



# Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

University of Illinois Extension  
Sangamon, Menard, and Logan Counties  
Extension Council & Board Meeting Agenda  
October 13, 2022 - 7:00 p.m.  
Logan County Extension Office

- **Call to Order** – Chairman Dixon called the meeting to order at 7:02 pm.
- **Council Members & Staff Present:** David Mendenhall, Elsie Ransdell, Nancy Dixon, Sophia Schneider, Jacob Hartman, Bill Bree, William Kennett, Clay Irwin, Keenan Leesman, and Terri Miller Casey.

- **Previous Meeting Minutes**

MOTION: Motion to accept last meetings minutes was made by Bill Bree and seconded by David Mendenhall. The motion passed.

- **Introductions of Members**

All present took a moment to introduce themselves and their connection to Extension.

- **Recognition of Retiring Council Members**

Bill Bree was acknowledged for his service on Extension Council as his term is expiring.

- **New Council Members**

MOTION: A motion was made to appoint William Kennett and Zach Dixon to the Extension Council to serve a two-year term by David Mendenhall and seconded by Elise Ransdell. The motion passed.

MOTION: A motion was made to reappoint Sophia Schneider and Elise Ransdell to Extension Council for a second 2-year term by David Mendenhall and seconded by Clay Irwin. The motion passed.

- **Nomination of Officers and Council Board**

The following slate of officers was recommended to the council. Nancy Dixon as Chairman, David Mendenhall as Vice Chairman, and Elise Ransdell as Secretary/Financial Reporter.

MOTION: A motion was made to accept the slate of Extension Council officers by William Kennett and seconded by Clay Irwin. The motion passed.

The following slate of Council Board representatives was recommended to the Council: Clay Irwin, Sophia Schneider, Nancy Dixon, Zach Dixon, Elise Ransdell, Vera Small, David Mendenhall, Craig Hall, Ed Whitcomb, Jr., Janet Estell, Keenan Leesman

MOTION: A motion was made to accept the slate of Extension Board members by William Kennett seconded by Clay Irwin. The motion passed.

MOTION: A motion was made for Craig Hall to serve as Chairperson of the Extension Board. The motion was made by David Mendenhall seconded by Elise Ransdell. The motion passed.

- **Open Meetings Act Training Requirement**

Casey explained that because Extension is a public entity, they are required to follow the rules of the open meetings act which was established to ensure that meetings were held publicly and in an open manner. The training is pretty straight forward and is offered for free on-line with the State of Illinois. All Council members who have not already completed this training will need to complete this training. Council members will receive an email from her in the next week with a link and instructions on how to complete the training. Once a member has completed the training, they should send Casey either a hard copy of their certificate of completion to the Extension office or send a digital copy to her via email. This training must be done within 90 days of today. Information a link to the online training can be found here: <https://foiapac.ilag.gov/>

- **Financial/Fiscal Updates**

#### **Bank Account Signature List Approval**

MOTION: A motion to authorize signature authority for the Logan County Extension Office In/Out checking account be granted to: Carissa Davis, Sarah Swaar, Sherri Bishop and Terri Casey. And authorization of signature authority for the Sangamon County Extension Office In/Out checking account be granted to: Jennifer Fishburn, Carissa Davis, Kayla Swaar, and Terri Casey, was made by William Kennett and seconded by Clay Irwin. The motion passed.

- **Program Updates**

Casey handed out staff program reports and pointed out that the Unit had good participation in the 4-H shows this summer and program numbers were close to and in some areas higher than pre-Covid.

- **Office Holiday Closures**

Casey announced that the offices will be closed for holiday break December 23, 2022 – January 2, 2023, and also December 2, 2022, for all staff meeting. The office holiday schedule coincides with campuses.

- **Staffing Update**

Casey gave a staffing update and said she had lots of good news and a little bad news. First, she was pleased to announce that they hired someone for the vacant Sangamon County SNAP-Ed Community Worker position. This position has been open for over two years since a retirement in 2020 and has had numerous failed searches, so they are very excited to finally get this position refilled. Since the final paperwork hasn't come back yet, she can't announce their name yet, however everything is looking on track for them to start on November 1.

She was also pleased to announce that they have hired Sherri Bishop as the new Logan County 4-H Program Coordinator, she will be assuming the role Patty Huffer had until retiring in 2021. Sherri has been with Extension for two years as our Office Support Assistant in Logan County and will transition to her new role on November 1. She has proven herself to be highly organized as well as client focused and has experience working with volunteers and youth audiences. However, this led to the bad news, that they will now need to fill her Office Support position. The vacancy should be posted on the job site any day now, and she will share the link to the job posting once it goes live. She asked the council to forward the job posting to their networks.

Other good news to report was that the Unit will be reposting the Menard County 4-H Program Coordinator position, which has been vacant since Sharon Lounsberry retired. This position will be 60% time (or three days a week) and will be housed at the Menard office two days a week Monday and Wednesday (both days that that office is open), with one day a week at the Springfield office allowing for collaborating with Unit 4-H Staff. Even though it is not full time, it will still be eligible for benefits. She also expects the job listing to go up soon and will share it with the Council as well. Again, she asked that those present pass the job opportunity on to their network.

And the last bit of good news is that Rachel Frost has been rehired as Extra Help for Ag in The Classroom to assist in Sangamon and Menard County schools and Kayla Breedwell has been hired as Extra Help for Ag in The Classroom focusing on Logan County schools to help fill the gap left by Amy Hyde's retirement last year. It is wonderful to have Ag in The Classroom up and going strong again.

Looking toward the future for the Unit, Casey said that she is currently planning conversations with local stakeholders, partners, officials, and campus leadership to better understand the needs in our community and how Extension might be able to help address them. One major need consistently identified in the Unit is for ag and natural resource education, programming, and expertise for both adult and youth audiences. Casey said she believes there is great potential by working with our area partners to consider ways to address this need through staffing.

- **Reaching New Audiences/Meeting Community Need**

Casey mentioned that there is currently an additional open seat on the council, and she is seeking diverse voices to join our Extension Council, especially those who understand the needs of historically underserved audiences, as well as serving audiences most at risk and in need of our services. She asked the council that if they know of someone who could represent these audiences and whose experience would be helpful, please reach out to her and she will reach out to them.

- **Set Future Meeting Dates**

The following dates were set for this year's upcoming council meetings:

Thursday, January 12, 2023 – 7 PM (Petersburg)

Thursday, March 9, 2023 – 7 PM (Springfield)

Thursday, June 8, 2023 – 7 PM (Lincoln)

Thursday, October 12, 2023 – 7 PM (Springfield)

If there are no issues or concerns with these dates and times, we will set those as our meeting schedule for the coming year and I ask that you please add these dates to your calendar.

- **Public Input**

There was no public input.

- **Adjournment**

MOTION made by David Mendenhall seconded by Clay Irwin. Motion passed. Meeting was adjourned at 7:53 pm.