

Shawnee County Extension Board Meeting Minutes November 13, 2018

Chad Bullock, Board Chairman, called the meeting to order at 6:00 pm.

Roll call – Amy Miller, Secretary, called roll. Board members present were: Chad Bullock, Amy Miller, Mike Meyers, Cindy Bervert, Luanne Webb, Bill Layes, and Bruce Brown. Staff present were Director- Cindy Evans, Lisa Martin, Ariel Whitely-Noll, Leroy Russell, and Candis Meerpohl.

1. **Agenda items** – additions/deletions/approval. Item a under New Business will be postponed. Addition of item g: Consider request from 4-H Exchange to use Shawnee County Extension vans.
2. **Public Comment-** None
3. **Communications-** A letter was read from Karen Perkuhn requesting use of Shawnee County Extension vans for the 4-H trip to Minnesota from June 21-28, 2019.
4. **Consent Agenda Items****
 - a. **Reading and approval of October minutes**
 - b. **Treasurer's Report**

Net Balance from last Report \$538,584.62
Total Receipts \$706,337.79
Total Expenditures this month \$75,613.89
Net Balance this Month \$630,723.90
Bank Balance \$652,300.13

Cindy Bervert moved to approve the consent agenda, Bill seconded the motion, Motion **passes**.
5. **Reports**
 - a. **PDC Reports** –None have met.
 - b. **Agent Report – Lisa Martin, RD, LD, EFNEP Agent**

-Attended to the Shawnee County Baby Shower with 2 EFNEP assistants. The purpose of the baby show is to promote safe sleep for decrease the incidence of SIDS. Had 99 in attendance. Lisa also took staff to Wyandotte County ServSafe training. Lisa discussed safe turkey handling.
 - c. **Report from Nominating Committee**—Bruce, Cindy, Tracey. The group reported that they have a slate to nominate for the Executive Board and the officers. Those are: Chairperson: Karen Perkuhn; Vice Chair – Dave Bartels; Secretary – Amy Miller; Treasurer – Mike Meyers; Members – Laura Moore, Tracey Taylor, Linda Croucher, Luanne Web and Sherri Scheideman.
 - d. Director – Cindy Evans- Cindy gave an update on the outside lighting, which has been completed. Lights have been purchased for the EMR, but will be installed by the county electrician when the weather gets too bad for him to work outdoors. Cindy asked board members to RSVP for the annual meeting.
8. **Unfinished Business-** None

9. New Business

- a. **Volunteer approvals for 4-H** (Candis Meerpohl)-postponed until next month
- b. **Approval of 2018 audits for Extension Related groups**-- Mike moved to approve the 2018 audits for Extension Related groups: Auburn 4-H Club, 4-H Exchange, Riverside 4-H, Horse Club, and 4-H Rabbit Club. Cindy seconded the motion. Motion passes.
- c. **Consider approval to serve as fiscal agent for the Shawnee County Food and Farm Council (with the understanding that additional grants can be approved or denied by the Board.) (Lisa Martin)**

Lisa explained what Extension's role is in the grants for the Shawnee County Food and Farm Council. We would not be involved in any grant that involves lobbying. It would include extra duties for bookkeeper Joanne Domme. Possible handling of adding additional personnel. The benefit to Extension managing the grant dollars is that we can make financial decisions more quickly than the County Health Department, which has to have every expenditure approved by the county commissioners. It is not known how much the administration fee will be. Currently we are considering a 5% administration fee. Even if we accept the administrative responsibilities for this project, we can remove ourselves from that role with 30-day notice.

Bill moved that we approve the serve as a fiscal agent for the Shawnee County Food and Farm Council. Cindy seconded the motion. Motion passes.

- d. **Consider raising the reimbursement of agent dues from 90% to 100% of one (1) primary agent association for 2019 memberships.** (Cindy Evans)

Bill moved to raise the reimbursement of agent dues for two agent association for 2019 memberships to 100% to be paid from non-appropriated funds. Bruce seconded the motion. Motion passes.

- e. **Approval of 2019 contracts with the Kansas Expo Centre**

Cindy moved to approve the 2019 contracts with the Kansas Expo Centre. Luanne seconded the motion. Motion passes.

- f. **Consideration to purchase an AED for the Shawnee County Extension Office**

Bill moved to purchase the Zoll AED PLUS packets that comes with adult pads, and to also purchase the adolescent pads. Luanne seconded the motion. Motion passes.

- g. **Consider request for 4-H Exchange to use Shawnee County Extension vehicles**

Cindy moved to approve the request for 4-H Exchange to use the Shawnee County Extension vehicles. Bruce seconded the motion. Motion passes.

Mike moved to adjourn the meeting at 7 :03 PM. Cindy seconded the motion. Motion passes.

Next Board Meeting Tuesday, December 11th, 2018.