

TWIN CREEKS EXTENSION DISTRICT #9

EXECUTIVE BOARD MEETING – January 20, 2021

GRAHAM COUNTY 4-H BUILDING, HILL CITY KANSAS – 6:30 PM

MEMBERS PRESENT: Julie Davis, Cindy Linner, Chris Harting, Travis Hissong, Terry Griffith, Bret Marietta, Mike Neff, Roberta Shipley, Regina Stark, Rhonda Gaede via Zoom and Sheryl Unger via phone.

MEMBERS ABSENT: Darren Oelke and Kyle Emigh.

AGENT'S PRESENT: Jenilee Godsey Martin, Patsy Maddy, Alyssa Rippe-May, Karen Shepard and Keith Van Skike.

GUESTS PRESENT: Mary Sullivan, Western Regional Director via Zoom and Beth Stafford.

CALL TO ORDER: Chairman, Julie Davis, called the meeting to order at 6:40 p.m.

PUBLIC COMMENT: None

COMMUNICATIONS: None

AGENT REPORTS: Heard from each of the agents on current and future programs.

CONSENT ITEMS: Travis Hissong made a motion to approve the consent items. Regina Stark seconded the motion. Motion carried.

Beth Stafford was given the Appreciation Award for all you do with/for Extension.

BOARD LEADERSHIP – CIVIL RIGHTS REVIEW: Postponed until the Feb 2021 meeting.

OLD BUSINESS:

- a) GH OFFICE PROFESSIONAL (OP) SEARCH UPDATE: Mike Neff moved that we go into executive session to discuss a matter involving non-elected personnel, in order to protect the privacy of the persons involved, and that we reconvene in open session, in this room at 7:35 p.m. Persons included shall be: Twin Creeks Extension District #9 Executive Board, Agents and Mary Sullivan, Western Regional Director. Travis Hissong seconded the motion. Motion Carried.
- b) SPARKS FUNDS UPDATE FROM PATSY: Patsy was able to spend the SPARKS funding for Norton County and she was able to get approximately \$8,000 for Decatur County.

NEW BUSINESS:

- a) ELECTION of OFFICERS FOR 1 YEAR TERM:
 - i. CHAIRPERSON: Travis Hissong nominated Julie Davis as chairperson, Roberta Shipley seconded the motion. Cindy Linner motioned for nominations to cease; Travis Hissong seconded the motion. Motion carried.

- ii. VICE-CHAIRPERSON: Chris Harting made a motion for the same officers as in 2020. Travis Hissong seconded the motion. Motion carried.

Vice Chairperson will be Darren Oelke, Secretary will be Sheryl Unger and Treasurer will be Cindy Linner.

b) ORGANIZATIONAL MEETING ACTION ITEMS:

- i. Extension Council and District Laws
- ii. Memorandum of Understanding – Action required
- iii. Equal Employment Opportunity Policy
- iv. Open Meetings Law
- v. Extramural Funds (Grants) Proposal Policy and Approval Form
- vi. GAAP Waiver Resolution – Action Required
- vii. Twin Creeks District Office Policies Review – Tabled till February Meeting
- viii. Professional Scheduling & Out of State Travel
- ix. Designate Depository – Action required Current: The Bank
- x. Holiday Schedule – county dates. Action required.
- xi. Reauthorize Change Funds – Action required
- xii. Set Regular Meeting dates = Action required

Travis Hissong makes a motion to approve all the organizational actions items except to table the Twin Creeks Extension District Office Policies Review until the February Board meeting. Chris Harting seconded the motion. Motion carried.

Travis Hissong moves that we go into executive session to discuss a matter involving non-elected personnel, in order to protect the privacy of the persons involved, and that we reconvene in open session, in this room at 8:28 p.m. Persons involved shall be: Twin Creeks Extension Executive Board, Agents and Mary Sullivan, Western Regional Director. Regina Stark seconded the motion. Motion carried.

Travis Hissong moves that we go into executive session to discuss a matter involving non-elected personnel, in order to protect the privacy of the persons involved, and that we reconvene in open session, in this room at 8:44 p.m. Persons involved shall be: Twin Creeks Extension Executive Board, Agents and Mary Sullivan, Western Regional Director. Mike Neff seconded the motion. Motion carried.

Travis Hissong moves that we go into executive session to discuss a matter involving non-elected personnel, in order to protect the privacy of the persons involved, and that we reconvene in open session, in this room at 8:55 p.m. Persons involved shall be: Twin Creeks Extension Executive Board, Agents and Mary Sullivan, Western Regional Director. Chris Harting seconded the motion. Motion carried.

- c) OFFICE PROFESSIONAL WAGES: Travis Hissong makes a motion to offer the job for the Graham County Office Professional to the application. Chris Harting seconded the motion. Motion carried.

Mike Neff makes a motion to have the Sheridan County Office Professional to be working full time (40 hours/week) by April 1st and if she agrees, her pay will be adjusted on the May 1st payroll. Travis Hissong seconded the motion. Motion carried.

Chris Harting makes a motion that the starting pay for Office Professionals will be \$11/hour. Travis Hissong seconded the motion. Motion carried.

Mike Neff makes a motion for raises for the Office Professionals. Decatur County Office Professional will receive a raise of \$1.50/hour and Norton County Office Professional will receive a raise of \$1.75/hour. Travis Hissong seconded the motion. Motion carried.

- d) GRAHAM COUNTY 4-H COUNCIL AUDIT APPROVAL: The 4-H Council books are all in order. Travis Hissong made a motion to approve the Graham County 4-H Council Audit. Chris Harting seconded the motion. Motion carried.
- e) GRAHAM COUNTY OFFICE SUPPLY ORDER: Travis Hissong made a motion to approve the Graham County office supply order: 1 HP 304A Cyan, Black Magenta and Yellow Toner cartridges; 1 Bright White Cardstock paper, 1 White 8.5 x 14 copy paper, 1 Medium Binder Clips (12/box); 1 Bright Green 8.5x11 copy paper, 1 Terra Green cardstock paper, 1 Cosmic Orange cardstock paper; 2 Swingline Desk Stapler @ 10.49 each and 1 Orchid cardstock paper. Chris Harting seconded the motion. Motion carried.
- f) OPEN EXECUTIVE BOARD MEMBERS POSITIONS: Travis Hissong moves that we go into executive session to discuss a matter involving non-elected personnel, in order to protect the privacy of the persons involved, and that we reconvene in open session, in this room at 9:20 p.m. Persons involved shall be: Twin Creeks Extension Executive Board, Agents and Mary Sullivan, Western Regional Director. Mike Neff seconded the motion. Motion carried. Back in open session at 9:10 p.m.
Travis Hissong made a motion to accept the resignations from the Twin Creeks Extension Executive Board of Zach Thompson and Amanda Harmon from Graham County. Chris Harting seconded the motion. Motion carried.
- g) FEBRUARY MEETING DATE IS ASH WEDNESDAY: Sheridan County 4-H Building at 6:30 p.m. on February 17, 2021.
- h) BUDGET COMMITTEE: Decatur County – Travis Hissong, Graham County – Julie Davis, Norton County – Chris Harting and Sheridan County – Rhonda Gaede.

ADJOURNMENT: Travis Hissong made a motion for adjournment at 9:18 p.m. Chris Harting seconded the motion. Motion carried.

Respectfully submitted,

Cindy Linner, acting secretary.