access their personality colors and those of their team mates to help them better understand themselves and those they work with and to improve workgroup communication and understanding. She encouraged anyone interested in doing the Real Colors training, to contact her for more information and to schedule.

Miller then handed out written program reports from her staff and reviewed them. Taylor-Brown asked if the Federal government shutdown would have any effect on our SNAP-ED programing. Miller said that she had not heard anything from campus indicating there would be any issues or that there was cause for concern, however if the shutdown became very prolonged anything is possible.

**Bank Account Signature List Approval:** Miller ask the council to approve check signature authority for the current year. Those signors being - Logan Federation Account: Carissa Davis, Patricia Huffer, Amy Hyde, Terri Miller. Logan In/Out Account: Carissa Davis, Patricia Huffer, Terri Miller, David Irwin. Sangamon 4-H Federation Account: Jennifer Fishburn, Carissa Davis, Sharon Lounsberry, Terri Miller. Sangamon In/Out Account: Jennifer Fishburn, Carissa Davis, Kayla Swaar, Terri Miller. Motion to authorize signature authority for checking accounts was made by Gary Letterly and seconded by Ruthie Ruhl. The motion passed.

**Reaching New Audiences/Meeting Community Need:** Miller discussed the three day cultural competency training that all Unit staff undertook in December. It was called “Navigating Difference” and was very well received by the staff. Miller said that it was an in-depth program the explored how to best assist and work with diverse audiences of all ages, backgrounds, and demographics. It discussed how we are all individuals with unique backgrounds and perspectives and how we can truly appreciate those differences and best use different perspective to build great work teams and improve our communities.

Miller then presented copies of the latest campus approved EEO Program Plan for 2019. Miller explained the significance of the plan and gave a brief synopsis of the document. She encouraged the councilmembers to review it in-depth when they get a chance.

**Future Meetings:**

Future meeting dates, locations and times were announced:  
March (Tuesday, March 26 – Logan Extension Office) – 7 PM  
June (Monday, June 17 – Springfield Extension Office) – 7 PM  
September (Tuesday, September 24 – Logan Extension Office) – 7 PM

**Adjournment:** A motion to adjourn was made by Gary Letterly seconded by Mary Brown. The motion passed. Meeting was adjourned at 8:05 pm.