

Unit #22 Extension Council Meeting Minutes 12/12/23

Unit #22 Collinsville Branch Office, 1606 Eastport Plaza Drive, Suite 100, Collinsville, IL 62234

- In attendance, Board Members: Landon Brooks, Patricia Stanton, Emelie Nilges, Wyatt Drewes, Graciela Aviles; guest Sarah Monreal; and UIE staff: Marketing Director, Amanie Abusaid and Interim County Director, Lynn Heins
- Dinner was served beginning at 6:30 pm
- Meeting was called to order at 6:50 pm.
- Introductions were made. We are currently looking for additional members to serve on this committee. Current officers are Emelie and Landon co-chairs, and Patty secretary.
- Lynn shared that the unit Plan of Work was directed by our Focus Group discussion at the last meeting.
- The meeting minutes from October were reviewed. Motion to approve was made by Emelie and seconded by Landon. Motion passed unanimously.
- Lynn shared the financial report. Explained about local funds in the 3 offices, County Board donations, 4-H Foundations, HCE and other donors. State Match dollars from the IL Dept. of Agriculture change each year, but range from .65 - .90 in recent years. These dollars are matched with local donations. Also discussed Federal funding from SNAP-Ed and EFNEP. These federal dollars reimburse expenses such as rent and office supplies. We are currently in good shape financially. Motion to accept the financial report was made by Landon seconded by Wyatt. Motion passed unanimously.
- Fall reflection – Programming is strong and attendance numbers are up.
- Hiring Updates:
 - *County Director will be hired soon. There were 4 interviewed. Following reference checks and background screening an offer will be made after the first of the year.
 - *There is a Visiting INEP Administrator position open. This pilot position will be housed in the E. St. Louis office. The administrator will oversee all SNAP-Ed and EFNEP Community Workers.
 - *The open Office Support Assistant position in Collinsville had 14 applicants. We are sending some screening questions and following that will schedule in person interviews after the holiday break.
 - *The Waterloo office has an Office Support Assistant position open. Sue Scheibe, who was the current Office Support Assistant, is transitioning to the open Office Support Associate position. Hiring for this position will begin soon.
 - *There are several Community Worker positions open in both SNAP-Ed and EFNEP. These entry-level positions start at \$16.02/hour. There are paid holidays, insurance coverage and tuition waivers available, (6 hours/semester). These positions are reposted frequently due to low staffing.
 - *A new Horticulture Educator position will be opening soon.

- Other Updates:

- *The Collinsville office will be moving to the Madison County Farm Bureau, 900 Hillsboro Avenue, Edwardsville in May. Following the move, the E. St. Louis office will offer some services to the public.

- *We are working on some kind of tie-in with the St. Clair County Farm Bureau. We used to use their office for a crop off site for 4-H materials and will revisit that connection.

- *Elizabeth Wahle's position was changed, and she now has a 100% state appointment. (She previously had a 30% unit and 70% state appointment. Her home office location is now her home office.

- *There was an overview of the Teams:

- 4-H: Metro Outreach Associate Elizabeth Levey, 4-H Educator, Emily Reece,
Program Coordinators: Meghan Cope and Kelly Brandt

- SNAP Ed Educators, Rima Abusaid and Hannah Gravot

- Horticulture educator, Nathan Johanning

- Nutrition and Wellness Educator, Kris Juelfs

- Market Director, Amanie Abusaid

- Horticulture and Natural Resources Program Coordinator, Sarah Ruth (oversees the Master Gardener and Master Naturalist programs and volunteers.

- The rest of the meeting was spent recording an Extension Council Recruitment Video. Let YOUR VOICE be heard!
- Next Extension Council Meeting: April – E. St. Louis office
- ADJOURN – 7:50 pm