

Shawnee County Extension Executive Board Meeting Minutes
Tuesday October 14th, 2025, Extension Meeting Room

- 1.** Sherri Scheideman, Board Chair called meeting to order at 5:31pm
- 2.** Roll call - Mary Tyler, Secretary. Members present Angela Dake, Angela Dailey, Chad Bullock, Jill Rice, Laura Moore, Lisa Pfannenstiel-Garrison, Mary Tyler, Rick Miller, Sherri Scheideman
- 3.** Agenda items – Addition/deletions/approval – Approval of Extension appreciation awards.
- 4.** Public Comment - None
- 5.** Communications – None
- 6.** Consent Agenda Items
 - a. Review and/or Corrections of September board meeting minutes.
 - b. Treasurer's report by Candis Stiles
Net balance \$829,813.03, Bank deposit \$3,149.85, University checks received \$5,163.38, Total receipts \$838,126.26, expenditure \$49,457.70, Net Balance \$788,668.56.
 - c. Authorizing Candis Stiles to work with Treasurer Laura Moore to withdraw our CD from Cap Fed that matures Oct. 22nd (\$218,000) and open a new CD (\$218,000) with a rate as close to 4% as we can find with a FDIC insured bank in Topeka for a term close to 12 months.
- 7.** Reports
 - a. PDCs – Family consumer science and 4-H met.
 - b. Agent Report- Lane Wiens, Horticulture
 - c. Director Report – Candis Stiles Hired a new Office Professional for Front Desk Ag/Hort. Margaret's last day was September 19th. Lori Akerstrom started today Oct. 14th. Screening of our Ag Agent position screening will be on October 28th. Agent performance review feedback due on Oct. 30th. Personnel committee meeting on Nov. 3rd and Ag Agent interviews Nov. 5th. November board meeting Monday Nov. 10th
 - d. Any other Agents Sofia gave an update on the conference that she went to. Atalie gave an update on the upcoming senior health care counseling.
- 8.** Board Leadership- Performance Reviews
- 9.** Unfinished Business None
- 10.** Executive Session At 6:13pm Angela Dake made motion to go in executive session for 10 minutes and include Candis Stiles and Grace Wiens to discuss non-elected personnel, Jill Rice seconded, motion carried. The board came out of Executive session at 6:23pm Lisa Pfannenstiel-Garrison made motion to terminate Sara Thomas as an Extension/4-H volunteer, Angela Dailey seconded, motion carried.
- 11.** New Business
 - a. Motion to approve the consent agenda Angela Dake made a motion to approve, Rick Miller seconded, motion carried.
 - b. Consider Closing Office over lunch hour 11:30-12:30pm during K-State Annual Conference 10/21-10/23 All the agents will be in Manhattan for annual conference, and this will be Lori's second week at the front desk. Jill Rice made motion to approve, Angela Dake seconded, motion carried.
 - c. Approval of Agent Action Plans for 2025-2026 Rick Miller made motion to approve, Lisa Pfannenstiel-Garrison

seconded, motion carried.

d. Approval of Agent Professional Development Plans for 2026 Lisa Pfannenstiel-Garrison made motion to approve, Angela Dailey seconded, motion carried.

e. Consideration of a Grant Application for Walk with Ease program in the FCS program area Sofia and Atalie will present. Board members asked that all of Shawnee County be added to the application in place of Topeka. Angela Dake motion to approve, Rick Miller seconded, motion carried.

f. Close election and count the ballots – 6 pm or later

Rick Miller made motion to approve the elections, Jill Rice seconded, motion carried.

Ag and Natural Resources Elected members: Charlotte French, Sara Gillespie, Chad Bullock

Family and Consumer Sciences Elected members: Barbara Coultis, Laura Moore, Debra Oakes

4-H Youth Development Elected members: Jill Rice, Twyla Hernandez, Jeremy Poling

Community Vitality Elected members: Christie McKenzie, Lisa Pfannenstiel-Garrison, Keri Graf

g. Addition of Deciding on Extension Appreciation Award to present at December breakfast.

Angela Dailey made motion to approve CRC for the appreciation award. Angela Dake seconded, motion carried.

12. Executive Session Angela Dake made a motion to go into executive session for 15 minutes and invite Candis Stiles, Lisa Pfannenstiel-Garrison seconded the motion, motion carried. After the Executive session ended Jill Rice made motion to give all staff a food basket for a Holiday gift. Lisa Pfannenstiel-Garrison seconded, motion carried. Lisa Pfannenstiel-Garrison made a motion to give one branded item to all staff, Angela Dake seconded, motion carried.

13. Adjournment

Jill Rice made a motion to adjourn, Angela Dailey seconded, motion carried.

Next Board Meeting: Monday, November 10th, (Due to Veterans Day)
5:30pm, upstairs meeting room

Mary Tyler Secretary

Sherri Scheideman Board Chair