



**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam  
Multi County Unit Council Meeting Minutes. September 21, 2022, 6:00 p.m.  
Illinois Valley Community College, C316**

The September 21, 2022 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order at 6:00 PM by Vice Chairperson Monico Nunez. Monico Nunez welcomed everyone. Roll Call was taken.

**Attendance:**

Council Members Present: Chris Dvorak, Kathryn Erjavsek, Monico Nunez, Francis Morse, Luke Holly, Steve Tuftie, Elmer Walter, and Mary Ann Waits. Jeralyn Backes and Debbie Buffington arrived late.

Staff Present: County Director Erin Orwig, Educator Susan Glassman, and Educator Beth Dellatori.

**Election of MCUC Officers:**

- Chris made a motion to nominate Monico Nunez as Chair, second by Luke Holly.
- Steve Tuftie made a motion to nominate Chris Dvorak as Vice Chair, second by Elmer Walter.
- Kathryn Erjavsek made a motion to serve as secretary, second by Luke Holly.
- Luke Holly made a motion to nominate Francis Morse as Treasurer, second by Chris Dvorak.
- Officers were voted on by Council. Monico Nunez motioned to accept all nominations. Luke Holly seconded. Motion carried.

**Respective County Extension Board Representatives.**

**Bureau County:**

- Ms. Marshann Entwhistle
- Ms. Connie Stetson

**LaSalle County:**

- Mr. Douglas Stockley
- Mr. Elmer Walter

**Marshall County:**

- Mr. Brad Lindstrom
- Mr. Hank Gauwitz

**Putnam County:**

- Mr. Luke Holly
- Mr. Charles Lenkaitis
- Mr. Steven Malavolti

- Erin Orwig made motion to approve Representatives. Francis Morse seconded. Motion carried.

### **Minutes for June 14, 2022:**

- Francis Morse moved to accept the June 14 minutes as written. Kathryn Erjavsek 2<sup>nd</sup>. Motion carried.

### **Treasurer's Report:**

- County Banner Reports; June was provided at the meeting.
- 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 Luke Holly. Motion carried.

### **Organizational Reports**

#### **1. Finance: (Reported by Erin Orwig)**

- Approval of In & Out Account Check Signatures were voted to change from Interim County Director, Susan Glassman to new County Director, Erin Orwig's signature. Steve Tuftie made a motion to approve, second by Francis Morse. Motion carried.
- FY23 Unit Budget Update; State matching funds are estimated at 65%, but they have been as high as 80%.
- LaSalle County HCE annual contribution of \$2500 was received.
- LaSalle County Budget Update; LaSalle County Update, projected budget changed due to a decrease of 21,000. Susan Glassman met with the foundation and requested they reinstate their contribution of \$21,000 for the FY24 budget.
- Requested funding from LaSalle County American Rescue Plan. LaSalle County Board, Finance & Fees Committee encouraged Extension apply; We asked for lost revenue due to COVID amounting to 31,760.00 from FY21 fundraising. We also asked for lost revenue due to a decreased donation from the foundation of 21,000. The application includes a request for 52,760.00 for lost revenue.
- The Marshall-Putnam Ag in the Classroom Grant application was submitted and should hear in October, funding estimate at \$8,000.

#### **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.
- Ag & Natural Resources, Program Coordinator, Susan Glassman.

#### **3. Community & Economic Development Program Support: Report provided by Erin Orwig.**

- Marshall County Mental Health Board Support. No report.

- Rural Sociology Study, Sheffield, Illinois. Local grocery store is closing but Cornerstone Community Wellness is purchasing the property.
  - Ottawa Local Food Campaign, Nutrition & Wellness; Susan Glassman attended meeting for Ottawa's farmer's market.
  - Local Government Education Webinars: handout provided.
- 4. Agriculture (Reported by Susan Glassman):**
- Ag & Natural Resources: the joint Extension & IVCC research & demonstration plots at the IVCC farm continue. Report from Educator Phillip Alberti was included in the council packet.
  - Crop Research Field Day is September 23. The news release and agenda were included with the materials at the meeting.
- 5. 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.
- Unit is up for Civil Rights Compliance Review in 2023. That process has been started.
  - The search continues for someone to lead the 4-H Latino Program Grant at DePue Schools.
  - SNAP-Ed Grant/Illinois Nutrition Education Programs summer calendar reached at-risk audience for Illinois Junior Chef Cooking Schools; Manilus, Neponset, Streator, Spring Valley, LaSalle, Oglesby.

**Old Business:**

- We have an opening that remains for a Council member in Marshall County.

**New Business:**

- Hiring of Erin Orwig as County Director. She started September 6.
- Interviews are scheduled for the positions of Office Support Associate (LaSalle County), Office Support Specialist (IVCC), and SNAP-Ed Community Outreach Worker (Bureau County).

**Unit Needs Assessment:**

- Due in November; includes key informant interviews.
- Three-year Plan of Work; submitted in November.

**2022/2023 Meeting Dates:**

- December 6, 2022.
- March 28, 2023.
- June 6, 2023.
- September 26, 2023.
- All meetings will begin at 6pm.

**Orientation Meeting:**

- New and veteran council members are welcome to attend.
- It will be on October 20, 2022 at 6pm.

**Other Items/Announcements:**

- Susan Glassman met with Marshall County Board on September 2 for annual funding request.

**The next meeting date:**

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

Francis Morse moved to adjourn the meeting and Luke Holly 2<sup>nd</sup>. The motion carried.  
Meeting adjourned at 7:00 PM

Respectfully submitted,  
Kathryn Erjavsek