

**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Unit Council Meeting Minutes
December 12, 2017, 6:30 p.m.
Meeting held at IVCC, CTC 124**

The December 12, 2017 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order by Chris Dvorak.

Attendance:

Council Members –

Monico Nunez, Teri Rossman, Steve Tuftie, Steve Wilson, Brandy Sandberg, Chris Dvorak, John Ehrhardt, Dennis Bogner, Luke Holly.

Staff present: County Director, Jill Guynn

Educators: Breanne Suarez, Susan Glassman, Vicki Gerberich

Ag Program Coordinator: Daryle Wragge

Election of Multi-County Unit Council Extension Board Representatives:

Hugo Heredia and Monico Nunez, Bureau County

Teri Rossman and Chris Dvorak, LaSalle County

Dennis Bogner and John Ehrhardt, Marshall County

Brandy Sandberg and Steve Wilson, Putnam County

Motion to approve: Brandy, Second John, Motion carried.

Minutes for September 21, 2017:

- Steve Tuftie moved to accept minutes as written, second by Teri, motion carried.

Treasurer's Report:

- Brandy presented the In and Out Account Reports and Banner Reports. Jill explained the Banner reports and the use of Unit carry-over/emergency funds in place of the withheld State Matching Funds in the amount of \$227,094. for the current fiscal year. The State Extension is providing temporary support to all Units across the state for core programming. The In and Out Account Reports were approved as presented. Motion to approve by Steve Tuftie and second by Steve Wilson. 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.
- Marshall County Board cut Extension's funding for the FY18 budget year. Jill requested level funding of \$76,719. A cut of \$10, 019. was made by the board. Money was needed for their pension fund. The funding amount for FY18 is \$66,700. Our goal is to have the funding restored to the \$76,719. Level.
 - Extension staff provided a program and budget update to the Putnam County Board on December 11. Luke led the meeting. The board was appreciative of all programming and Extension services provided in their county.

Program:

Unit Educators, Breanne Suarez, Youth Development Educator, Susan Glassman, Nutrition and Wellness Educator and Vicki Gerberich, SNAP-Ed Visiting Educator, presented program highlights for their program areas.

Breanne: The new 4-H year began in September. An Officer Training Program was held. 4-H Federation groups in the Unit are planning activities for the 4-H members. In November, 4-H Awards Programs were held. STEM and Career Readiness programs are being conducted in the schools. Teri Rossman shared comments on the new STEM/STEAM program that is being piloted at Dimmick School, with Breanne Suarez and volunteer, Ida Boyle Bruck. New SPIN, special interest clubs, are starting across the Unit.

Susan: Local statistics guide programming for chronic disease prevention and management. Diabetes and heart disease are a focus for her educational programs. She is conducting programs in the libraries, with community agencies, schools, senior centers and community groups. She talked about the Poverty Simulation that will be held for the Unit in May.

Vicki: She works with community centers, food pantries, TANF, WIC and schools. She is on the Tri-County Health Advisory Council. She is assisting Susan with Smarter Lunchroom Trainings.

Daryle Wragge, Ag Program Coordinator, updated the council on the upcoming ag programs for 2018. He talked about the growth in the IVCC Ag Department in which Extension has been a key partner in developing. He works with producers, agri-businesses and ag serving agencies and the Farm Bureaus in each county.

Outreach Efforts: (Reported by Jill Guynn)

- The 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 to extend 4-H to new audiences in our Unit. Jill has been trying to connect with DePue Schools to get the program set up.
- SNAP-Ed/Illinois Nutrition Education Programs continue to reach at-risk audiences. Staff continue to work with food pantries, WIC groups, and other targeted clientele groups. Vicki and two new Community Workers, who provide direct education,

started in October. The state pilot community teaching kitchen is in the early stages of development in LaSalle.

Marketing:

- The Agriculture and Natural Resources Winter calendar of programs is being mailed out this month to producers, agri-businesses and industry representatives. We have a strong list of programs. With funding from the State Extension, we are able to hire a part-time Extra-Help program coordinator for the Unit. The staff will work with the Master Gardener and Master Naturalist volunteers and will oversee the January – April, Master Gardener Webinar Training Series to be held in Henry. The Marshall-Putnam Master Gardeners are providing leadership and assisting with the training program. We have had a two plus year waiting list for both training programs.

Old Business:

- The Open Meetings Act Training Option was reviewed.

New Business:

1. The change in the schedule/days for the Bureau County 4-H Horse Show was discussed. Breanne explained the request from the Horse Superintendent. Horse Gaming will be on Saturday instead of Sunday. The fair will run from Thursday – Saturday. Motion to approve made by John. Second by Luke. Motion carried.
2. Shelly Miller and Sandra Woest will not be able to continue on the council due to other commitments. A motion to accept the resignations with regrets carried.
3. The Extension office schedule for December and January was shared. The office will be closed from December 25 – January 1. The office will re-open on January 2, 2018.
4. Council meeting dates were reviewed:

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

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

March budget review meetings will be held 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

Steve Wilson moved to adjourn the meeting and the motion carried.

Respectfully submitted,
Monico Nunez