

PROCEEDINGS OF THE PENNINGTON COUNTY  
EXTENSION ADVISORY BOARD  
October 2, 2017

The Pennington County Extension Advisory Board met at 5:30 p.m. on Monday, July 10, 2017 in the Meeting Room 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, Commissioner Lloyd LaCroix and Matthew Odden. SDSU Extension 4-H Youth Program Advisor Matthew Olson was in attendance.

*Note that while SDSU Extension 4-H Youth Program Advisor Matthew Olson was in attendance, he is not appointed to the Extension Advisory Board and did not vote on matters presented to the Extension Advisory Board.*

**Review and Approval of Agenda**

MOVED by Matthew Odden and seconded by Cheri DeLong to approve the agenda as presented. Motion passed: 3-0

**Review Approval of the Minutes from July 10, 2017**

MOVED by Matthew Odden and seconded by Cheri DeLong to approve the July 10, 2017 minutes. Motion passed: 3-0

**2017 Budget Update**

Matthew Olson updated the board on the current status of the 2017 budget and reviewed line items. Vouches were presented for the board to review.

Matthew Olson presented a request for purchase of a new chair for Jane Amiotte, dual monitors for Jane Amiotte, and a ceiling mounted projector for the meeting room.

MOVED by Matthew Odden and seconded by Cheri DeLong to purchase the chair, monitors, and projector. Motion passed: 3-0

**2018 Budget Request**

Matthew Olson updated the board on the status of the 2018 Budget request. The Pennington County Board of Commissioners approved a 1% COLA and 1 Step increase for Employees rather than the 2 step increases that were requested by all departments. This resulted in a small budget reduction to the extension office.

Matthew Olson presented a draft of the 2018 Memorandum of Understanding between Pennington County and SDSU Extension. The only change is updating the salary component for the cost shared 4-H Youth Program Advisor(Jane Amiotte) This cost for 2018 is \$19,436.

MOVED by Matthew Odden and seconded by Cheri DeLong to send the MOU on to the Pennington County Board of County Commissioners for approval at the November 7, 2017 meeting. Motion passed: 3-0

### **Program Report**

Matthew Olson presented a PowerPoint that will be presented to the Pennington County Board of County Commissioners at the November 7, 2017 Meeting.

Cheri DeLong suggested a comparison graph for previous years school enrichment numbers.

### **Walter Taylor 4-H Building Key Policy**

MOVED by Cheri DeLong and seconded by Matthew Odden to approve the key policy:

With the removal of “placed in the After-Hours Drop Box” under item two of the “key issuing section”

To add, pending approval from Pennington County Buildings and Grounds “or keys will be placed in a combination lock box by the extension office and the combination will be emailed to the reservation holder prior to the scheduled meeting” under item one of the “key issuing” section and to add “combination lock box” under section two of the “key issuing” section

And to approve the Multi-Date Reservation form, and Key Request form, and to rekey the four exterior door of the Walter Taylor 4-H Building. Motion Passed 3-0

### **2018 Pennington County Extension Advisory Board**

Board members wishing to continue will need to send a letter of intent to Matthew Olson by December 1, 2017.

### **Next Meeting**

MOVED by Matthew Odden and seconded by Cheri DeLong to schedule a meeting of the Extension Advisory Board for November 27, 2017, 5:30pm at the Walter Taylor 4-H Building. Motion passed: 3-0

### **ADJOURN**

MOVED by Cheri DeLong and seconded by Matthew Odden to adjourn the meeting.

There being no further business, the meeting was adjourned at 6:20 p.m.

*The next meeting of the Extension Advisory Board is set for November 27, 2017, 5:30 p.m.*

Minutes Submitted By Cheri DeLong