

Minutes

University of Illinois Extension Unit 13 Extension Council Meeting

11/ 23/2020

6:00PM

- I. Call to order: Meeting was called to order at 6:00 p.m.
- II. Director and Educator Reports (See Attachments)
- III. Old Business: Civil Rights Training: County Director, Ginger Boas, Provided the Annual Civil Rights Training for Council members. In addition to providing Civil Rights policies, a comparison of Unit census data with program participant demographics was shared with the council members. A discussion followed about where to target educational effort
- IV. New Business:
 - a) Holiday Scheduling for Extension. Ginger discussed holiday scheduling with the Council. The office will be closed from December 24-January 3, per University guidelines. Council unanimously approved the schedule.
 - b) Digital Programming: The council discussed the shift to more on-demand digital programming that has occurred due in part to limitations of the pandemic. The response in most program areas has been dramatic. There are more people participating and many who are new to Extension. During upcoming program, educators will assess impacts and report them to the council for input during the program planning process.

Adjournment at 8:30

Next Meeting

Unit 13 Champaign/Ford/Iroquois/Vermilion INCOME BUDGET, FY 2021

% into fiscal year 33.33

Oct-20

INCOME AGREEMENTS	BUDGETED	THIS MONTH	YEAR TO DATE	REMAINDER	% Collected
303310 Inv Inc Dist - Qtr. 1					
303401 United Way	26,000.00				
303402 Farm Bureau	10,000.00		2,000.00		20.0%
303403 Homemakers Ext.	2,000.00		-		0.0%
303404 Executive Ext. Council	7,000.00		40.00		0.6%
303405 4-H Federation/Foundation	23,500.00	3,500.00	3,500.00		14.9%
303408 County Board	704,612.00	4,108.35	312,479.70		44.3%
303498 UI Extension Other	-		-		
303499 Other Non-matching	22,380.00	500.00	8,500.00		38.0%
Misc. - interest					
TOTAL LOCAL SOURCES	795,492.00	8,108.35	326,519.70	468,972.30	41.0%
STATE SOURCES	502,523.00		-	502,523.00	0.0%
TOTAL LOCAL & MATCHING	1,298,015.00	8,108.35	326,519.70	971,495.30	25.2%
			-	-	-
303412 UI Extension 4-H Premiums	51,695.00		40,978.14	10,716.86	
GRAND TOTAL	1,349,710.00	8,108.35	367,497.84	982,212.16	27.2%

PM fund balance	1,734,490.88
INCOME THIS MONTH	8,108.35
=====	
TOTAL	1,742,599.23
LESS EXPENSES	82,497.64
=====	
BALANCE	1,660,101.59
Banner Fund Balance	1,660,199.36
Difference	(97.77)

**Unit 13-Champaign/Ford/Iroquois/Vermilion
FY 2021 UNIT BUDGET**

% into fiscal year = 33.33

Oct-20

EXPENSE SHEET

	Budgeted	This Month	Year to Date	Remainder	% Spent
Salaries	1,142,240.00	38,621.02 (a)	130,183.36 (b)	1,012,056.64	11.4%
Expendable materials/ supplies	26,000.00	1,480.74	3,666.97	22,333.03	14.1%
Not capital Equipment (between \$100 - \$499)	4,500.00	223.60	1,199.73	3,300.27	26.7%
Capital equipment (between \$500 - \$2,499)	5,500.00	-	1,099.00	4,401.00	20.0%
Publication/ Printing	600.00	-	94.06	505.94	15.7%
Travel and rental transportation	25,000.00	522.11	1,137.69	23,862.31	4.6%
Services	25,000.00	5,240.25 (c)	17,817.56 (d)	7,182.44	71.3%
Utilities	15,000.00	719.95	2,584.82	12,415.18	17.2%
Mailing	4,000.00	1.20	2,096.70	1,903.30	52.4%
Printing/ Copy Services	500.00	-	29.00	471.00	5.8%
Repair/Maint. equipment	30,000.00	(5,380.00) (e)	(1,160.50) (e)	31,160.50	-3.9%
Phone/IT Services	8,500.00	82.63	3,287.42	5,212.58	38.7%
Professional services	5,000.00	8.00	1,822.58	3,177.42	36.5%
Operating leases	197,400.00	- (f)	(0.20) (g)	197,400.20	0.0%
Miscellaneous	13,000.00	40,978.14 (h)	40,978.14	(27,978.14)	315.2%
Transfer expenses		-	5,789.27		
Contingency Reserve	67,207.00				
Total Budgeted Expenses	1,569,447.00	82,497.64	210,625.60	1,297,403.67	13.4%
expenses charged on old trust accounts					
TOTAL EXPENSES	1,569,447.00	82,497.64	210,625.60	1,297,403.67	13.4%

