

**PROCEEDINGS OF THE PENNINGTON COUNTY
EXTENSION ADVISORY BOARD
January 29, 2018**

The Pennington County Extension Advisory Board met at 5:30 p.m. on Monday, January 29, 2018 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: Matthew Odden, Joyce Bowman, Commissioner Mark DiSanto, Ronald Dinger. SDSU Extension 4-H Youth Program Advisors Jane Amiotte and Matthew Olson were also in attendance.

Note that while SDSU Extension 4-H Youth Program Advisors Jane Amiotte and Matthew Olson attended, they are 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 Ronald Dinger and seconded by Matthew Odden to approve the agenda as presented. Motion passed: 5-0

Election of Officers

Patty Brunner opened the floor for nominations of the President
MOVED by Patty Brunner to nominate Matthew Odden for President. Ronald Dinger seconded the nomination.

The Board voted verbally with 5-0 in favor of Matthew Odden as President.

Matthew Odden opened the floor for nominations of the Vice President
MOVED by Patty Brunner to nominate Patty Brunner for Vice President. Matthew Odden seconded the nomination.

The Board voted verbally with 5-0 in favor of Patty Brunner as Vice President.

Matthew Odden opened the floor for nominations of the Secretary/Treasurer.
MOVED by Patty Brunner to nominate Ronald Dinger for Secretary/Treasurer.
The Board voted verbally with 5-0 in favor of Ronald Dinger as Secretary/Treasurer.

Review and Approval of the Minutes from October 2, 2017

MOVED by Patty Brunner and seconded by Ronald Dinger to approve the October 2, 2017 minutes with the correction of the spelling of “salary” under the 2018 budget request.
Motion passed: 5-0

2017 Budget Update

Matthew Olson updated the board on the final status of the 2017 budget indicating that the office came in under budget.

2018 Budget Request

Matthew Olson updated the board on the status of the 2018 Budget and reviewed the budgeted amounts for each line item.

Review of Voucher Process

Matthew Olson reviewed the current process for the office to submit expenses, called “vouchers” to the county.

MOVED by Patty Brunner and seconded by Ronald Dinger to allow the President and/or Vice president to approve vouchers on a monthly basis. Motion passed: 5-0

Pennington County Code of Conduct

Matthew Olson presented the Pennington County Code of Conduct to the new members of the board and indicated that they are appointed officials of Pennington County and are expected to follow the code of conduct.

SDSU Extension and Pennington County MOU

Matthew Olson presented the Memorandum of Understanding(MOU) between SDSU Extension and Pennington County for 4-H programming as well as the MOU between SDSU Extension and Pennington County for EFNEP.

Role of the Extension Board

Matthew Olson reviewed the role of the extension board and outlined the meetings for the year. Members of the board asked for trainings to take place during regularly scheduled meetings to further explain the role of the extension board.

Program Report

Matthew Olson presented a PowerPoint that reviewed the 2016-2017 4-H year.

Key Approvals

MOVED by Commissioner Mark DiSanto and seconded by Joyce Bowman to allow the President and Vice President to approve or deny key requests on a monthly basis and if a key request is denied, the requestor may appeal to the full extension board at the next regularly scheduled meeting.

Motion Passed: 5-0

MOVED by Patty Brunner and seconded by Commissioner Mark DiSanto to deny the key requests submitted by Paul Freidel and Lloyd J Morgan.

Motion passed: 5-0

MOVED by Patty Brunner and seconded by Joyce Bowman to deny the key request submitted by Kim McCarty.

Motion passed: 5-0

MOVED by Ron Dinger and seconded by Joyce Bowman to Approve the key request submitted by Dean Szymanski.

Motion passed: 5-0

2018 Budget Break down between 4-H Advisors

Moved by Ronald Dinger and seconded by Commissioner Mark DiSanto to approve the budget breakdown between the two 4-H advisors.

Motion passed 5-0.

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

4-H Program Advisor Roles

Moved by Commissioner Mark DiSanto and seconded by Patty Brunner to approve the 4-H Advisor Roles.

Motion passed 5-0.

A copy is on file at the extension office.

Walter Taylor 4-H Building use Policy

Matthew Odden, Matthew Olson, and Patty Brunner volunteered to work on a policy for use of the Walter Taylor 4-H Building that will be presented at the next extension advisory board meeting.

Personnel Issues – Executive Session

Moved by Commissioner Mark DiSanto and seconded by Ronald Dinger to go into executive session and allow Matthew Olson and Jane Amiotte to be present during executive session.

Roll Call Vote: Bowman – aye; Brunner – aye; Dinger – aye; DiSanto – aye; Odden; aye

Motion passed 5-0.

Moved by Commissioner Mark DiSanto and seconded by Ronald Dinger to come out of executive session.

Motion passed 5-0.

Moved by Commissioner Mark DiSanto and seconded by Ronald Dinger to appoint Patty Brunner to serve on a search committee for an administrative assistant if necessary.

Commissioner Mark DiSanto and Joyce Bowman will serve if Patty Brunner is unable to.

Motion passed 5-0.

ADJOURN

MOVED by Commissioner Mark DiSanto and seconded by Ronald Dinger to adjourn the meeting.

There being no further business, the meeting was adjourned at 6:33 p.m.

The next meeting of the Extension Advisory Board is set for April 2, 2018, 5:30 p.m.

Minutes Submitted By Ronald Dinger