Minutes

University of Illinois Extension
Unit 13 Extension Council Meeting
4/29/2019
6:00PM

1) Call to order: Meeting was called to order at 6:30 pm.

2) Approval of minutes: The minutes of 1/29/2019 were approved by unanimous ballot.

3) County Director Report: (See Attachment 1)

4) Budget Information

   a) Funding: FY 19 year to date

      Beginning Balance: $543,766.43
      Current balance: $760,046.07 (Actual)
      Local Funds: $515,933.03 (62%)
      State Funds: $581,286.00 (112%)*
      Total: $1,097,219.03 (82%)
      Year to date Expenses: $490,058.78 (22.5%)
      State Match Showing 112% This reflects previous years State Match

   b) Proposed Budget FY20: (Attachment 2) Ginger Boas provided a draft budget for FY 2020. Priorities were discussed and the council provided input. Local Foods was added this year and the potential to add a program coordinator to support that position discussed. This budget will be shared with the council board.

5) Other Business: Focus interest groups- Topic of interested groups tabled for next meeting.

6) Adjourn: Meeting adjourned at 8:45
Unit 13 County Director Report

1. Staffing:
   a. Open Civil Service Positions
      • Extension Program Coordinator- 4-H Ford-Iroquois- Hiring 3 part-
        time Extra Help Staff to cover fair planning. Referral list pending.
      • Extension Program Coordinator- SNAP-Ed, Champaign- Interviews
        May 1 and 2
      • Community Workers- 4 EFENP Positions, Champaign/Vermilion –
        Interviews May 1
      • Publicity and Promotion Specialist (Melissa Kuhl)- Referral list
        pending
   b. New and Open Educator Positions
      • Extension Educator EFNEP (Melissa Schumacher)- Last day
        1/18/2019- Interim Betty Gavin in place.
      • Local Foods Small Farms Educator-Referral approved

2. Funding
   a. End of FY 18 $ 543,766.43
   b. Current balance: $ 760,046.07 (Actual)
      i. Local Funds: $ 515,933.03 (62%)
      ii. State Funds: $ 581,286.00 (112%)*
      iii. Total: $ 1,097,219.03 (82%)
   c. Year to date Expenses: $ 490,058.78 (22.5%)
   d. State Match Showing 112% This reflects previous years State Match

3. Program Highlights
   a. Horticulture
      i. 33,440 Volunteer hours completed by Master Gardeners and
         Master Naturalists. This equates to $807,300 in value to the
         community.
      ii. 3,800 people attended 60 horticulture and natural resources
          programs
      iii. 675 Hotline questions answered
   b. 4-H / Youth
      i. 3200 Youth benefited from 4-H programs
      ii. 1290 youth participated in Agriculture in the classroom
          programs.
iii. 450 People volunteered their time toward 4-H programs
iv. 140 Youth participated in Food Challenge

c. Consumer Economics
   i. 1200 views on Plan Well Retire Well Blog
   ii. 9000 People reached through twitter chat
   iii. 17,000 young people accessed the Financial Wellness for Young Adults
   iv. 90 people received financial assistance from money mentor volunteers.

d. Family Life
   i. 8000 views on Family Files Blog
   ii. 2,000 views on the Family Life Facebook page with the highest viewership was about aging better by being grateful.
   iii. 2540 attended Family Life Programs including