- (a) Net of \$36,432.08 paid with Smith-Lever funds
- (b) Net of \$166,032.18 paid with Smith-Lever funds
- (c) Net of \$11,592.72 paid with Smith-Lever funds
- (d) Net of \$54,663.60 paid with Smith-Lever funds
- (e) Net of \$6,480.00 paid with Smith-Lever funds
- (f) Net of \$4,857.30 paid with Smith-Lever funds
- (g) Net of \$17,429.50 paid with Smith-Lever funds
- (h) 2019 4-H Premiums

(Attachment 1)

Unit Council County Director Report November 2020

What a year this has been. Everything we do has been turned on its head due to the adjustments necessary to mitigate COVID 19. All staff worked remotely starting March 18, 2020. We started a hybrid schedule in July and just recently sent staff back to a remote situation last week. We are still answering phones and adapting to client / volunteer needs. We had to learn a new way of operating. Even though you couldn't go to the office without an appointment, we kept in touch and tried to meet the needs of the public in a variety of ways. As you will see in the educator reports, our reach through educational programming increased even though in-person programming has decreased. Additionally, you will see in the budget summary that we have spent funds in very different ways this year.

Staffing: Hiring was frozen from March until July. We were finally able to do interviews remotely and fill some critical positions. We have two left in- process and I am adding a local foods small farms program coordinator request this week.

Recent New Hires:

1. Meredith Lancaster, CW SNAP-ED
2. Deosia Miller, CW, EFNEP
3. Angelica Wassom, CW, EFNEP
4. Sitina Xu, CW, EFNEP
5. Leyah Cannon, Student Intern
6. Sophia Wegeng, Student intern

In-Process Positions:

1. Office Support Assistant, Onarga- Closed November 5, 2020. There are 11 candidates
2. Extension Program Coordinator, 4-H Champaign- Closed November 12,2020. Waiting for the referral list from University Human Resources.
3. Extension Program Coordinator, Local Foods/ Small Farms submitted November 23, 2020.

Budget Summary:

1. Fiscal Year 21 Beginning Trust Balance (July 1, 2020): 1503,229.35
2. Current Trust Balance (October 31, 2020): \$1,660, 199.36
3. Annual Budgeted Expenses: \$ \$1,569,447.00
4. Year to Date Expenses: \$ 210,625.60 (13.4%)
5. Annual Budgeted Income: \$1349,710.00*
6. Year to Date Income: \$367,497.84 (27.2%)

- Grant Funds and Smith Lever Funds not included in the income

(Attachment 2)

Audit Findings (In and Out Checking Account)

The Audit Committee recognizes that due to Covid, far fewer transactions were processed over this last year, which made the remote audit process both more difficult and easier at the same time. We appreciate your quick response to our questions and accept all of those as reasonable. We do, however, have several recommendations. The common theme among our questions centered on completing or enhancing documentation to file and records.

Recommendations:

- 1) For future transactions, ensure that supporting memos and documentation are adequate to support the action being taken:
 - Checks should include a concise memo to provide an initial explanation (e.g. Cks #2408, 2406, 2426, and 2439). Your responses to this question could be edited adequately to explain the purpose.
 - Where there is memo in the case of checks written for pesticide licensing, identification of the associated program would be encouraged, such as “Master Gardener (MG) Pesticide Training/Licensing”
 - The underlying ledger used to generate the Audit Statement includes a field for the check number and a memo, but many of the entries merely repeated the check number in the memo field. This field was used appropriately in many instances to explain why an action was taken. Consistency in data accumulation is vital.

