

Shawnee County Extension Executive Board Meeting Minutes
Tuesday January 13th, 2026 5:30, Extension Meeting Room 2026 Board

- 1.** Twyla Hernandez, Board Chair called meeting to order at 5:56 pm
 - 2.** Roll call - Mary Tyler, Secretary. Members present Twyla Hernandez, Angela Dake, Barbara Coultis, Chad Bullock, Christi McKenzie, Jill Rice, Laura Moore, Mary Tyler.
 - 3.** Board Orientation: Candis Stiles presented the Board Organizational Meeting Module
Extension Agent Intros, Memorandum of Understanding Summary Responsibilities and Duties of the Extension Board Kansas Open Meetings Act/ Kansas Open Records Act Extension Extramural Funds Policy Generally Accepted Accounting Procedures (GAAP) Waiver Resolution
Professional Scheduling Policy for Agents.
- New Business:
- 4.** Designate a bank for Extension Council funds. (We must designate a bank at this meeting however we will also decide in new business if it is time to a Request for bid for the Extension Council's Banking services) Silver Lake Bank is our current official bank. Chad Bullock made motion to keep Silver Lake Bank as our official bank, Christi McKenzie seconded, motion passed.
 - 5.** Adopt GAAP Waiver Resolution for 2026 Angela Dake made a motion to adopt GAAP waiver , Jill Rice seconded, motion passed.
 - 6.** Adopt Extension Council Holiday Schedule for 2026 we can choose between the Kansas State Holiday Schedule and the Shawnee County Holiday Schedule In 2026 the only difference between the two schedules is the State Holiday schedule includes a discretionary day. Laura Moore made motion to adopt the State Holiday Schedule, Chad Bullock seconded, motion passed.
 - 7.** Review 2026 budget (No Action Needed, A Change to the budget after county approval in September would have to go through K-State and County Commissioners)
 - 8.** Authorize Electronic Funds Transfer for Joanne Domme, bookkeeper and Candis Stiles, County Ext. Director. This is so we can process payroll by direct deposit and pay bills by ACH. Jill Rice made motion to authorize Joanne and Candis to make Electronic Funds Transfers, Angela Dake seconded, motion passed.
 - 9.** Set monthly meeting dates and times. We have been meeting on the 2nd Tuesday of the month at 5:30pm. Angela Dake made motion to keep our 2nd Tuesday of the month at 5:30pm meeting time, Laura Moore seconded, motion passed.
 - 10.** Identify two board members to serve on Shawnee County Extension Foundation
Currently Angela Dake and Mary Tyler serve on the Foundation board.
 - 11.** Consider bank Request for Bid (RFB) for Extension Council Banking Services due on Feb. 27th, 2026, for March Board meeting consideration. Our last RFB was February 2019. Christi McKenie made a motion to send out an RFB to Topeka Banks, Barbara Coultis seconded, motion passed.
 - 12.** Approve the MOU. Christi made motion to approve the MOU between the Shawnee County Extension Council and Kansas State Extension, Chad Bullock seconded, motion passed.
 - 13.** Adjourn Barbara Coultis made a motion to adjourn, Laura Moore seconded, motion passed.

Announcements

Joint Program Development Committee (PDC) Meeting: Monday, Jan 26, 6:00pm – 8:00 pm

Next Board Meeting: February 10, 2026, 5:30 pm zoom.

Mary Tyler Secretary

Twyla Hernandez Board Chair