e. Snap-Ed
   i. Reached 16,595 SNAP-Ed eligible recipients
<table>
<thead>
<tr>
<th>Category</th>
<th>Budgeted</th>
<th>This Month</th>
<th>Year to Date</th>
<th>Remainder</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>1,094,890.00</td>
<td>45,398.51</td>
<td>399,224.01 (b)</td>
<td>695,665.99</td>
<td>36.5%</td>
</tr>
<tr>
<td>Expendable materials/supplies</td>
<td>26,048.00</td>
<td>1,401.40</td>
<td>20,933.51</td>
<td>5,114.49</td>
<td>80.4%</td>
</tr>
<tr>
<td>Not capital Equipment (between $100 - $499)</td>
<td>4,500.00</td>
<td>698.34</td>
<td>3,612.57</td>
<td>887.43</td>
<td>80.3%</td>
</tr>
<tr>
<td>Capital equipment (between $500 - $2,499)</td>
<td>6,500.00</td>
<td>-</td>
<td>948.78</td>
<td>5,551.22</td>
<td>14.6%</td>
</tr>
<tr>
<td>Publication/Printing</td>
<td>600.00</td>
<td>317.40</td>
<td>2,302.15</td>
<td>(1,702.15)</td>
<td>383.7%</td>
</tr>
<tr>
<td>Travel and rental transportation</td>
<td>30,000.00</td>
<td>986.81</td>
<td>11,021.44</td>
<td>18,978.56</td>
<td>36.7%</td>
</tr>
<tr>
<td>Services</td>
<td>35,000.00</td>
<td>811.28 (c)</td>
<td>(11,472.35) (d)</td>
<td>46,472.35</td>
<td>-32.8%</td>
</tr>
<tr>
<td>Utilities</td>
<td>16,000.00</td>
<td>1,307.34</td>
<td>10,005.15</td>
<td>5,994.85</td>
<td>62.5%</td>
</tr>
<tr>
<td>Mailing</td>
<td>3,000.00</td>
<td>-</td>
<td>3,532.65</td>
<td>(532.65)</td>
<td>117.8%</td>
</tr>
<tr>
<td>Printing/Copy Services</td>
<td>12,000.00</td>
<td>-</td>
<td>21.00</td>
<td>11,979.00</td>
<td>0.2%</td>
</tr>
<tr>
<td>Repair/Maint. equipment</td>
<td>30,000.00</td>
<td>850.00</td>
<td>19,087.67</td>
<td>10,912.33</td>
<td>63.6%</td>
</tr>
<tr>
<td>Phone/IT Services</td>
<td>10,000.00</td>
<td>533.40</td>
<td>4,698.33</td>
<td>5,301.67</td>
<td>47.0%</td>
</tr>
<tr>
<td>Professional services</td>
<td>7,000.00</td>
<td>8.00</td>
<td>2,773.00</td>
<td>4,227.00</td>
<td>39.6%</td>
</tr>
<tr>
<td>Operating leases</td>
<td>166,000.00</td>
<td>4,547.10 (e)</td>
<td>43,066.56 (f)</td>
<td>122,933.44</td>
<td>25.9%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>9,620.00</td>
<td>-</td>
<td>4,576.86</td>
<td>5,043.14</td>
<td>47.6%</td>
</tr>
<tr>
<td>Transfer expenses</td>
<td>-</td>
<td>(24,272.55)</td>
<td></td>
<td>24,272.55</td>
<td></td>
</tr>
<tr>
<td>Contingency Reserve</td>
<td>169,883.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budgeted Expenses</td>
<td>1,621,041.00</td>
<td>56,859.58</td>
<td>490,058.78</td>
<td>961,099.22</td>
<td>30.2%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

1,621,041.00  56,859.58  490,058.78  961,099.22  30.2%

(a) Net of $15,913.42 paid with Smith-Lever funds
(b) Net of $87,528.31 paid with Smith-Lever funds
(c) Net of $11,592.72 paid with Smith-Lever funds
(d) Net of $63,899.32 paid with Smith-Lever funds
(e) Net of $4,587.30 paid with Smith-Lever funds
(f) Net of $24,282.10 paid with Smith-Lever funds
## INCOME AGREEMENTS

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Budgeted</th>
<th>This Month</th>
<th>Year To Date</th>
<th>Remainder</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>303401 United Way</td>
<td>26,000.00</td>
<td>26,559.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>303402 Farm Bureau</td>
<td>28,000.00</td>
<td>10,000.00</td>
<td></td>
<td>18,000.00</td>
<td>35.7%</td>
</tr>
<tr>
<td>303403 Homemakers Ext.</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td></td>
<td></td>
<td>100.0%</td>
</tr>
<tr>
<td>303404 Executive Ext. Council</td>
<td>12,500.00</td>
<td>-</td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>303405 4-H Federation/Foundation</td>
<td>23,500.00</td>
<td>-</td>
<td></td>
<td></td>
<td>0.0%</td>
</tr>
<tr>
<td>303408 County Board</td>
<td>703,483.00</td>
<td>464,651.52</td>
<td></td>
<td>238,831.48</td>
<td>66.1%</td>
</tr>
<tr>
<td>303498 UI Extension Other</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>303499 Other Non-matching</td>
<td>24,880.00</td>
<td>6,507.61</td>
<td>12,722.51</td>
<td></td>
<td>51.1%</td>
</tr>
</tbody>
</table>

**Misc. - interest**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budgeted</th>
<th>This Month</th>
<th>Year To Date</th>
<th>Remainder</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL LOCAL SOURCES</strong></td>
<td>820,363.00</td>
<td>6,507.61</td>
<td>515,933.03</td>
<td>304,429.97</td>
<td>62.9%</td>
</tr>
<tr>
<td><strong>STATE SOURCES</strong></td>
<td>517,064.00</td>
<td>-</td>
<td>581,286.00</td>
<td>(64,222.00)</td>
<td>112.4%</td>
</tr>
<tr>
<td><strong>TOTAL LOCAL &amp; MATCHING</strong></td>
<td>1,337,427.00</td>
<td>6,507.61</td>
<td>1,097,219.03</td>
<td>240,207.97</td>
<td>82.0%</td>
</tr>
<tr>
<td>303412 UI Extension 4-H Premiums</td>
<td>51,515.00</td>
<td>-</td>
<td></td>
<td>51,515.00</td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

