



Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

University of Illinois Extension
Sangamon, Menard, and Logan County Council
September 25, 2018 - 7:00 p.m.
Sangamon Office – 700 S. Airport Dr. Springfield, IL

Present: Jim Struebing, Bill Bree, Jill Keeton, Jennifer Taylor-Brown, Mary Brown, Gary Letterly, Craig Hall, Ruthie Ruhl, Amareon Naudain, Alex Bruno, Daniel Kloppe, Colleen Martin, and Extension Staff Terri Miller and Carissa Davis.

Absent: Charles Ruben, Brenda Buckles, Eli Klockenga, Otto Rentschler, Ed Whitcomb, Jr., Kevin Bateman, and David Mendenhall.

The meeting was called to order at 7:05 pm by Vice Chairman Jim Struebing, who was standing in for Chairman Mendenhall who could not be present. A motion to accept the June 2018 meeting minutes was made by Craig Hall and seconded by Mary Brown. The motion passed.

Introductions of Extension Council Members: Everyone present took a few moments to introduce themselves to each other for the benefit of the new members.

Election of officers and board: A motion to accept the slate of Extension officers (Chair, Vice-Chair, and Secretary/Financial Reporter) was made by Jennifer Taylor-Brown and seconded by Colleen Martin. The motion passed.

A motion to accept the slate of Extension Board representatives was made by Ruthie Ruhl and seconded by Amereon Naudain. The motion passed.

Open Meetings Act Training Requirement: County Director, Terri Miller, distributed a hand out discussing the open meetings act training requirements. The document also included instruction on how to access the online training and printing a certificate of completion which they would need to file with the Extension office.

Financial Report: Miller stated that Extension had not yet received any of the \$5 million pledged by the Governor back in June, and has not yet received all the state funding for the last fiscal year, however Extension did begin receiving funds this spring/summer. She added that the Unit just conducted audits of the in and out and Federation banking accounts with no issues noted.

Miller also reported that there is new payment rules from campus that no longer permit Extension offices to write checks over \$500 without a purchase order in place. This includes utility bills, which is a concern with getting checks issued from campus in a timely fashion. At this time, our fiscal support staff person has been working with campus to create a solution to help get these bills paid on time. This also means that there will be a lot more purchase orders to create which take 6 to 8 weeks to approve, therefore we must be cognizant

of this time frame and plan well in advance when making purchases. Miller stated that she will let the council know if any issues arise.

Program Updates: Miller handed out copies of quarterly Unit activity reports for 4-H, Ag in the Classroom, Horticulture, Ag and Natural Resources, and SNAP-ED. Miller pointed out highlights from each report.

Then youth members of the council: Amareon Naudain, Ruthie Ruhl, Mary Brown, and Alex Bruno, each discussed their experiences with Extension and 4-H and shared information about the various clubs and projects they have been involved in.

Miller then announced that December 4th and 5th the Lincoln office would be closed, December 5 the Menard office would be closed, and on December 6th the Springfield office would be closed so that all staff could participate in mandatory Navigating Difference cultural competency training. Miller also reported that the Logan office will be closed on December 14 for the annual all staff meeting and professional development.

Staffing Update: Miller shared that campus is currently searching for new Director of Extension, as well as a new Extension Communications Director, since the previous communications director, Steve Wald, has transitioned into a new public policy related position with Extension.

Miller also shared that efforts to hire a new Sangamon County 4-H Program Coordinator ended in a failed search. Also on September 12, the Unit's metro area 4-H Educator, Erica Austin, transitioned to a role at the state 4-H office. The vacant position has not yet posted, but Miller will update the council when it does and she asked that council members encourage those with a Master's Degree in a relevant field to apply. Because of the vacancy of the Educator position, it was felt that it was best to hold off on restarting the search process for the program coordinators position until this key position is filled.

Miller also announced that Betsy Winkelmann, support staff from the Menard County office, retired in August after 20+ years of service. She will be missed. Her roles have been reassigned to existing staff and Sandy Duncheon, office support staff from Sangamon County is now assigned to the Menard office (which is open on Mondays and Wednesdays). She still reports to the Sangamon County office on Tuesdays, Thursdays, and Fridays. Miller stressed how helpful Sandy Duncheon has been through this process and her willingness to step in and do what needs to be done. She also mentioned that Sandy lives in the Petersburg area so her transition is a natural fit and she was doing an amazing job of reorganizing the Menard County office.

Reaching New Audiences/Meeting Community Need: Miller asked the council to discuss the kinds of needs and concerns they are seeing in the community and how to engage new and underserved audiences around the Unit. Miller reminded the council members to reach out to her at any time if they have an idea, concern, or think of an audience we are not currently reaching.

Future Meetings: The following meeting dates, times and locations were approved for 2019:

January (Thursday, January 17) Appreciation Dinner Meeting (Location to be announced.) – 7 PM
March (Tuesday, March 26 – Logan Extension Office) – 7 PM
June (Monday, June 17 – Springfield Extension Office) – 7 PM
September (Tuesday, September 24 – Logan Extension Office) – 7 PM

Adjournment: A motion to adjourn was made by Bill Bree and seconded by Ruthie Ruhl. The motion passed. Meeting was adjourned at 8:35 pm.