

**Shawnee County Extension Executive Board
Minutes for Tuesday, November 8, 2022
Extension Meeting Room**

Order of Business

1. Angela Dake, Chair, called the meeting to order at 5:50pm
2. Barbara Coultis, Secretary, called roll. Members present: Angela Dake, Laura Moore, Barbara Coultis, Linda Croucher, Brian Bayless, Molly Drimmel, Christi McKenzie, Dave Bartels
3. Agenda items – no additions/deletions
4. Public Comment - none
5. Communications - none
6. Consent Agenda Items
 - a. Reading and approval of October minutes
 - b. Treasurer's report
Net Balance from Last Report: \$651,667.34
Bank Deposits this Month: \$154,703.26
University Checks Received this Month: \$4,819.38
Total Receipts: \$811,189.98
Total Expenditures this Month: \$54,217.98
Net Balance this Month: \$756,972.00
7. Reports
 - a. PDCs – none
 - b. Agent Report– Leroy Russell, Agriculture and Natural Resources, gave a great presentation of his current program activities.
 - c. Director Report – Candis Meerpohl
Annual meeting Nov. 17th. Doors open at 5:30pm program starts at 6pm.
Joint PDC meeting is January 23rd at 6pm at the extension office.
If this is your last year on the board your last board meeting is the January 10th Board meeting.
Dec. board meeting is via zoom.
 - d. Nominating Committee – Reported their nominees to the Executive Board were Twyla Hernandez, Christi McKenzie, Angela Dake, Barbara Coultis, Mary Blubaugh, Angela Dailey, Molly Drimmel, Mary Tyler, and Sherri Scheideman. The nominees for officer roles are Chair: Christi McKenzie, Vice Chair: Angela Dake, Secretary: Twyla Hernandez, Treasurer: Barbara Coultis.
8. Unfinished Business - none
9. New Business
 - a. Christi moved to approve the consent agenda. Dave seconded. Motion passed.
 - b. Molly moved to approve the annual audits by Extension Related Groups (4-H clubs Silver Lake, Paw Prints, Shooting Sports, and Shawnee Riders) as presented by Grace Weins. Laura seconded. Motion passed.
 - c. Brian moved to close the Extension Office the week of Dec. 26th to 30th. Dave seconded. Motion passed.
Discussion: K-state is closing campus the week of Dec. 26th and giving K-State staff the week off paid. Therefore, the agents have the week off because they are K-State faculty. The board needs to decide if they will close the county office during that time, and if they will give support staff the time off paid as well. They can also choose not to close the office Dec. 27th, 28th, 29th and 30th and give support staff 4 days of flex to use within 60 days (including days of that week as well). If the office is closed because of county holidays we would be closed from Dec. 23rd to January 2nd.

- d. Laura moved to add an 11th item (water filtration system for \$1,500) to the list of end-of-year equipment purchase requests that was supplied by Candis. Brian seconded. Motion passed. Molly moved to approve the amended purchase requests. Dave seconded. Motion passed.
- e. Barbara moved to accept James Gordon & Associates CPA, P.A.'s bid of \$3,900 for 2022, and \$4,000 for 2023 for our Annual Audit. Brian seconded. Motion passed.

- 10.** Laura moved to go into Executive Session to discuss agent performance reviews and salary adjustments for 10 minutes (6:45 to 6:55pm). Linda seconded. Motion passed. Brian moved to extend the session until 7:00pm. Laura seconded. Motion passed.
- 11.** Dave moved to approve the salary adjustments as recommended by the Personnel Committee. Linda seconded. Motion passed.
- 12.** Laura moved to adjourn. Molly seconded. Motion passed.

Barbara Coultis, Secretary

Angela Dake, Chair Person

**Next Board Meeting: Via Zoom
Tuesday, December 13th, 5:30pm**