Shawnee County Extension Executive Board Meeting Minutes
Tuesday September 8th, 2026, via zoom

1. Twyla Hernandez, Board Chair called meeting to order at 5:30pm
2. Roll call - Mary Tyler, Secretary. Members present Angela Dake, Barbara Coultis, Chad Bullock, Christi McKenzie, Jill Rice, Laura Moore, Lisa Pfannenstiel-Garrison, Mary Tyler, Twyla Hernandez
3. Communications- Letter to the Board The entire board received Joanne Domme's letter.
4. Public Comment- Joanne Domme spoke, Lisa Pfannenstiel-Garrison Made motion to go into ext. session for 10 minutes including director Candis Stiles. Laura Moore seconded, Motion carried. At 5:37 Executive session began. Laura Moore made a motion for an additional 10 minutes including director Candis Stiles, Barbara Coultis seconded, motion carried. AT 5:49 second executive session began. In open meeting Lisa Pfannenstiel-Garrison made a motion to give Joanne Domme a onetime stop gap payment of $2,000, Chad seconded the motion. Motion carried.
5. Agenda items – additions/deletions/approval- Candis added two items to the board agenda New Business item D consideration of an MOU with SENT and Shawnee County Extension New Business Item E purchase of two new computers one for Sofia Diaz Buezo and one for new communications coordinator Malorie Facile.
6. Board Training-Candis presented Agent Performance Review Training for October.
7. Consent Agenda Items (Reports only, they will be voted on in New Business)
a. Review and/or Corrections of August Board Meeting minutes
b. Treasurer's report Net Balance from last report $921,147.34, Total Receipts $940,810.98, Net Balance $884,108.93, Balance in CDs and Savings $979,934.72
8. Reports
a. PDCs –Ag & 4-H met
b. Agent Report– Grace Wiens, 4-H Youth Development
c. Director Report- Candis Stiles, Budget Update and Office Location Update The commissioners held the public hearing on the budget September 3rd, they are currently looking at budgeted overtime and out of state travel budgets. The Shawnee County budget (that includes us) has not been finalized. There has been no additional conversation about our office move plan.
We have hired our full-time Communications Coordinator, Malorie Facile will begin on September 15th. She has a Bachelor of Science in Administration with a major in Marketing and a Minor in Visual Communication from Kansas State University. She was most recently employed as a Marketing intern with Ag Partners Cooperative.
d. State Extension Advisory Council Report- Barbara Coultis
e. Any other reports- None
9. Unfinished Business
a. Consider opening the Agriculture Natural Resources Agent Position Board members received draft of the position from discussion had by the personnel committee. Chad Bullock made a motion to approve, Christi McKenzie seconded motion carried.
10. New Business
a. Motion to approve the consent agenda. Laura Moore made a motion to approve the consent agenda, Lisa Pfannenstiel-Garrison second, motion carried.

b. Consideration of the 2027 4-H Intern Application- Grace Wiens. Christi McKenzie made a motion approve, Jill Rice seconded, motion passed.
c. Consideration of New Position Descriptions for Office Manager and Horticulture & Family Resource Management Coordinator. Descriptions were reviewed by the personnel committee. Lisa Pfannenstiel Garrison made motion to approve, Laura Moore seconded, motion carried.
e. Consideration of an MOU with SENT and Shawnee County Extension. Christi McKenzie made motion to approve, Barbara Coultis seconded, motion carried. Jill Rice abstained from voting.
f. Authorization to purchase two new computers for office staff- This would be paid for out of Equipment/Auto Exchange and right now we have a balance for $6,232 in that account. Chad Bullock made motion to approve $3,200 in the budget for the new computers. Jill Rice seconded, motion carried.
11. Executive Session
Laura Moore made a motion to go in executive for 15 minutes and include director Candis Stiles, Chad Bullock second, motion carried. In open meeting Laura Moore made a motion to approve offering the new support staff positions to current staff with pay as discussed, Lisa Pfannenstiel-Garrison seconded, motion carried.
12. Adjournment Laura Moore made a motion to adjourn, Chad Bullock seconded, motion carried.

Next Board Meeting:
Tuesday, October 13th, 5:30 pm In Person,
Extension Council Elections Oct. 13th 8am-6pm Upstairs Meeting Room
Nomination Committee will meet after the Oct. Board Meeting (Jill, Chad and Twyla)

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Mary Tyler Secretary Twyla Hernandez Board Chair