

Shawnee County Extension Executive Board Meeting Minutes  
March 8, 2022  
5:30pm via Zoom

Meeting called to order by chair Angela Dake. Roll was called by Vice Chair Laura Moore. Present was Laura Moore, Angela Dake, Alan Stahl, Molly Drimmel and Dave Bartels.

Two items were added to the agenda: D. Consider Out of State Travel Request for Ariel Whitely-Noll and item E. Consider being the fiscal agent for a grant to Bread Basket Farmers Market

No Public Comment and No Communications for the board.

There were no PDC reports

Grace Wiens, 4-H Youth Development Agent gave the agent report. Grace reported that she has spent about 50 hours in training and orientation so far for her new position with Shawnee County. She has done 4-H Club visits with 5 clubs and have taught how to make hand sanitizer and bath bombs. She will have fair book changes for the board to consider in April. She is starting a county wide Cloverbud group. A big push right now is screening 4-H volunteers, she has 50 signed up to be screened or rescreened.

Lisa Martin gave the Director report since Candis Meerpohl was at Extension Leadership Training. Lisa reported that EFNEP and SNAP-Ed are going through an update and they are getting new processes from K-State. Might/probably ask for another part time employee. Grant will be closer to 75K. Things will be wrapped up in May. More info to follow but will likely need a memorandum to grant. B/C Lisa will be supervising, we will get \$5000 and \$1500 for incidental supplies from K-State. New grant will start in October.

Lisa also reported that she was able to get a nutrition assistant starting pay to \$13.50/hr. full time position. If we can get dual speaking language individuals the pay is even higher. Also, able to bring current staff up in pay with about a \$1.20/hr. raise.

Lisa shared the Treasurer's report. Net Balance this month 691,646.05. Total expenditures this month 48,009.96.

#### New Business

- a. Motion to approve the consent agenda. Motion to approve made by Dave Bartels, seconded by Molly Drimmel, all in favor, motion passed.
- b. Consider a spot on the Extension Website for the Shawnee County Extension Education Foundation. Item presented by Foundation members Angela and Laura. Alan moved to let the Foundation have a page on the Extension website, seconded by Dave, all in favor, motion passed.
- c. Consider Out of State Travel Request for Grace Wiens. Grace is requesting to attend the National 4-H Agents Conference in Madison, WI Oct. 11-13<sup>th</sup>. Her estimated cost is \$1240. This amount would be covered by the gift from the Extension Foundation for Agent professional development. Laura made a motion that we approve Grace to go to

the conference and pay the \$1240, motion seconded by Molly, all in favor, motion passed.

- d. Consider Out of State Travel Request for Ariel Whitely-Noll. Her estimated cost is \$516 for a Program Focus Team trip to Chicago June 20-23. Her PFT is picking up the bulk of the cost to use money they have for training. Motion made by Alan to approve Ariel's travel with a \$516 budget from the Foundation gift monies, seconded by Dave, all in favor, motion passed.
- e. Mary Tyler (Bread Basket Farmers Market) is starting her own farmers market at WestRidge mall parking lot. Applied for \$5000 from Topeka Community Foundation. They received it and we were the fiscal agents. This new money this year would be 15-25 thousand dollars from Advisors Excel. We will get booth space and promote SNAP usage if we hold the grant dollars.

During discussion it was clarified that we would be fiscal agents because this will support our SNAP ed mission of getting more fresh produce available to the community.

Laura made the motion to be the fiscal agent for this grant for the bread basket farmers market, Alan seconded, all in favor, motion passed.

#### Adjournment

Molly moved to adjourn the meeting, Alan seconded, all in favor, motion passed.

Our next board meeting will be Tuesday April 12<sup>th</sup> at the Shawnee County Extension meeting room at 5:30pm. Dinner will be served.

---

Barbara Coultis, Secretary

---

Angela Dake, Chair Person

**Next Board Meeting: Tuesday, May 9<sup>th</sup>, via Zoom**