

PROCEEDINGS OF THE PENNINGTON COUNTY
EXTENSION ADVISORY BOARD
January 16, 2017

The Pennington County Extension Advisory Board met at 5:30 p.m. on Monday, January 16, 2017 in the Resource Library at the Walter Taylor 4-H Building, 601 E Centre St., Rapid City, South Dakota. Patty Brunner called the meeting to order with the following Board Members present: Cheri DeLong, Ronald Dinger, Matthew Odden and Lynn Rapp(Telephonically). Pennington County Commissioner Mark DiSanto, SDSU Extension 4-H Youth Program Advisors Matthew Olson and Jane Amiotte were also in attendance.

Note that while Commissioner DiSanto, SDSU Extension 4-H Youth Program Advisors Matthew Olson and Jane Amiotte were in attendance, they are not appointed to the Extension Advisory Board and did not vote on matters presented to the Extension Advisory Board.

Election of Officers

Patty Brunner opened the floor for nominations of the Chair
MOVED by Lynn Rapp to nominate Patty Brunner for Chairman.
MOVED by Lynn Rapp and seconded by Matthew Odden that nominations cease. The Motion Carried.
The Board voted verbally with 5-0 in favor of Patty Brunner as Chairman.

Patty Brunner opened the floor for nominations of the Vice Chair
MOVED by Patty Brunner to nominate Matthew Odden for Vice Chairman.
MOVED by Lynn Rapp and seconded by Ronald Dinger that nominations cease. The Motion Carried.
The Board voted verbally with 5-0 in favor of Matthew Odden as Vice Chairman.

Patty Brunner opened the floor for nominations of the Secretary/Treasurer
MOVED by Cheri DeLong to nominate Cheri DeLong for Secretary/Treasurer
MOVED by Lynn Rapp and seconded by Matthew Odden that nominations cease. The Motion Carried.
The Board voted verbally with 5-0 in favor of Cheri DeLong as Secretary/Treasurer.

Review and Approval of Agenda

Patty Brunner requested the addition of discussion on the 4-H newsletter and Staff Pictures to the agenda.

MOVED by Matthew Odden and seconded by Ronald Dinger to approve the agenda with additions. Motion passed: 5-0

Review Approval of the Minutes from October 3, 2016

MOVED by Matthew Odden and seconded by Cheri DeLong to approve the October 3, 2016 with corrections. Corrections being a that the minutes approved at the October 3, 2016 meeting were for July 11, 2016 meeting and not the May 16, 2016 meeting as noted. Motion passed: 5-0

2016 Final Budget update

Matthew Olson updated the board on the status of the 2016 budget. The Extension department came in under budget by a total of \$7,155.04. Most of the surplus is from the FT Salary line item which covers the Administrative Assistant. This was in informational agenda item for the board.

2017 Budget

Matthew Olson reviewed the 2017 budget with the board. The 2017 budget was approved as it was presented to the Pennington County Commission in 2016. Matthew Olson reviewed where there were increases or decreases to line items. This was in informational agenda item for the board.

Review of Voucher Process

Matthew Olson reviewed the voucher(expenditures) process for the Extension Department. This was in informational agenda item for the board.

Pennington County Code of Conduct

Matthew Olson explained that as the board members are now representatives of the Pennington County Government, they are to follow the Pennington County Code of Conduct for all board members as it was approved by the Pennington County Board of Commissioners in 2014. Copies were given to new board members.

This was in informational agenda item for the board.

SDSU and Pennington County MOU

Matthew Olson presented copies of the 2017 Memorandum of Understanding between SDSU and Pennington County to Provide Extension/4-H Work in Pennington County. This was approved by the Pennington County Board of Commissioners on November 1, 2016 and is now in place.

This was in informational agenda item for the board.

Role of the Extension Board

Matthew Olson reviewed the South Dakota Codified Laws as they relate to an Extension Advisory Board. Specifically, 13-54-11, 13-54-12, and 13-54-13.

This was in informational agenda item for the board.

Program Report

Matthew Olson reported on the overall state of the 4-H program in Pennington County and His activities in the 4-H program since the October 3, 2016 meeting. A copy of the report is on file in the Extension Office.

Jane Amiotte reported on her activities in 4-H school outreach since the October 3, 2016 meeting. A copy of the report is on file in the Extension Office.

This was in informational agenda item for the board.

2017 Budget Break down between 4-H Advisors

Moved by Matthew Odden to approve the budget breakdown between the two 4-H advisors.

Seconded by Lynn Rapp. Motion passed 5-0.

A copy of this breakdown is on file at the extension office.

4-H Program Advisor Roles

Moved by Cheri DeLong to send a letter to SDSU Extension indicating that the Budget as is will not allow for two 4-H Youth Program Advisors to Travel to Huron for State Fair at an estimated \$1,000.00. Seconded by Matthew Odden. Motion passed 5-0.

Moved by Matthew Odden to approve the roles as presented with the exception of Jane Amiotte Traveling to State Fair. Seconded by Cheri De Long. Motion passed 5-0

4-H Newsletter Pictures

Moved by Matthew Odden to have the pictures of Craig Alberty and Melinda Christiansen, both staff members, added to the 4-H newsletter. Seconded by Ron Dinger. Motion Passed 5-0

ADJOURN

MOVED and seconded to adjourn the meeting.

There being no further business, the meeting was adjourned at 7:11 p.m.

Minutes Submitted By Cheri De Long – Extension Board Secretary