



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

University of Illinois Extension
Sangamon, Menard, and Logan Counties
Extension Council & Board Meeting Agenda
October 12, 2023 - 7:00 p.m.
Sangamon County Extension Office

- **Call to Order** – Chairman Dixon called the meeting to order at 7:03pm.
- **Present:** David Mendenhall, Nancy Dixon, Katie Smith, Charlotte Judd, Brad Miller, Samantha O’Neil, Elsie Ransdell, Ellie Wrage, and Terri Casey
- **Previous Meeting Minutes**
MOTION: Motion to accept the June meetings minutes was made by David Mendenhall and seconded by Brad Miller. The motion passed unanimously.
- **Introductions of Members**
All present took a moment to introduce themselves and their connection to Extension.
- **Recognition of Retiring Council Members**
Casey acknowledged and thanked the following Extension Council members whose terms are expiring. David Opperman, Nancy Dixon, Katie Smith, Phil Sidles, and Jacob Hartman.
- **New and Returning Council Members**
MOTION: A motion was made to appoint Emma Wankel, Ellie Wrage, Charlotte Judd, Kindall Helton, Jayden Wheat, and Samantha O’Neil to the Extension Council to serve a two-year term by David Mendenhall and seconded by Elise Ransdell. The motion passed unanimously.

MOTION: A motion was made to reappoint Clay Irwin and Vera Small to Extension Council for a second two-year term by Brad Miller and seconded by Ellie Wrage. The motion passed unanimously.
- **Nomination of Officers and Council Board**
The following slate of officers was recommended to the council: David Mendenhall as Chairman, Clay Irwin as Vice Chairman, and Elise Ransdell as Secretary/Financial Reporter.

MOTION: A motion was made to accept the slate of Extension Council officers by Charlotte Judd and seconded by Ellie Wrage. The motion passed unanimously.

The following slate of Council Board representatives was recommended to the Council: Clay Irwin, Sophia Schneider, Emma Wankel, Zach Dixon, Elise Ransdell, Vera Small, David Mendenhall, Brad Miller, Ed Whitcomb, Jr., and Keenan Leesman.

MOTION: A motion was made to accept the slate of Extension Board members by Elise Ransdell seconded by Nancy Dixon. The motion passed unanimously.

MOTION: A motion was made for David Mendenhall to serve as Chairperson of the Extension Board by Elise Ransdell seconded by Samantha O'Neil. The motion passed unanimously.

- **Open Meetings Act Training Requirement**

Casey explained that because Extension is a public entity, council members are required to follow the rules of the open meetings act which was established to ensure that meetings were held publicly and in an open manner. The training is straight forward and is offered for free on-line with the State of Illinois. You only need to complete this training ONCE and it is good for any public boards or council that require it.

All Council members who have not already completed this training will need to complete this training. Council members will receive an email from her in the next week with a link and instructions on how to complete the training. Once a member has completed the training, they should send Casey either a hard copy of their certificate of completion to the Extension office or send a digital copy to her via email. This training must be done within 90 days of today. Information and the online training can be found here: <https://foiapac.ilag.gov/>

- **Fiscal**

MOTION: A motion to authorize signature authority for the Unit 16 Extension In/Out checking account with United Community Bank be granted to: Jennifer Fishburn, Carissa Davis, Kayla Swaar, Amy Zepp, and Terri Casey, was made by David Mendenhall and seconded by Charlottee Judd. The motion passed unanimously.

- **Program Updates**

Casey handed out staff program reports and pointed out that the Unit had very good participation in the 4-H shows and enrollment was up in the counties last year.

Three Year Plan of Work Update

Casey thanked all the staff who submitted community key informant interview information. The Educators and Casey met on October 5 to review all the data from these interviews and additional information gathered during the needs assessment process. This led to a rich discussion, which is currently being used to complete our written plan. Casey will share the plan once completed.

Casey also congratulated David Mendenhall on being selected as a 2023 Illinois 4-H Hall of Fame inductee. David was inducted on Friday, August 11 at the Illinois State Fair.

Carissa Davis, 4-H Educator, and Amy Zepp, 4-H Program Coordinator, were recent guests on NPR's Community Voices program. (Below is a link to the program.) It was an excellent interview and worth taking a moment to listen to. <https://www.nprillinois.org/community-voices> Scroll down the page until you see their interview.

- **Office Holiday Closures**

Casey announced that the offices will be closed for holiday break December 22, 2023 – January 1, 2024, and also December 8, 2023, for all staff training. The office holiday schedule coincides with campuses.

- **Staffing Update**

Casey was pleased to announce that they have hired Reagen Tibbs from Logan County as the new Commercial Ag educator for the unit. He is currently completing his Master's in Agribusiness from ISU and will start work on January 3, 2024.

The open Metro Springfield 4-H Educator position application period closed today, and we will be reviewing applicants and hopefully conducting interviews soon. Casey thanked everyone who helped spread the word.

The unit currently has a SNAP-Ed Community Worker vacancy in Sangamon County and will be posting the position soon. They had one failed search and are hoping to collaborate with our community connections and partners to get more applicants.

- **Reaching New Audiences/Meeting Community Need**

Casey mentioned that there are currently open seats on the council, and she is seeking diverse voices to join the Extension Council, especially those who understand the needs of historically underserved audiences, as well as serving audiences most at risk and in need of our services. She asked the council that if they know of someone who could represent these audiences and whose experience would be helpful, please reach out to her.

- **Set Future Meeting Dates**

The following dates were set for this year's upcoming council meetings:

The Third Thursday of January, March, June, and October.

Thursday, January 18, 2024 – 7 PM (at a restaurant in Lincoln, IL yet to be determined)

Thursday, March 21, 2024 – 7 PM (Menard County Extension Office - Petersburg, IL)

Thursday, June 20, 2024 – 7 PM (Sangamon County Extension Office – Springfield, IL)

Thursday, October 17, 2024 – 7 PM (Logan County Extension Office, Lincoln, IL)

- **Public Input**

There was no public input.

- **Adjournment**

MOTION made by Samantha O'Neil seconded by Charlotte Judd. Motion passed unanimously. The meeting was adjourned at 7:59pm.