<table>
<thead>
<tr>
<th>Source</th>
<th>Budgeted</th>
<th>This Month</th>
<th>Year To Date</th>
<th>Remainder</th>
<th>% Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>1,388,942.00</td>
<td>6,507.61</td>
<td>1,097,219.03</td>
<td>291,722.97</td>
<td>79.0%</td>
</tr>
</tbody>
</table>

**Balance**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME THIS MONTH</td>
<td>6,507.61</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>816,905.65</td>
</tr>
<tr>
<td>LESS EXPENSES</td>
<td>56,859.58</td>
</tr>
<tr>
<td><strong>BALANCE</strong></td>
<td>760,046.07</td>
</tr>
</tbody>
</table>

Banner Fund Balance: 810,398.04
Difference: 760,046.07
## Annual Budget Plan
### Fiscal Year 2019
July 1, 2018 through June 30, 2019

**Unit 13 - Champaign, Ford, Iroquois, Vermilion**

### A. Revenue - Matchable Sources

<table>
<thead>
<tr>
<th>Contributor (account code)</th>
<th>Amount</th>
<th>Champaign</th>
<th>Ford</th>
<th>Iroquois</th>
<th>Vermilion</th>
</tr>
</thead>
<tbody>
<tr>
<td>United Way (303401)</td>
<td>26,000</td>
<td>26,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Farm Bureau (303402)</td>
<td>28,000</td>
<td>18,000</td>
<td>3,000</td>
<td>7,000</td>
<td>0</td>
</tr>
<tr>
<td>HCE (303403)</td>
<td>2,000</td>
<td>2,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Extension Council (303404)</td>
<td>12,500</td>
<td>10,000</td>
<td>1,000</td>
<td>1,000</td>
<td>500</td>
</tr>
<tr>
<td>Building Association (303407)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>County Board (303408)</td>
<td>703,483</td>
<td>442,183</td>
<td>50,000</td>
<td>111,300</td>
<td>100,000</td>
</tr>
<tr>
<td>4H Federations / 4H Foundations (303405)</td>
<td>23,500</td>
<td>15,000</td>
<td>1,500</td>
<td>2,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Commodity Groups (303406)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Agreements (303498)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>City Governments (303409)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Township Governments (303410)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Local Governments (303411)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>County Board In-Kind Rent1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Matchable Revenue: 795,483

### B. Revenue - Non-Matchable Trust Fund

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Amount</th>
<th>Champaign</th>
<th>Ford</th>
<th>Iroquois</th>
<th>Vermilion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4H Premium Funds (303412)</td>
<td>51,515</td>
<td>21,795</td>
<td>5,103</td>
<td>17,665</td>
<td>6,952</td>
</tr>
<tr>
<td>Gifts/Donations (303499)</td>
<td>24,880</td>
<td>1,000</td>
<td>5,000</td>
<td>17,880</td>
<td>1,000</td>
</tr>
<tr>
<td>State Match</td>
<td>517,064</td>
<td>333,569</td>
<td>36,075</td>
<td>78,845</td>
<td>68,575</td>
</tr>
</tbody>
</table>

Total Non-Matchable Trust Fund: 593,459

### C. Revenue - Non-Matchable Other

<table>
<thead>
<tr>
<th>Agreement</th>
<th>Amount</th>
<th>Champaign</th>
<th>Ford</th>
<th>Iroquois</th>
<th>Vermilion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Supporting Funds (fees)</td>
<td>57,000</td>
<td>34,000</td>
<td>4,500</td>
<td>8,500</td>
<td>10,000</td>
</tr>
<tr>
<td>Federal Smith-Lever</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>UI General Revenue Funds (GRF)</td>
<td>115,099</td>
<td>36,075</td>
<td>114,390</td>
<td>76,527</td>
<td></td>
</tr>
<tr>
<td>Youth Development (IDOA)</td>
<td>60,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Total Non-Matchable Other Revenue: 232,099

Total Revenue: 1,621,041

### D. Expenses - Personnel

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,094,890)</td>
</tr>
</tbody>
</table>

### E. Expense - Non-Personnel

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(526,151)</td>
</tr>
</tbody>
</table>

Total EXPENSE: (1,621,041)

### F. Budgeted Carryover

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

BALANCE (deficit): (0)

---

Agreements from individual contributors to provide the amounts indicated on Lines A.1-13 have been signed by the appropriate officers of the indicated organizations and filed with the Director of University of Illinois Extension.

Submitted By

County Director, Extension

Approved By

Regional Director, Extension

Approved By

Director, Extension

---

Report2B - County Summary (2)