Shawnee County Extension Executive Board
Minutes
Tuesday, May 12, 2020

The meeting was called to order by Chairperson Amy Miller at 4:31 p.m.

Roll call – Tracey Taylor, Secretary, was absent so Cindy Evans called roll.

Board members present: Amy Miller, Dave Bartels, Linda Croucher, Laura Moore, Sherri Scheideman, Barbara Coultis, Molly Drimmel, Angela Drake; Guest: Brian Bayless

Agents present: Cindy Evans, Director, Candis Meerpohl, Ariel Whitely-Noll, Leroy Russell, Susan Fangman, Lisa Martin

Agenda items – Cindy Evans added item “d” under New Business to consider limiting static (non-animal) fair entries to non face-to-face judging at the county fair.

Public Comment - None

Communications – None

Consent Agenda Items

a. Reading and approval of April minutes
b. Treasurer’s report
   Net Balance from Last Report: $678,458.62
   Bank Deposits This Month: $8,892.03
   University Checks Received This Month: $5,455.38
   Total Receipts: $692,807.03
   Total Expenditures This Month: $51,542.55
   Net Balance This Month: $641,264.48

Reports

a. PDCs – no PDCs met.
b. Agent Report– Susan Fangman – VITA sessions were closed due to the coronavirus and will not reopen this year. Volunteers completed approximately 1800 fewer returns that last year. She is getting many questions about the stimulus check process and expects those to continue.
c. Agent Report – Candis Meerpohl, 4-H and Youth Development Agent, reported on the decisions being discussed for the Shawnee County 4-H fair. She explained that the Governor’s plan sets the floor for what the State can do, and then the County Health Office sets rules for what the county can do. The three options for judging entries are: 1) completely virtual fair, 2) blend of virtual, social distancing and some face-face, 3. face-to-face judging with social distancing. Option two, the blended process seems to be the most likely. Candis said she is waiting for information and guidance about the animal classes.
d. Director Report – Cindy Evans gave an update on how the office staff is working remotely. Five people are in the office daily but are practicing social distancing. The Emergency Operations Center (Errin Mahon, Interim Director) requested that each county department provide their plans by Friday for reopening. The county offices probably won’t open for 2
more weeks. Cindy hasn’t been told to lower our budget request, so she will submit it as we decided in the April meeting.

e. Nominations Committee Report - Amy Miller reported that the committee nominated Sherri Scheideman to be the new Vice-Chair for the Executive Board, and Brian Bayless, from the 4-H PDC, nominated to fill the unexpired term of Dave Bartels.

Board Training – Cindy Evans spoke about Risk Management. Some of the safe guards the Extension Office has in place are:

- Requesting health information for staff and volunteers (in a sealed envelope) just in case of an emergency. For example, when a group of volunteers attend a tour or training, they provide the agent a sealed envelope with the information. It is handed back to the volunteer as they depart the activity.
- Two-deep adult leadership in youth programs. This means that no youth is left alone with a single adult. This protects both the youth and the adults involved.
- Training volunteers in food safety for concessions.
- Policies for driving the van.
- Coronavirus safety procedures – Staff are still doing social distancing and wearing cloth masks. The janitor is spraying and cleaning public areas, but agents will clean their own offices. Plexiglass barrier will be installed at front desk, floor decals will mark 6ft distances, hand sanitizer will be available, only four visitors are allowed in the office at a time and people cannot visit agents in their offices, and visitors will need to wear a face mask. Bandanas will be available in the lobby for visitors to use if they don’t have one, and Cindy will launder them following CDC guidelines after used.

9. Unfinished Business
2021 Budget – The Board discussed the 2021 budget that is due by May 15 to Betty Greiner.

10. New Business

a. Sherri Scheideman moved to approve the consent agenda. Laura seconded. Motion passed.

b. Linda Croucher moved to appoint Sherri Scheideman as Vice-Chair for the Executive Board effective May 13th. Laura Moore seconded. Motion passed.

c. Linda Croucher moved to appoint Brian Bayless (4-H PDC) to the executive board to fill the unexpired term of Dave Bartels effective May 13th. Angela Drake seconded the motion. Motion passed.

d. Sherri moved to limit static (non-animal) county fair entries to non-face-to-face judging. Linda seconded. Motion passed

11. Adjournment   Laura moved to adjourn the meeting. Linda seconded. Motion passed.

Next Board Meeting: Tuesday, June 9th at 4:30 pm by Zoom.

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Barbara Coulitis, Acting Secretary            Amy Miller, Chairperson