

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Unit Council Meeting Minutes
December 4, 2018, 6:30 p.m.
Meeting held at Extension Education Center & Community Teaching Kitchen, LaSalle**

The December 4, 2018 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chris Dvorak.

Chris welcomed everyone and introductions were made Roll call was taken. Kindra Pottinger was welcomed to her first meeting; she is taking the place of David Torres, as a LaSalle County Board representative.

Attendance:

Council Members –

Monico Nunez, Steve Tuftie, Chris Dvorak, Francis Morse, David Torres, Mike Kasap, Hugo Heredia, Beth Acuncius, Judy Wright, Kindra Pottinger

Staff present: County Director, Jill Guynn, and Nutrition and Wellness Educator, Susan Glassman and Ag Program Coordinator, Daryle Wragge

Jill welcomed the members to the new Extension Education Center & Community Teaching Kitchen. It is one of three pilot sites in Illinois. She described the facility and programming. The group then moved into the kitchen to participate in a hands-on activity conducted by Susan Glassman, Nutrition & Wellness Educator. The members divided into groups and made fruit pizzas to experience the lessons that take place in the teaching kitchen. Upon completion the group returned to the classroom for the business meeting.

Minutes for September 4, 2018:

- Steve Tuftie moved to accept the September 4 minutes as written. Francis Morse 2nd. Motion carried.

Treasurer's Report:

- Jill presented the In and Out Account Reports and Banner Reports. She explained the temporary use of Unit carry-over/emergency funds and Smith-Lever funds in place of the withheld State of Illinois Matching Funds. The In and Out Account Reports were approved as presented. Motion to approve by Monico Nunez and second by Hugo Heredia. Motion carried.

Organizational Reports

Finance:

- Extension received a partial check for State Matching Funds for FY18 (ending June 30). Due to the extended fiscal crisis, the State Extension Office has been providing temporary funding to supplement the 27 Units located across the State so emergency funds are not depleted. Local donations must be maintained in order to cover program costs. We are using our carry-over funds to cover the gap from the lack of State Matching Funds.

Jill provided an update on the annual funding from the Marshall County Board. She was notified by Bob Bakewell that the funding for the coming year was restored to the level of \$76,719. This was great news and she thanked everyone for their assistance.

Jill reported that the meeting with the Putnam County Board went well on December 10. A program presentation was made by Jill, Susan and Daryle. Jill provided a budget review. The board approved the current level of funding for the coming year, \$57,950.

Program:

The program reports that were sent by mail were highlighted by Jill She handed out a flyer for the upcoming Master Gardener/Master Naturalist Spring Seminar. The Ag in the Classroom Report was provided by Julie Read. Susan Glassman, Nutrition and Wellness Educator, was present and provided a report about her programming. Daryle also provided a report on the agriculture programs and upcoming schedule.

The Unit Plan of Work was explained through power point slides and the program areas were reviewed. Susan covered the new PEARS system that collects reporting data.

A power point presentation provided an overview of the Education Center & Community Teaching Kitchen and offered ways to connect with Extension.

Outreach Efforts: (Reported by Jill Guynn)

- Jill provided an update on the programs being conducted by Diana Lopez, part-time 4-H Latino Extension Program Coordinator, through the new 4-H Latino Program in DePue. The State 4-H Office is paying for the 15 hour per week position to extend 4-H to new audiences. DePue Schools has provided an office space for Diana and spaces in the school to deliver the programming.
- The State SNAP-Ed/Illinois Nutrition Education Program Leader requested to house the new SNAP-Ed Regional Educator in the LaSalle County Extension Office. They will provide funds to offset the use of the office and secretarial support. The Unit's SPAP-Ed staff continue to reach at-risk audiences. Staff continue to work with food pantries, WIC groups, and other targeted clientele groups. New partners and programs are resulting through the new Education Center & Community Teaching Kitchen. We will be hiring a new SNAP-Ed Community Worker for the now vacant position in Princeton; Jani Kidd was hired for the new Program Coordinator position at the Education Center & Community Teaching Kitchen.

Marketing:

The Commercial Agriculture Winter Program Calendar and Natural Resources Programming will be sent out in mid-December. There is a new online Master Gardener Training Program that will start at the end of January.

Old Business:

There is an open council seat for Marshall County. Chris encouraged recommendations for a new member.

New Business:

The office schedule was shared for the holiday break. The office will be closed December 24 – January 1.

The interviews for the Youth Development Educator position will be held on December 10. Regional Director, Ryan Hobson, is conducting the search.

Upcoming meeting dates:

Full Council Meetings:

Tuesday, April 2, 6:30 p.m.: April Full Council Meeting, at IVCC

Tuesday, June 18, 6:30 p.m.: June Full Council Meeting, at IVCC

March Budget Meetings:

Tuesday, March 19, 7:00 p.m., Bureau County Budget Meeting at Bureau County Extension Office in Princeton

Wednesday, March 27, 4:15 p.m., Marshall-Putnam Budget Meeting, Marshall-Putnam Extension Office in Henry

Thursday, March 28, 5:00 p.m., LaSalle County Budget Meeting, LaSalle County Extension Office in Ottawa

Other Items/Announcements: Mike commented on the community Poverty Simulation that Extension held on October 5. He said that others had inquired about hosting another event for local officials. Susan said she would be happy to discuss future events.

Francis Morse moved to adjourn the meeting Hugo 2nd. The motion carried.

Respectfully submitted,
Judy Wright