

**Shawnee County Extension Executive Board Meeting  
Minutes for September 14, 2021, Conducted through Zoom**

1. Angela Dake called the meeting to order at 5:30pm.
2. Barbara Coultis called roll – Board members present: Angela Dake, Barbara Coultis, Linda Croucher, Molly Drimmel, Christie McKenzie, Laura Moore, Alan Stahl, and Eric Tolbert.
3. Agenda items – no additions or deletions
4. Public Comment - Jason Schulz, Fair Board member, spoke from 5:32pm to 5:36pm about issues brought up during the August Fair Board meeting.
5. Communications – None
6. Consent Agenda Items
  - a. Reading and approval of August minutes
  - b. Treasurer’s report

**Net Balance from Last Report: \$701,719.41**

**Bank Deposits This Month: \$2,607.32**

**University Checks Received This Month: \$4,599.38**

**Total Receipts: \$708,926.11**

**Total Expenditures: \$54,558.59**

**Net Balance This Month: \$654,367.52**

7. Reports
  - a. PDCs – The Agriculture and Natural Resources PDC met and discussed upcoming activities including plans of action, livestock, crops, 4-H youth, emergency management, water festival, coffee & cookies meetings, Kansas Healthy yards, horticulture, Master Gardeners.
  - b. Family and Consumer Science PDC met and discussed action plans for in areas such as fitness, nutrition, Walk Kansas, Medicare counseling, nutrition, food safety, EFNEP, and Snap-Ed. Lisa Martin will need to replace 2 nutrition assistants.  
Community Dev. Ideas for developing Extension image in community
  - c. Agent Report– Leroy Russell, Ag Agent spoke about the recent (June 8-9) HOSTA class (Hazardous Occupations Safety Training in Agriculture). 29 attended and all passed the safety test. Leroy also spoke about the KANEQUIP safety program held at the Kansas River Valley Agriculture Research Center (Rossville and Silver Lake Farms) which had 50 attendees.
  - d. Director Report – Candis Meerpohl

Our flat budget for 2022 was approved at the 9/2/21 Shawnee County Commissioner’s meeting. The Board’s annual meeting will be on November 18<sup>th</sup> at 6pm at Heritage Hall. We anticipate a turnout of 80 people and Heritage Hall can seat 220 at normal capacity. Formal invitations will be out in late September. She needs to meet with the Personnel committee in early November to discuss agent performance reviews. She needs to meet with the nominating committee between October 13<sup>th</sup> and 22<sup>nd</sup> to discuss who was elected to the PDCs on October 12<sup>th</sup>, and to invite new members onto the Executive Board. The office hired Kaci Beck to assist Ariel and Leroy, and to work at the front desk. The Board will meet to interview applicants for 4-H Agent on September 23, at 5:00pm with interviews starting at 5:30, pm.
8. Board Training was the Agent Performance Reviews training module.  
The October 12th Board meeting will be in person where we will get the agent action plans for next year. Links to conduct performance reviews will be sent October 13, with a completion due date of October 27.
9. Unfinished Business - None
10. New Business
  - a. Christie moved to approve the consent agenda. Laura seconded. Motion passed.
  - b. Discussed that our new insurance does not run a driver’s license check for people driving our Extension vehicles as our former one did, but they do have recommendations for how to approve drivers. Laura moved to adopt the criteria for determining eligibility for volunteers and staff to drive Extension Vehicles as prepared by Candis. (See attached) Linda seconded. Motion passed.

- c. Discussed the increasing fee of our current auditor (Wendling Noe Nelson and Johnson LLC) for Extension Office's annual audit. Alan moved to request bids for our Annual Audit Services. Eric seconded. Motion passed.

**11.** Eric moved to adjourn. Christi seconded. Motion passed and meeting adjourned at 6:34pm.

**Next Board Meeting: Tuesday, October 12<sup>th</sup>, 5:30 pm In Person**  
**Extension Council Elections, October 12th (EMR 8 am – 6 pm)**

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Barbara Coultis, Secretary

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Angela Dake, Chair Person