Shawnee County Extension Executive Board
Minutes
Tuesday, September 8, 2020
4:30 pm meeting

Order of Business

1. The meeting was called to order at 4:32 by Amy Miller
2. Roll call – Tracey Taylor
   Board members present: Sherri Scheideman, Laura Moore, Tracey Taylor, Amy Miller, Linda Croucher, Brian Bayless, Barbara Coults, Angela Dake, Molly Drimmel
   Agents present: Cindy Evans, Candis Meerpohl, Leroy Russell, Ariel Whitely-Noll, Susan Fangman, Lisa Martin
3. Agenda items – additions/deletions/approval - none
4. Public Comment - none
5. Communications – none
6. Consent Agenda Items**
   a. Reading and approval of August minutes
   b. Treasurer’s report
      Net Balance from Last Month: $654,746.09
      Bank Deposits This Month: $6,172.68
      University Checks Received This Month: $5,455.38
      Total Receipts: $666,374.15
      Total Expenditures: $53,078.27
      Net Balance This Month: $613,295.88
7. Reports
   a. PDCs – Community Development Committee met. We have 2 candidates secured for the election with 1 more possibility. Cindy’s action plan was approved.
   Agriculture PDC met. Action plan was approved. It was shared how COVID has changed some of the programs.
   FACS PDC also met. The action plan was also approved.
   4H PDC will meet later this month.
   b. Agent Report – Lisa Martin, EFNEP Agent – A series of handouts about cooking skills has been created. This is available on the website and in the bookstore. It has also been shared with some organizations like the Rescue Mission. Her budget was approved and she will be able to hire 2 additional employees.
   c. Director Report – Cindy Evans - County Commissioners approved a flat budget for next year. Cindy thinks we will have no problems working with that budget as COVID affects the budget by limiting in-person programs that have higher costs vs online, and travel has been curtailed.
8. Board Training – Agent Performance Reviews – a video was shared on how to do performance reviews. Cindy will send an email on Thursday, September 10th with a link to the performance reviews.
9. Unfinished Business
   a. Discussion was had on the selection of Extension Appreciation Award winner(s). Barbara moved to nominate Judy Sayler and Karen Perkuhn for the Extension Appreciation Awards. Molly seconded. Motion passed.

10. New Business
   a. Angela moved to approve the consent agenda. Sherri seconded. Motion passed.
   b. Linda moved to not “opt in” to the Employment Tax Deferment. Barbara seconded. Motion passed.
   c. Sherri moved to approve the carpet bid for the offices. Brian seconded. Motion passed.

11. Linda moved to adjourn the meeting. Brian seconded. Motion passed.

Next Board Meeting:
Tuesday, October 13th, 5:30 pm by zoom
Extension Council Elections, October 13 (EMR 8 am – 6 pm)

Tracey Taylor, Secretary
Amy Miller, Board Chairperson