

## **Unit 18 – Christian, Jersey, Macoupin and Montgomery Counties**

**Thursday, October 19, 2023**

### **Christian County Extension Office – 1120 N. Webster, Taylorville, IL**

**Call to Order** – Sara Marten called the meeting to order at 7:01 PM.

**Welcome & Introductions** – Council members in attendance were: Connor Ashlock, Connie Beck, Tiffany Blasa, Mark Dugger, Caleb Grover, Venise McWard, Mike Cross, Anna Fessler. Staff members in attendance were Lisa Peterson and Sara Marten.

**Minutes from June 2023** – Minutes were reviewed. Venise McWard moved to accept June 2023 minutes as presented. Connor Ashlock seconded. Motion passed. Minutes accepted as presented.

**Fiscal Reports** – Sara Marten reviewed the fiscal reports for both the trust and revolving accounts. Extension’s fiscal years run from July 1-June 30 so FY23 wrapped up on June 30, 2023. We received close to all of our expected income and were on track in most of our expense line items.

For FY24, we are currently about 25% into the new fiscal year by the end of September. As of the September trust account, most of our income is at or over that amount and our expenses are at or below that amount so we are on track to remain within the budget. There are a few line items that were increased since last fiscal year, specifically the travel and staff salaries amounts to accommodate for a return to in-person programming and traveling.

In reviewing the revolving report, FY23 ended with an overage of expenses which helps to spend down some of the carryover in the account. For the start of FY24, income has been exceeding expenses partly due to some Master Gardner plant sale income being reported throughout the summer and the increase in programming and registration income.

#### **Old Business**

- **Staffing Updates** – Sara Marten reported that starting October 1, she has transitioned to the full-time county director for the unit and are in the process of filling the youth development educator in the coming weeks. Marten also shared that the unit will have two open SNAP-Ed community worker positions opening in the coming months. Starting July 1, 2023, the unit was eligible for three community worker positions, with Taylor Pope currently serving Christian County eligible audiences. Council members are encouraged to help share and recruit potential employees when these positions open.
- **Community Parter Awards 2023, Status of Presentations** – Two awardees still need their awards presented before the end of the year – the Jersey County Wellness Center (Jersey) and Lincoln Land Community College in Litchfield (Montgomery). Other 2023 awardees were presented with their plaques during the summer, and all will be highlighted in this year’s impact report.
- **Three-Year Plan of Work** – The unit participated in the extension-wide three-year needs assessment process last fall, to determine priority areas within the unit and make a three-

year plan to address them. Staff recently met to review the past year's programming and check-in on goals that were set last year. The unit's priority areas of thriving youth, workforce preparedness, chronic disease prevention and management, and social emotional health made up nearly 80% of all programming accomplished last year, which was well above the goal of 50%.

Major updates include minor changes to measurable goals and outcomes from each of the priority areas. Unit staff are working towards making shared outcome statements and goals to better measure each priority area and its impacts across all program areas.

Anna Fessler reported that she has participated in many of the programs that the office has offered. She shared that each was a great experience and expressed interest and discussed how to share with a greater audience.

### **New Business**

- **Open Meetings Act Trainings & Discussion** – As a reminder, this council and its members follow all Open Meetings Act policies and regulations. Because of this, each member is required to complete a training (online) to familiarize themselves with the basics of the training. Members will receive information on completing the training online and are asked to send the Extension Office a copy of their completion certificate or proof when they have completed their training. Those that already sit on a public board or have completed the training before are already covered.
- **Diversity, Equity, Inclusion & Access Updates & Discussion** – Unit staff are always looking for audiences or areas of underrepresented or underserved. Council members discussed opportunities to expand current programming and are encouraged to reach out with ideas or connections to reach necessary audiences.
- **In & Out Checking Account Signatory Updates** – With staff updates, signatories on the in and out checking account needed updating. Venise McWard moved to remove Amanda Cole and add Valerie Belusko as signatories on the Unit 18 in and out checking account. Caleb Grover seconded. Motion passed.
- **Election of Officers** – Mike Cross moved to table the election of officers until the next meeting (December). Venise McWard seconded. Motion passed. Election of officers will be tabled until the December meeting.

**Staff Program Reports** – Valerie Belusko, Community and Economic Development Educator, submitted a written report that was reviewed. Lisa Peterson, Nutrition & Wellness Educator, gave a verbal report of her past and upcoming programming.

**Next Meeting** – The next meeting is scheduled for December 21 (3<sup>rd</sup> Thursday in December). However, with the proximity to the holidays, it was decided to move the meeting up a week to Thursday, December 14. The meeting will be held at the Montgomery County Extension Office at 7:00 PM.

With no other business, Venise McWard made a motion to adjourn the meeting. Tiffany Blasa seconded. Motion passed. The meeting was adjourned at 7:57 PM.

APPROVED 12/14/2023