

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam  
Unit Council Meeting Minutes  
December 12, 2019, 6:30 p.m.  
Extension Education Center & Community Teaching Kitchen  
944 First Street, LaSalle, IL 61301**

The December 12, 2019 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chairman Chris Dvorak.  
Chris welcomed everyone and Roll Call was taken.

**Attendance:**

Council Members:

Monico Nunez, Steve Tuftie, Hugo Heredia, Judy Wright, Kindra Pottinger, Francis Morse, Beth Acuncius, Teri Rossman, Chris Dvorak.

Staff present: County Director, Jill Guynn, Nutrition & Wellness Educator, Susan Glassman, Agriculture Program Coordinator, Daryle Wragge.

**Minutes for September 26, 2019:**

- Francis Morse moved to accept the September 26 minutes as written. Monico Nunez 2<sup>nd</sup>. Motion carried.

**Treasurer's Report:**

- Jill presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports were approved as presented. Motion to approve by Hugo Heredia and second by Francis Morse. Motion carried.

**The group enjoyed a light dinner and the meeting continued with Organizational Reports.**

**Organizational Reports**

**Finance:**

State Funding Situation Update: Jill noted that the State Extension received \$5 million which is a substantial portion of the FY20 funding. This represents one-half of the budgeted County Board Match line. The State Extension continues efforts to secure the balance of the funds due to Extension totaling \$28 million dollars. The State of Illinois has directed this money to Extension but it remains unpaid. This is the last year of the State Extension Smith-Lever funding support. We will go back to using our emergency carry-over next fiscal year as needed to meet gaps in State of Illinois funding.

Jill reported that Extension staff attended and presented at the Putnam County Board meeting on this past Monday. Jill, Susan, Daryle and Anne Scheel presented. The board was very supportive and pleased with Extension's services. They have included \$58,000. in their budget for Extension.

**Program:**

Jill noted the program reports that were sent by mail:

- 4-H & Youth Development Report from Brandee Barroso, Youth Development Educator
- Nutrition & Wellness Education Report from Susan Glassman
- Illinois Nutrition Education/SNAP-Ed Program Report from Sherry Todas
- Education Center & Community Teaching Kitchen Report from Jani Kidd
- Master Gardener/Master Naturalist Report from Meg Overocker

She also reported on the Ag in the Classroom Grant, Extension & IVCC Greenhouse Project, and Local Government Education Webinar.

The Unit's Plan of Work for 2020 was reviewed. Jill explained that the Plan of Work is a roadmap for the year. We have our ongoing programming that we conduct on a regular basis. We also add programs to meet new issues or needs as they arise. Susan shared a power point program on the State Extension Grand Challenges and how our local programming fits into the areas. Susan and Daryle gave program presentations highlighting their program areas. Needs discussed by the council members included: 4-H Welcome to the Real World and soft skills training programs for youth, Money Mentor program, food safety (crazy kitchen) program for youth and others. It was also noted that Brandee Barroso, Youth Development Educator, was hired on September 30. She is on the agenda but she left her position on December 4. Chris asked if the position will be filled. Jill explained that the hiring process is conducted by Regional Director, Ryan Hobson. He will put together a search committee for the position.

**Outreach Efforts:** (Reported by Jill Guynn)

- Jill provided an update on the programs being conducted by Diana Lopez, part-time 4-H Extension Program Coordinator, through the 4-H Latino Program in DePue. Diana and Danielle Gapinski, Bureau County 4-H Program Coordinator, are starting a new 4-H Cloverbud Program with K-2 grades.
- The Unit's SNAP-Ed staff continue to reach at-risk audiences. The programs at the pilot teaching kitchen were covered by Susan in her report. Jill said the new Teen Cuisine program will be starting in January/February.
- Shasta Hladovcak was hired on December 3 for the LaSalle County SNAP-Ed Community Worker position.

**Marketing:**

Daryle has been working on developing the Agriculture & Natural Resources Calendar. The mailing will go out in December. Watch your mail for the packet.

**Old Business:**

Jill shared the hiring update for the AITC Community Worker for Marshall-Putnam. The position was held by Julie Read who retired in July. Testing was conducted and interviews are underway. The Office Support Specialist position testing was completed and interviews will be held on December 16.

**New Business:**

Extension offices will be closed December 23 through January 1.

Chris handed out information on a meeting that he and Jill had both attended in Marshall County in November. The Marshall County Board hosted the meeting. The Career Link program assists people with financial assistance for employment and training. It is similar to the BEST, Inc. program in Bureau, LaSalle and Putnam counties. Chris said that we will connect our website links to help inform our local people and promote the services.

**Council Meeting Dates for Year:**

Upcoming council meetings were reviewed as follows:

- March Budget Meetings (members need to attend only the meeting in their county office):

March 24 – 26:

Bureau County: March 26, 6:30 p.m.: Bureau County Extension Office, Princeton

Marshall-Putnam: March 24, 4:30 p.m.: Marshall-Putnam Extension Office, Henry

LaSalle County: March 25, 4:30 p.m.: LaSalle County Extension Office, Ottawa

- March 31: Full Council Meeting: 6:30 p.m. at Room CTC 124, IVCC
- June 16: Full Council Meeting: at Room CTC 124, IVCC (research plot tour will be discussed)

Francis Morse moved to adjourn the meeting at 7:50 p.m. and Hugo Heredia 2<sup>nd</sup>. The motion carried.

Respectfully submitted,  
Judy Wright