

Proceedings of the Pennington County Extension Advisory Board

April 20, 2020

The Pennington County Extension Advisory Board met on Monday, March 20, 2020 Via the Zoom App. The meeting was called to order at 5:46pm with the following Board Members present: Matthew Odden, Patty Brunner, Joyce Bowman, and Mark DiSanto. SDSU Extension 4-H Youth Program Advisors Regina Bakley and Jane Amiotte, and Staff Assistant Kimberly Suckow were in attendance.

Note that while SDSU Extension 4-H Youth Program Advisor Regina Bakley and Jane Amiotte attended, and Staff Assistant Kimberly Suckow 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 Patty Bruner and seconded by Mark DiSanto to approve the agenda. Motion passed: 4-0

Review and Approval of the Minutes from January 27, 2020

MOVED by Mark DiSanto and seconded by Matt Odden to approve the minutes with no corrections. Motion passed: 4-0

Kimberly Suckow showed a spreadsheet with 2020 expenses as of the end of March 2020. Totals spent in the month of March were: \$3,252.25 Salaries (Kim's Pay); \$20,681.46 Services and Fees (which included the contract payment to SDSU for half of one of the Advisor's Salaries); \$267.01 Repairs and Maintenance (copier contract); \$269.03 Supplies; \$205.72 Travel & Conference (\$130.86 was van to Capital Day in Pierre); \$408.96 Utilities (phone and internet). Total amount remaining in budget before the 10% cut at the end of March was \$55,193.55.

Kimberly also reviewed the 10% cut that was emailed out the week prior and approved by the board via email. She reviewed column S which shows where the cuts were made and why they were made. Cuts included: \$1000.00 for Achievement Day Judges (the Leaders Association officers were emailed and approval was given that their budget could take this over for one year); \$124.00 Postage (postage at the commissioner's office has a large pre-paid amount so most of this budget won't be needed); \$3,100.00 Program Supplies: \$3,101.00 from Misc. Supplies (total supplies was increased last year with insurance amount Kim was not taking so basically going back to how it was when insurance was used by staff assistant.); \$2,650.00 from Travel & Conference (State car costs were down so lowered budget for that plus some of the events cancelled have lowered travel cost.) Total budget was \$88,646.00 and with a 10% reduction the new budget is \$79,781.00 and with these cuts the new budget is met.

Old Business

Crack in auditorium wall

Kimberly mentioned that the Buildings and Grounds people had come a week or two ago and looked in dog closed near cracked wall and saw there was a heating element on the wall. They confirmed with Kimberly that no heat was being used in the dog closet and they removed the heating unit and shut it off at the breaker. They removed some dog closet items so that the people

to repair the cracked wall would have room to work. They indicated that they would come fix the wall in the next few weeks. Nothing had been done by the time of this meeting.

Stove update

Kimberly has requested documentation from EFNEP identifying which stoves they own. They came back with no answers just that they own 2 of them. Kimberly asked EFNEP if it was possible to ask accounting for help to determine which ones were purchased but the reply from EFNEP was that 4-H could try but with everyone working from home they didn't think we would get any answers. Advisory Board made the request that a quote for repairs be submitted before a final decision is made on the stoves as well as presenting the quote to EFNEP to see if they would like to be included on the repair process.

Promotion & Expansion Committee

Regina asked for names of volunteers for the Promotion & Expansion Committee. She would like the committee to consist of 3 adults and 1 youth that are involved with 4-H and 3 adults and 1 youth who are not involved in 4-H. Please let Regina know if you know of someone who might be interested.

New Business

Jane Amiotte / Program Report / 4-H Youth Program Advisors Report

Jane Amiotte shared a report summarizing her activities. The report included the Storytime and Crafts Preschool program at the Rapid City Public Library, school outreach programming (approximately 825 students), South Dakota Mammals Program, STEAM² at West Middle School, attended the virtual SDSU Extension Spring Conference, Kids Take Stock event during the BHSS, working on lessons for teachers to send out and updating her Facebook page to include at home activities for youth. Jane has spent time doing webinars and trainings to further her professional development.

Regina Bakley / 4-H Youth Program Advisors Report

Regina reported on several topics which including the Black Hills Stock Show Youth Day, Youth Take Stock Day, and the 50/50 Raffle for the Leaders Association. She Attended the SDSU Spring conference via Zoom and the SDAE4-HP spring meeting. She reported that the Shooting Sports Program was having great success before Covid-19 and Archery had the highest number of participants in a long time. Discussed the success of the first Pennington County 4-H Winter Dog Show, working on the Leadership Outcome team for State 4-H and has been attending Zoom trainings and webinars.

Building Use Policy

Kimberly shared the updated Building Use Policy for the Walter Taylor 4-H Building Use Policies. The policy was reviewed and discussed.

MOVED by Patty Brunner and seconded by Joyce Bowman to submit the policy to the county with the requested changes for their review. Motion passed: 4-0

Work Hours During Holidays

The County Commissioners approved a resolution that states the Pennington County 4-H Office will operate under normal 8:00am – 5:00pm Monday – Friday and will follow all state closed holidays including Governor Granted Holidays. The staff assistant will use vacation, personal leave or holiday on these days.

Covid- 19 Structure Update

Kimberly reported on the safety measures the county is requiring staff and offices to take in order to provide a safe work environment. Regina reported on the safety measures SDSU and Extension are using to keep the youth and volunteers safe.

Club EIN Numbers, Taxes and Financial Changes

Regina gave in update on the changes that will be taking place for the clubs and their financial process. Each club will now be required to obtain their own EIN number and complete their own taxes through the IRS.

Volunteer Week T-Shirts

Regina reported on the T-Shirts that were purchased for the Volunteers of Pennington County 4-H for Volunteer Week. They have arrived and will be handed out to those in the Rapid City area and be mailed to the leaders and volunteers in Wall or New Underwood.

2021 Budget Approval

Tabled until the May 11th meeting until the directions for the budget are received from the county.

Meeting dates

2020 meetings dates will be March 16, May 18, July 20, and Oct 19.

ADJOURN

MOVED by Mark DiSanto and seconded Patty Brunner to adjourn the meeting. Motion passed: 4-0

The next meeting of the Extension Advisory Board is May 11th, 2020 at 5:30pm Via Zoom.

Minutes submitted by Regina Bakley & Kimberly Suckow