- 2) Either establish a process of training/retraining or a hierarchy of review to ensure data accuracy:

We discovered that the majority of the entry (\$1351.87 of \$1,411.39) for “Other” under the “Other Sales/Services Income Description” Section were incorrectly posted. Although the overall amount is not significant, the underlying significance of incorrect classification should be addressed through training or a review by another party before finalizing a report.

Our signatures certifying the statement are attached in two separate documents in order to capture all three signatures. Please let us know if you have any further questions.

Audit Committee
Cindy Dillman,
Mary Knight, and
Kathy Young

(Attachment 3)

Unit Council Meeting Programming Review

Extension Council Report for Nov 2020- Chelsey Byers

clbyers@illinois.edu

Programming Overview

Since March 2020

The programming that I have been a part of since Covid began has reached nearly 12,500 people through educational webinar series. Of those, I have been directly a part of the webinar to reach nearly 5,500 (5,474). In addition to teaching, I have had interns in the Spring, Summer and Fall, and have developed curriculum and been active in various other educational outreach methods.

Individual/Collaborative programs delivered:

Title	Total reached
Life's Moments	32
Leveraging Multi-State Resources and Networks for Program Development	59
Life's Moments: From Memory to Legacy	139
IDOA - You've Got this: Resiliency, Self-Care, and Re-engagement	354
Impact of Substance Abuse on Family Relationships	13
Purposeful Retirement	15
TRIAD Two-heads are better than one	150
IL library Association-Wits Workout	55
INEP -Fit Wits	67
Human Services Council	61
NCRAN - Gerontology in Family & Consumer Sciences: Where do we go from here?	37
INHAA - Lead with Humor, Humility and Humanity	345

I have been a part of the following webinar series as a member of the Family Life Team:

Title	# of sessions	Total reached
Discover Wellness Series	6	1671
Discover Brain Health Series	6	1966
Life's Moments	8	485
IMRF Brain Health Series	5	897
Discover Healthy Aging	4	1110
Discover Caregiving Relationships	6	321

Extension/Campus collaboration on the Interdisciplinary Health Sciences Institute Series planned and delivered with students from campus guiding them how to deliver community-based presentations to improve their science communication skills.

Title	# of sessions	Total reached
Nutrition, Wellness and the Brain	6	389
Summer Self-Care Series	10	2749
Autumn Health Picks	9	1176

Upcoming Programming

Dec 15 - Bucket List - Illinois Administrative Professionals

Wellness Wednesdays for Student Affairs

- 2-Dec Zoomed Out
- 3-Feb Someday is Today - Bucket list
- 17-Feb Being Mindful in a Busy World
- 3-Mar Brain Health

K-12 Professional Development Webinar Series

- 11-Feb Resiliency
- 25-Feb Bringing Mindfulness into Your Classroom: Part 1
- 4-Mar Bringing Mindfulness into Your Classroom: Part 2

Interns:

Spring 2020

- Rachel Dickey, Interdisciplinary Health Sciences, U of I
- Stephanie Taylor, Social Work, U of I

Summer 2020

- Jordyn Hayes, Human Services Program Administration, Eastern Illinois University
- Kelly McCasland, Family and Consumer Sciences, Eastern Illinois University
- Krishna Patel, Social Work, U of I
- Sabrina Roley, Family and Consumer Sciences, Eastern Illinois University

Fall 2020

- Cailey Cranny, Interdisciplinary Health Sciences, U of I

Spring 2021

- Julie Harper, Master's student, Human Services Program Administration, Eastern Illinois University

Projects:

- Weekly Extending Wellness Texting Posts (404 signed up)
- Send out monthly Breakroom Buzz to community partners (43)
- Co-Coordinated 13th year of collaboration with IMRF Summer Series
- Published - *Gerontology in Family & Consumer Sciences: Where do we go from here?* - Journal of Family and Consumer Sciences

Curriculum

- Life's Moments from Memory to Legacy (revamped)
- Fit Wits (reworked)
- Wits Workout Training
- Lead by Example with Humor, Humility and Humanity
- Penning the Past, HCE training for 2021

Media:

