

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam  
Unit Council Meeting Minutes  
September 26, 2019, 6:30 p.m.  
IVCC Campus, Room CTC 125**

The September 26, 2019 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Hugo Heredia, Vice Chairman. Hugo welcomed everyone and Roll Call was taken. Introductions were made around the table and new members were welcomed.

Judy volunteered to take the minutes of the meeting,

**Election of the Marshall County Council Representative was conducted:** Carla Schaer was nominated for the position. Motion to approve by Lisa Palm and second by Francis Morse. Motion carried.

**Election of Officers was conducted:** Brandy Sandberg was nominated as Financial Reporter; Judy Wright was nominated as Secretary; Hugo Heredia was nominated as Vice President; Chris Dvorak was nominated as President.

Motion by Steve Tuftie/second by Francis Morse. Motion carried.

**Extension Board Representatives were approved as follows:**

Marshall County: Carla Schaer, Lisa Palm: Motion by Hugo Heredia/second by Beth Acuncius. Motion carried.

Putnam County: Brandy Sandberg, Beth Acuncius: Motion by Jeremy Jenkins/second by Steve Tuftie. Motion carried.

Bureau County: Hugo Heredia, Monico Nunez: Motion by Francis Morse/second by Judy Wright. Motion carried.

LaSalle County: Teri Rossman, Chris Dvorak: Motion by Hugo Heredia/second by Jeremy Jenkins. Motion carried.

**Attendance:**

Council Members –

Monico Nunez, Steve Tuftie, Hugo Heredia, Judy Wright, Kindra Pottinger, Lisa Palm, Jeremy Jenkins, Alicia Lopez, Francis Morse, Beth Acuncius, Carla Schaer

Staff present: County Director, Jill Guynn

**Minutes for June 18, 2019:**

- Francis Morse moved to accept the June 18 minutes as written. Jeremy Jenkins 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 Judy Wright and second by Hugo Heredia. Motion carried.

## **Organizational Reports**

### **Finance:**

State Funding Situation Update: Jill noted that the State funding was the same as in the June meeting minutes. No State matching funds have been received yet for FY19, which ended June 30. This is the last year of the Smith-Lever funding support; we will be using our emergency/carry-over funds to fill any funding gaps next fiscal year.

The Marshall County Budget Hearing was held on August 28. The hearing went well and the final budget decision will be presented in the coming months as a part of the Marshall County Board budget. We anticipate the same level of funding.

The following annual approvals were made for the local In/Out Account Check signatures:

Bureau County: Jill Guynn, Francis Morse, Judy Wright

LaSalle County: Jill Guynn, Mary Jane Spinazola, Gus Rinker

Marshall-Putnam: Jill Guynn, Mary Ann Magnuson, Kevin Kunkel

Motion was made by Francis Morse and second by Lisa Palm. Motion carried.

### **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.

Jill also reviewed the program materials distributed at the meeting including the Local Government Education Webinars, Brain Health Program, 4-H Fair Results newspaper insert recognizing all 3 Extension 4-H fairs and all youth. A group program discussion followed.

### **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. A new 4-H Cloverbud Program will be offered this fall for 5-7 year old youth.
- 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 programs served 7 different communities, with 9 camps, reaching 268 youth with hands-on cooking and education. Next year we plan to expand to Streator. New curriculums will be offered through the grant and several programs will be piloted including walking clubs, Diabetes Prevention Program, teen cooking programs. Jeremy Jenkins recommended contacting the Starved Rock Runners Club for possible partnership and information regarding youth programming.
- Leigh Ann Delaney was hired on September 3<sup>rd</sup> for the Bureau County SNAP-Ed Community Worker position. LaSalle County hiring is underway.

### **Marketing:**

The new 4-H Program year begins in September. The program is over 100 years old. National 4-H week celebrations will be held in October. Local clubs will host displays and program promotions.

## **Old Business:**

An update was provided on HB 2264. It was approved by the Governor. Thank you to Chris for his leadership on this project and for all who made contacts with legislators.

Jill shared the hiring update for the Unit's Youth Development Educator. Brandee Barroso of Peru will start on September 30. She holds a Master of Public Health and has extensive experience with communities and youth. The hiring for the AITC Community Worker for Marshall-Putnam is underway. The position was held by Julie Read who retired in July. We will also be searching for an Office Support Specialist who assists with the Unit's fiscal work. The hiring for the Extra-Help position, discussed by the council, will follow.

## **New Business:**

Jill reviewed the Open Meetings Act Training option for council members and provided the website to take the free training. Each council member is asked to complete the training once. If you have already taken the training, you can provide the certificate.

A new council member orientation was set up for November 12 at 4:45 p.m. at the Extension Office located on the IVCC campus. New members and others are welcome to attend.

Due to the number of members completing their term of office on the council, the Nominating Committees will start in January to consider outreach for new members for fall of 2020.

The next council meeting will be held on December 12 at 6:30 p.m. at the Extension Education Center & Community Teaching Kitchen, 944 First Street, LaSalle. A light dinner will be served.

Upcoming council meetings were scheduled 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 and Steve Tuftie 2<sup>nd</sup>. The motion carried and the meeting was adjourned at 7:52 p.m.

Respectfully submitted,  
Judy Wright