

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Unit Council Meeting Minutes
June 18, 2019, 6:30 p.m.
IVCC Campus, Room CTC 124**

The June 18, 2019 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chris Dvorak.

Chris welcomed everyone and Roll Call was taken.

Attendance:

Council Members –

Monico Nunez, Steve Tuftie, Chris Dvorak, Hugo Heredia, Judy Wright, Kindra Pottinger, Teri Rossman, Dr. John Ehrhardt, Lynne Weber, Lisa Palm

Staff present: County Director, Jill Guynn

Chris added to the Agenda:

- Council Marketing Committee Meeting Report
- Bureau County 4-H Fair Vendor Question

Minutes for April 2, 2019:

- Steve Tuftie moved to accept the April 2 minutes as written. Monico Nunez 2nd. 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 Monico Nunez and second by Kindra Pottinger. Motion carried.

Organizational Reports

Finance:

State Funding Situation Update: Jill reported that the following funding was received at the State Extension Office and would be coming to the Unit: 2018 4-H Ag Premium funding for the 4-H fairs last summer; 2017 State Matching Funds; 5 Million to the State Extension for support of 27 Extension Units. No State matching funds have been received yet for FY19. The State Extension Office recommends that Units maintain a 12-18 month emergency carry-over which we currently have in place.

FY20 Budget Update: Jill attended the Putnam County Board meeting again on May 13 as our funding was on the agenda again. It had been approved by the board in December 2018. With the fiscal concerns the board has, they were reviewing all payments. Since Extension funding is a special tax and does not affect the general fund, the funding was unanimously approved again. Jill presented a program and budget report at the May 9 Bureau County Board Fees & Salaries Committee Meeting and attended the May 14 Bureau County Board meeting. The annual funding amount was unanimously approved by the board for FY20. On June 4, Jill, Chris and Steve attended the LaSalle County Board Finance and Fee Committee meeting and presented the program report and budget request. The committee unanimously

approved the annual funding amount for FY20. Chris acknowledged and thanked Jill for her approach to county boards. Dr. Ehrhardt asked about Marshall County funding. Jill reported that the funding request is done in August/September and that they had restored the \$10,019. to the Extension annual funding in fall 2018. Dr. Ehrhardt extended a thank you to Lisa Palm for her efforts in contacting the Marshall County Board members to get the funding restored. The FY21 annual request will be made again this August/September.

Jill presented the Ag in the Classroom Program grant request. The program is conducted by Julie Read, Community Worker, for Marshall-Putnam Counties. The Marshall-Putnam Ag InThe Classroom Grant submission was approved by the council for FY20. Dr. John Ehrhardt made the motion to approve. Second by Judy Wright. Motion carried. Jill noted that Julie Read will be retiring at the end of July. She has done an excellent job for many years serving Marshall-Putnam Counties. We will be hiring a Community Worker in the coming months and that announcement will be shared with everyone.

Program:

The program reports that were sent by mail were highlighted by Jill:

4-H & Youth Development Report from 4-H program coordinators, 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, Ag in the Classroom Report from Julie Read, Master Gardener/Master Naturalist Report from Meg Overocker. She also acknowledged the Unit's 4-H members that were recently awarded State project awards. She provided an update on the joint Extension/IVCC agriculture research and demonstration plot. Due to the weather and planting conditions, the plot was not yet planted, but Russ Higgins said that he had talked with Luke and they would be able to do some of the planned research but not all of it. The plot visit for the council may be scheduled around the September council meeting depending on conditions.

Dr. Ehrhardt commented on the wonderful 2018 Annual Impact Report that was provided to the council.

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 new 4-H Latino Program in DePue. Jill, Danielle and Diana met with the school principal who approved the program expansions for the fall.
- The Unit's SNAP-Ed staff continue to reach at-risk audiences. Staff continue to work with food pantries, WIC groups, and other targeted clientele groups. The summer Illinois Junior Chefs cooking schools for youth with 4-H were reviewed.
- The hiring of the SNAP-Ed community workers is underway since the grant support will be continued. Bureau County testing is July 10. LaSalle testing has not been scheduled yet.

Marketing:

The 3 upcoming 4-H fairs were discussed. Jill will send out flyers to everyone with the schedule of events.

Old Business:

Report of Nominating Committee:

Chris presented the recommendations for the Bureau Council Position. Alicia Lopez of Spring Valley is interested in serving on the council. Dr. Ehrhardt made the motion to approve, Lynne Weber was the 2nd, motion carried. The committee will continue to seek Marshall County council representatives.

Re-appointments for Second, Two-year Term were approved as follows: Chris Dvorak, Brandy Sandberg, Mike Kasap. Motion to approve by Steve Tuftie, second by Teri Rossman, motion carried.

Chris provided an update on HB 2264. He thanked the council members for making contacts with legislators.

Jill shared the hiring update for the Unit's Youth Development Educator. When the position is posted again she will send the information to everyone.

New Business:

Chris presented the report of the council marketing committee. Serving on the committee were: Chris, Steve, Hugo, Jill, Judy and Francis. Hugo reviewed the ideas for more visibility for Extension. Jill shared the Extra-Help position that could pilot the new efforts. The funding is available in the FY20 budget. She also shared information and comments from the County Director from Unit 12 in Bloomington on the benefits of the Publicity & Promotion Specialist position for their Unit. Chris noted that the council does not address staffing but to show support of the need for the marketing work to be done, the council recommended moving forward with the marketing project and plan and any needed hiring. Dr. Ehrhardt made the motion, Monico Nunez second, motion carried.

The question regarding the Bureau County 4-H fair coffee vendor was discussed. The council appreciated the offer to provide the service at the 4-H fair and they will take the request under advisement for a future fair. All plans are already in place for the 2019 4-H fair. Cooperating partners will meet to discuss the offer at a later date. Lynne Weber made the motion, Teri Rossman second, motion carried.

Chris recognized outgoing Council Members:

Dr. John Ehrhardt, Marshall County, has provided four years of service. He was provided a framed certificate and umbrella with many thanks for his dedicated service. Dr. Ehrhardt responded with accolades to the University of Illinois Extension.

Laurie Delgado, Bureau County, was recognized for two years of dedicated service. Jill will get the framed certificate and umbrella to Laurie.

The next council meeting will be held on September 26 at 6:30 p.m. at IVCC.

Monico Nunez moved to adjourn the meeting and Steve Tuftie 2nd. The motion carried.

Respectfully submitted,
Judy Wright