- May- Mental Health Social Media Campaign (team effort- 31 posts)
- October – Caregiving Social Media Campaign (team effort, intern Cailey designed them all - 31 posts)
 - Currently creating/designing a holiday social media campaign to run from the week of Thanksgiving to the new year. #athomefortheholidays
 - Write for News Gazette
 - Blog for Family Files team blog
 - Contribute to Unit Facebook page and State Family and Consumer Science Team

Wits Workout Update:

- Being taught in 16 other states

Currently working with professors from campus to secure a grant to formally

Hort Team Extension Council Report for Nov 2020- Ryan Pankau

- Across the board, the Hort Team has done an amazing job adjusting to remote formats for everything in 2020.
- Volunteers in both MG and MN programs have also taken great strides to adapt
- We had a number of programs canceled or delayed as a result of COVID:
 - 2020 MG Training typically runs Jan-May, but went entirely remote for the last half
 - 2020 Garden Day in Vermilion County was unfortunately canceled
 - All garden walks were canceled
 - In-person volunteering canceled until July
 - No work in community gardens
 - No in-person outreach programming
 - 2020 MN Training typically starts in August, but was delayed until February
- When in-person volunteering was deemed safe in July, volunteers put in a tremendous effort to bring all community gardens back on track before season's end
 - The Foundation graciously funded some outside help in the months of May and June to simply keep things afloat
- All monthly Continuing Education programming was quickly adapted to remote format and recorded
 - All these recordings really built up our "Gardening and Environment" YouTube playlist, which was actually a pre-COVID goal anyway
 - Check it out here: <https://www.youtube.com/user/UIExtensionUnit13/playlists>
- Champaign County Master Gardeners did an excellent job increasing posts and writing content strongly based in science
 - Follow their Facebook Page here:
<https://www.facebook.com/Champaigncountymastergardeners>
- Program Coordinators found great ways across the counties to keep a sense of community in the volunteer programs with creative use of remote connects
 - Weekly 'Coffee Chats' and 'Tea Time' on Zoom
 - Use of the Slack online communication platform for fun and interesting discussions centered around a gardening question of the week
- Live with the Horticulturalist experienced increased viewership and included special guest this year to add something new
 - Tune in on the State-level Facebook Page here: <https://www.facebook.com/UIExtension>
- The State-Level Hort Team launched a new Facebook Group that has been really popular and now has over 1,200 followers
 - Check it out and join here: <https://www.facebook.com/groups/ILextensionHorticulture>

Local Foods Small Farms Extension Council Report for Nov 2020- Erin Harper

- Garden-to-go kits to Libraries (Danville, Paxton, Cissna Park, Oakwood). Planning for spring semester and will continue to reach out to other Libraries in the unit.
- Working with Royse and Brinkmeyer and Metropolitan Food Systems major to implement a community garden with access for R&B tenants. They installed a compost bin and in partnership with a student on campus we provided information on composting. R&B is sending out a newsletter, posting to a blog, and creating social media posts about composting, growing herbs indoors for the winter, and a things you can do to plan your garden in January and Feb. This information is compiled by a MFST student and I proof all the info before it goes to R&B to send to their tenants. (Example blog post: <https://www.roysebrinkmeyer.com/blog/lets-compost/>)
- Completed Rainscaping trainer training and will be hosting rainscaping, prairie/native planting, and green infrastructure training in 2021 (4 in unit: 2 urban, 2 rural)
- Reimagined Master Naturalist Training. See schedule and an example lesson plan attached. Mostly self-led learning. 6 Saturday in person outside field days. We have contingencies for these to become at home activities or self-guided hikes if Covid numbers are too high to gather in small groups.
- Planning Bi-State and Illinois Specialty Growers Conference
- Working with 4H on Sustainable Ag and Ag Technology curriculum for middle and HS youth.

4-H / Youth Development Extension Council Report for November 2020

Myla Munro and Mynda Tracy

4-H Update

June 2020 to present

Virtual 4-H Shows

Summer 4-H shows and exhibit opportunities across the state were moved to a virtual platform due to the COVID-19 pandemic. State and county 4-H staff worked with website developers at Fair Entry to create the online 4-H Show. Families have previously used Fair Entry to register what projects they were going to be bringing to the 'in-person' show, so they were familiar with the program. 4-H Show participation number for the four counties is below.

