



**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Multi County Unit Council Meeting Minutes. December 6, 2022, 6:00 p.m.
Illinois Valley Community College, CTC 124**

The December 6, 2022 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order at 6:00 PM by Chairperson Monico Nunez. Monico Nunez welcomed everyone. Roll Call was taken.

Attendance:

Council Members Present: Chris Dvorak, Willard Mott, Monico Nunez, Francis Morse, Debbie Buffington, Douglas Stockley, and Elmer Walter.

Staff Present: County Director Erin Orwig, Educator Susan Glassman, Educator Beth Dellatori, and Extra Help Daryle Wragge.

Holiday Charcuterie Board

- Susan Glassman and Beth Dellatori presented a kitchen activity, “Holiday Charcuterie Boards.” Susan spoke about how to design and build a board along with food handling safety measures. Everyone was able to participate in building two boards and snacked on them throughout the meeting.

Minutes for September 21, 2022:

- Francis Morse moved to accept the September 21 minutes as written. Debbie Buffington 2nd. Motion carried.

Treasurer’s Report:

- Francis Morse presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports were approved as presented. Motion to approve by Chris Dvorak and second by Elmer Walter. Motion carried.

Organizational Reports

1. **Three Year Plan:** (Reported by Erin Orwig)

- The Needs Assessment was completed in November.
- Staff members conducted Key Informant surveys as part of the Needs Assessment. Those survey results were presented to the Board. Grand challenge priorities were identified as social & emotional health, chronic disease preventions, thriving youth, and food access.
- A barrier that was mentioned throughout the survey was transportation. NCAT and BPART will be looked at as possible assistance to participants.
- Due to the grand challenge priorities, staff created a Three-Year Plan which has been submitted for review. Staff will use that plan as a roadmap for the next three years.

- Overall, it was a great team effort to complete the Needs Assessment and Three-Year Plan.
2. **Program Reports:** (reported by Susan Glassman and Beth Dellatori) Susan Glassman shared that program reports that were sent by mail and included:
 - 4-H & Youth Development, 4-H Youth Development Program Coordinators, Beth Dellatori.
 - 4-H & Youth Development Educator, Beth Dellatori.
 - Ag in the Classroom, Beth Dellatori.
 - Nutrition & Wellness Program Educator, Susan Glassman.
 - Illinois Nutrition Education/SNAP-Ed Program, Susan Glassman.
 - A new approach to the reports may be to use QR codes to guide members to the website and decrease the amount of paper and toner used for each packet.
 3. **Outreach Efforts:** (reported by Erin Orwig). Erin Orwig reviewed outreach programming for the Unit. This also demonstrated our civil rights compliance for reaching out to target audiences.
 - The search continues for someone to lead the 4-H Latino Program Grant at DePue Schools. The new Community Outreach Worker for SNAP Ed will focus on DePue Schools.
 - SNAP-Ed Grant/Illinois Nutrition Education Programs continue with at-risk audiences throughout the Unit.

Old Business:

- We have an opening that remains for a Council member in Marshall County.
- Nominating Committee Meetings will meet in March with the County Budget Discussion.

New Business:

- Molly Foster started October 25 as Office Support Associate in Ottawa.
- Micheal Baumann started November 29 as a SNAP Ed Community Outreach Worker in Princeton.
- Interviews were conducted for the Office Support Specialist position at IVCC. Hope to have someone in place by January.

Schedule of County Council Nominating and Budget Committee Dates:

- Bureau County – March 20, 2023 at 4:30pm. Will meet at the Princeton office.
- LaSalle County – March 21 or 23 at noon. Chris and Doug will finalize a date with Mary Ann.
- Marshall/Putnam – March 21 or 23 later in the day. Erin will finalize with Carla, Luke, and Debbie.

2022/2023 Meeting Dates:

- March 28, 2023.
- June 6, 2023.
- September 26, 2023.

- All meetings will begin at 6pm.

Other Items/Announcements:

- Daryle Wragge presented on plot reports.

The next meeting date:

- March 28, 2022 at 6:00 PM. Location; IVCC room CTC 124.

Francis Morse moved to adjourn the meeting and Willard Mott 2nd. The motion carried.
Meeting adjourned at 7:00 PM

Respectfully submitted,
Willard Mott