

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Unit Council Meeting Minutes
September 21, 2017, 6:30 p.m.
Meeting held at IVCC, CTC 124**

The September 21, 2017 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chris Dvorak.

Jill welcomed everyone to new program year. Introductions were made.

Election of Officers was conducted: Brandy Sandberg was nominated as Financial Reporter (motion by Steve Tuftie/second by Steve Wilson) motion carried; Laurie Delgado was nominated as Secretary(motion by David Torres/second by Francis Morse) motion carried; Steve Wilson was nominated as Vice President (motion by Steve Tuftie/second by Francis Morse) motion carried; Chris Dvorak was nominated as President(motion by Steve Tuftie/second by Francis Morse) motion carried.

Attendance:

Council Members –

Hugo Heredia, Francis Morse, Monico Nunez, Teri Rossman, David Torres, Steve Tuftie, Steve Wilson, Brandy Sandberg, Mike Kasap, Chris Dvorak, Laurie Delgado.

Staff present: County Director, Jill Guynn

Minutes for June 15, 2017:

- Chris Dvorak moved to accept minutes as written; motion carried.

Treasurer's Report:

- Jill reviewed and explained 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 Hugo Heredia. Motion carried.

Organizational Reports

Finance:

- There is no change in the State Funding situation. We have not had State of Illinois matching funds since July of 2015. Due to the extended fiscal crisis, the State Extension Office is 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. The staff have been operating in a conservative manner. Although open positions have not been filled, no staff have had reduced appointments or no lay-offs. Jill has been able to secure some temporary grant support as well.

- On August 31, Jill and Extension Educators met with the Finance Committee of the Marshall County Board for the FY18 budget hearing. Jill requested level funding of \$76,719. It is hoped that the funding will be maintained at this amount. This amount is required to keep regular program operations in place. A decision will be made in October.
- Staff will meet with the Putnam County Board in December, Bureau County Board in May and LaSalle County Board in June. Bureau County and LaSalle County also require fund raising through the Friends of Extension and 4-H groups that are led by volunteers to meet the needed local donations.
- Annual approval of the In and Out Account signatures for the three local accounts were approved by the council as follows:
Bureau County: Francis Morse, Jill Guynn, Shelly Miller
LaSalle County: Mary Jane Spinazola, Jill Guynn, Verlyn Rinker
Marshall-Putnam: Mary Ann Magnuson, Kevin Kunkel, Jill Guynn

Program:

- 4-H Youth Development Report (Breanne Suarez was not present; her report was mailed in the packet.)
- Nutrition & Wellness (Susan Glassman was not present; her report was mailed in the packet.)
- Ag in the Classroom (Julie Read was not present; her report was mailed in the packet.)

UPDATES:

- Teri Rossman reported on the new STEM/STEAM program that is being piloted at Dimmick School with Breanne Suarez.
- Hugo Heredia reported on the program under development at Hall High School with Susan Glassman for nutrition education and cooking schools.
- Agriculture Education Partnership with IVCC is continuing and doing well. A flyer was provided on the upcoming Agriculture Operator's Certificate program with the IVCC Department of Continuing Education and Northern Partners.

Outreach Efforts: (Reported by Jill Guynn)

- Mendota and DePue 4-H Latino pilot programs were approved by the State 4-H Office for continuation on a regular basis. The State will pay for a two day per week Extra-help position in each community to extend 4-H to new audiences. More information will be shared as it becomes available.
- SNAP-Ed/Illinois Nutrition Education Programs continue to reach at-risk audiences. This summer the Illinois Junior Chefs Cooking Schools for youth were held in Neponset, Mendota, DePue, Spring Valley and Oglesby. Staff continue to work with food pantries, WIC groups, and other targeted clientele groups. A new SNAP-Ed Educator will be hired soon. Community Workers who provide direct education are also being hired. The pilot community teaching kitchen is in the early stages of development.

Marketing:

- The new 4-H Program year is now underway. October 1-7 is National 4-H Week and the 4-H youth have many special events and displays.

Old Business: None

New Business:

1. Council meeting dates were scheduled:

Full Council meeting dates for the year were set up as follows:

- December 12, 6:30 p.m. at IVCC
- March 27, 6:30 p.m. at IVCC
- June 5, 6:30 p.m. at IVCC

March budget review meetings were scheduled as follows:

- LaSalle County: March 22, Noon at LaSalle County Extension Office in Ottawa
- Marshall-Putnam: March 20, 4:15 p.m. at Marshall=Putnam Extension Office in Henry
- Bureau County: March 22, 6:30 p.m. at the Bureau County Extension Office in Princeton

Other Items/Announcements:

Jill will be sending council members information on the Open Meetings Act Online Training to be completed this year. She will also send an informational power point on University of Illinois Extension to help with orientation and for discussion at the December meeting. The State Extension Office is updating the Extension Council Guide and it should be ready by December.

New members can let Jill know if they would like to meet with her for an introduction to Extension and their role.

Chris moved to adjourn the meeting. Francis seconded the motion and the motion carried.

Respectfully submitted,
Laurie Delgado, Secretary