	4-H Show Participation 2020			
	Total Participants	Total Projects	Livestock*	General
Ford 2020	37	110	70	40
Vermilion 2020	41	120	84	36
Iroquois 2020	153	368	219	149
Champaign 2020	191	497	139	358

* Livestock numbers includes horse, general includes dog, cat and small pet

4-H Service Projects

Clover Challenge - To show their support for 4-H and provide an enjoyable activity for the community 4-H Clubs were encouraged to place a clover in a location that could be seen by people passing by (for example: front window, mailbox, garage door, front porch, etc). When a clover was found, participants snapped a photo or simply counted how many they find. Participants were encouraged to post about their findings on our 4-H Facebook page.

Puzzle Book Donations - In July, Vermilion County Federation donate flowers and puzzle books to Gardenview Manor nursing home in Danville. Enough flowers were donated, so every room could have a flower. They also donated 30 activity books and enough pens for each resident to have their own pen to work on the puzzles.

Winter clothing drive – 4-H offices are collecting items on behalf of one of our 4-H clubs. They will be donated out into the community.

Current and Upcoming Programs

4-H Senior Recognition Online – Showcased all of our graduating seniors from the four counties. Photos and short bios were shared on our Facebook and Instagram pages.

Find Your Spark in 4-H – This is an introduction to 4-H meant to recruit new 4-H members as well as provide some career/project exploration. This multicounty program meets 6 times for a brief lesson on the weekly topic and a hands-on activity

Your Thoughts Matter - Six-part online series for youth ages 13 and older. This state-wide program is designed to help teens learn to define mental health, how to talk about it with family and friends, and how to help themselves and others.

Culture, Cuisine and Conversation: Travel the World with 4-H – Will begin in January. It is a multicounty Diversity and Cultural Awareness program designed to teach about diversity and different cultures through food. This program is a flipped classroom design, where the participants get the lessons in advance and then when we meet via virtually we are sharing, reflecting and applying what was learned in the lesson. Each lesson will feature a 4-H friend from the country we are visiting, as they share some food customs, recipes, local markets, restaurants, street foods and other aspects surrounding food that our friend thought was interesting in their country. Each participant will also have the opportunity to explore 4-H in the country, different landmarks, and facts about the country through the interactive ppt. At the end of the lesson, the youth will be encouraged to make the countries featured recipe and post it on a padlet board. During the week's zoom lesson, we will share and reflect upon what they have learned as well discuss similarities and differences between the different countries including the USA.

Those that are working on the CCC program include a group of educators across the state, international friends (including some that Naomi and Delaney met while abroad with 4-H), current 4-Hers that have traveled abroad with 4-H (Naomi Dolan and Delaney Smith) as well the current International 4-H Coordinator Elisha Hughes

Teen Teachers – We are recruiting community club teen leaders and local teens to train to be teen teachers. The first training will be December 16. During that training we will introduce the teens to a career in education as well as cover topics such a youth adult partnership, ages and stages, classroom management through positive reinforcement, planning lessons and delivering lesson. The goal of incorporating community club teen teachers is to help provide some programming during the club meetings, in case leaders are not comfortable with virtual programs and to provide additional leadership opportunities to our youth. Clubs can hold this program during their regularly scheduled meeting, or they can have a separate meeting for the programming. We also have some community partners that have expressed interest in this program, so our teen teachers can teach outside of their clubs as well.

Virtual 4-H Holiday Parties – Vermilion County Federation Holiday Party Committee is creating a holiday party that can be delivered by either staff or teen leaders in each county. This party is to be inclusive of all holidays of the season. It will be an Ugly Sweater Theme and they will have competitions, games, and prizes. The goal is to have fun and see friends that they haven't seen in awhile due to COVID.

Awards Celebrations – We will be hosting a virtual celebration for the 2019-2020 awards winners in January.

New and Strengthened Partnerships

Ford County Department of Public Health (new)– Megan Reutter is the new Community Health Educator. We are working with her to create a program that is designed to address healthy living. We are looking

at creating a series that can be delivered virtually to students in the Ford FCS classes. Our next meeting is December 1.

