



**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Multi County Unit Council Meeting Minutes, December 5, 2023, 5:30 p.m.
Illinois Valley Community College, CTC 124**

The December 5, 2023 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order at 6:00 PM by Chairperson Monico Nunez. Monico Nunez welcomed everyone. Roll Call was taken.

Attendance:

Council Members Present: Monico Nunez, Francis Morse, Douglas Stockley, Steve Tuftie, Elmer Walter, Brad Lindstrom, Arratta Znaniiecki, and Mary Ann Waits.

Staff Present: County Director Erin Orwig, Nutrition and Wellness & SNAP-Ed Educator, Susan Glassman, Commercial Ag Educator, Emily Hansen

Election of Brad Lindstrom, Marshall County Representative.

Francis Morse moved to accept, Arratta Znaniiecki 2nd. Motion carried.

Activity: Unleash your Inner Baker, Focaccia Making with Susan.

Susan led Council members in how to prepare focaccia dough, season it, and bake it. Everyone enjoyed a piece of focaccia at the end of the meeting.

Minutes for September 26, 2023:

- Francis Morse moved to accept the June 6 minutes as written. Steve Tuftie 2nd. Motion carried.

Treasurer’s Report:

- Francis Morse presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports were approved as presented. Motion to approve by Mary Ann Waits and second by Doug Stockley. Motion carried.

Organizational Reports

1. **3 Year Plan of Work:** Updated for 2023 (reported by Erin Orwig)
 - The 3 Year Plan of Work was updated this fall to focus on three priorities including Thriving Youth, Chronic Disease Management, and Food Access.
 - i. The Unit was encouraged to do this by the Assistant Director for Region 2 due to our staffing levels. Our original Plan of Work included 11 priorities which was too broad for our resources.
 - ii. Our Impact Report for 2024 will reflect our focus on those 3 priorities and the issues we are working to resolve.
2. **Program Reports:** New quarterly newsletter link was mailed. (reported by Erin Orwig)
 - 4-H & Youth Development, 4-H Youth Development Program Coordinators.
 - 4-H & Youth Development Educator, Beth Dellatori.

- Ag in the Classroom, Sarah Poignant.
 - Nutrition & Wellness Program Educator, Susan Glassman.
 - Illinois Nutrition Education/SNAP-Ed Program, Sherry Todas and Jani Kidd.
 - Commercial Agriculture, Daryle Wragge.
 - Daryle handed out bullet points of his plan for the upcoming year and working with Emily.
 - **Newsletter feedback:** Erin brought up the inaugural quarterly newsletter for them to view. They were given a link to the newsletter in the meeting reminder as well. Feedback included that it was better viewed on a laptop, so Erin will ask Karina to check the mobile view and see if any tweaks can be made. Council did feel like County Boards and stakeholders will appreciate getting this information from us on a regular basis. If it is popular and possible, it may become more frequent.
3. **Outreach Efforts:** (reported by Erin Orwig). Erin Orwig reviewed outreach programming for the Unit. This also demonstrated our civil rights compliance for reaching out to target audiences.
- Susan Glassman, Beth Dellatori and Mike Baumann are all providing programming in DePue for Nutrition and Wellness, 4-H and Youth Development, and SNAP-Ed.

Old Business:

- Budget Committees
 - Typically, these meetings are held separately in March the week before the quarterly meeting.
 - Council agreed to combine the budget meeting with the quarterly Council meeting.
 - If individual counties need to meet we will break out to discuss the budgets.

New Business:

- Sarah Ursini started November 6 as Office Support Associate in Ottawa
- Katharine Girone started November 13 as AITC EPC in Marshall/Putnam
- Emily Hansen started November 17 as Commercial Ag Educator
 - Emily was present so she gave a brief background on herself and education
- Patrobas Wafula will start December 11 as SNAP-Ed Educator

2023/2024 Meeting Dates:

- Meeting dates:
 - March 26, 2024
 - June 4, 2024
 - September 17, 2024
- All meetings will begin at 5:30pm.

Other Items/Announcements:

- Erin will work to get a Master Gardner representative to speak at the March meeting.

The next meeting date:

- March 26, 2024 at 5:30 PM. Location; IVCC room CTC 124.

Francis Morse moved to adjourn the meeting and Elmer Walter 2nd. The motion carried.
Meeting adjourned at 6:16 PM

Respectfully submitted,
Emily Hansen (Kathryn Erjavsek was absent)