DACC – DACC and 4-H are going to pilot a drone program to increase awareness of local ag careers that need certified drone pilots. We are targeting high school students and are setting up a meeting with high school ag teachers to address how we will be delivering the program. The goal is that the lessons will be taught in their high school ag classes either by us or by the ag teacher. In the spring, youth that participated in the drone program will have the opportunity to compete during DACC's Ag Day in a Drone Competition. We have partnered with local ag businesses to create a real-world challenge that requires the use of drones. The partners will help judge the event and participate in an ag careers panel discussion. Youth that compete will also get to meet Steve, DACC's Drone used in their new drone certification program, as well as learn more about DACC's drone programs and current local careers available that use drone technology. Two more programs we are currently developing Aquaponics and Ag Bots.

Danville High School (new) – Last spring, Mynda reached out the DHS to create CTE programs of study and career pathways with multiple entry and exit points. The goal is that at each exit point the youth are either receiving an industry credential, career readiness training or college credit. DHS was excited we were working on moving forward when covid hit. There is now a grant available through ISBE called the CTE Career Pathways Grant, in which we will be reaching out to the district and their local EFE to see if we can work together to apply for the grant and continue with creating those opportunities for the DHS youth.

Urbana Middle School Community Garden (new) – Urbana Middle School, Snap – Ed, Local Food Systems and Small Farms Education, Sola Gratia Farm Outreach and Education Coordinator, 4-H, and other community organizations are delivering programming on horticulture and nutrition with the idea of eventually starting a student run community garden at Urbana Middle School. We are piloting a few workshops this semester, but next semester we will be working with youth in the UMS after school program.

Awards Steering Committee (new) – 4-H has reached out to parents, youth and leaders redo the award and recognition process. The goal is to increase the youth that apply and to do a better job of celebrating youth accomplishments!

INEP EXTENSION COUNCIL REPORT NOVEMBER 2020

EFNEP PROGRAM- Betty Gavin

The EFNEP program has been busy this summer training staff to provide classes virtually as we work remotely.

- Educator met with staff daily on zoom through the month's of May and June to provide training on zoom, Eat Smart Move More curriculum, working with people during stressful times, FCS updates, time management, marketing, e-mail's, and numerous other topics.
- In-depth statewide training was provided to all staff for 4 weeks in the summer on culturally responsive teaching, facilitating adult learning, basic nutrition, technology, food safety, and physical activity. Cohort groups were established with staff from each area of the state where they shared ideas and worked on projects together.
- Staff worked independently on a National Nutrition Certification program offered by Utah State University Extension that was online. All staff completed it successfully.
- October, we had an additional statewide training on the new curriculum Teen Cuisine that will be used this year in EFNEP for the first time to try to recruit additional teens into the program.
- Annual plan of work has been written and submitted for review. October 1 started our new program year with our new 5-year grant cycle.
- Staff have received new laptops and equipment in order to provide the virtual classes remotely.
- We are continuing to provide training to staff in order to provide virtual classes to community partners.
- Since Oct. 1, the start of our new program year, we have sent out 38 e-mail's to our current and past year's partners to determine how ready they were to have us provide classes virtually. Responses came from approx. 12 of those. Community workers will be following up with 20 others to find out if they are capable of offering virtual classes or what the status of needs of their agency is.
- We have hired 3 new EFNEP Community Workers, October 19. The Educator has been providing training for them to understand Extension and EFNEP, nutrition, the curriculum, working with our partners, and how to teach remotely. They are observing current staff teaching and are practice teaching the lessons. They will be reaching out to new partners very soon.
- Currently, this year we have had approximately 45 participants "graduate" from our program. We have 2 agencies and 5 classes weekly.
- Staff continue to work on building relationships with partners to be able to provide virtual classes. We also are looking at finding ways to reach individuals independently to come together for a virtual classes.

SNAP-Ed PROGRAM- Stephanie Acevedo

The SNAP-Ed team has been professional development, reviewing new curriculums, and reaching out to our partner agencies to provide support. Partners have been requesting print materials to distribute at their food pantry distributions and electronic resources to share to families.

Community Workers have been conducting online classes for children using different online platforms. The team is working on hosting adult classes as well. The Coordinators and Educator have been working with food pantries to implement environmental strategies that fit in with their currently distribution model and have been working with local coalitions.