

Proceedings of the Pennington County Extension Advisory Board

January 27, 2020

The Pennington County Extension Advisory Board met on Monday, January 27, 2020 in the library at the Walter Taylor 4-H Building, 601 E Centre St., Rapid City, South Dakota. Matthew Odden called the meeting to order at 5:42pm with the following Board Members present: Matthew Odden, Patty Brunner, Joyce Bowman, Dallas Vos, Alan Van Bochove. 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 Alan Van Bochove and seconded by Patty Bruner to approve the agenda with the addition of an update on the kitchen stoves and election of officers. Motion passed: 5-0

Review and Approval of the Minutes from July 1, 2019

MOVED by Joyce Bowman and seconded by Dallas Vos to approve the minutes with corrections. Motion passed: 5-0

Vouchers were passed around for review.

Kimberly Suckow handed out a spreadsheet with 2019 final expenses. Final expenses for 2019 were \$2,344.25 (2.6%) below the annual budget of \$88,745.00. The remaining dollars in the budget will roll back to the county. Kimberly also passed out a spreadsheet summarizing specific 2019 expenses that were prioritized in the October Extension Advisory Board meeting. Items on this sheet included \$1,552.04 to purchase 10 tables, \$4,045.81 for the AV system for the meeting room, \$5,893.08 for the AV system in the auditorium, \$298.99 for banners, \$75.96 for mailbox replacement, and \$239.99 for a dehumidifier.

Kimberly passed out a spreadsheet with the 2020 budget distributed over a 12-month period. Kim added a row to identify overtime. The 2020 budget is \$88,646.

Old Business

Facebook Policy

Regina reported that the Facebook policy is under final review at the state level. When the review is complete the state will provide information for training at the county and club level.

Crack in auditorium wall

Kim presented a letter Mike Kuhl (Pennington County Buildings & Grounds) received from Albertson Engineering Inc stating the foundation of the Walter Taylor building is sound. Crack monitors were installed for approximately one year and did not identify additional movement during that time period. The crack can be filled. Buildings and Grounds is responsible for the repair.

Stove update

The shut off valve for the gas stoves in the kitchen has been located. Kim has requested documentation from EFNEP identifying which stoves they own. Ownership will need to be determined to establish who is responsible for repairs.

New Business

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

Jane Amiotte handed out 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), Nation Geographic Certified Educator Certification Course, STEAM² at West Middle School, Project Wild, attending the SDSU Extension Fall Conference, Capstone Project, wreaths at BHNC, bread baking workshop, advisor training on water-climate-weather, and completing the Wilderness First Responder Recertification class.

Regina Bakley / 4-H Youth Program Advisors Report

Regina reported on several topics which included a meat identification contest at the Western Jr Livestock Show, she attended the fall SDSU conference where she was elected as a regional representative, attended staff training, pie workshop, has held a cloverbud meeting and found a leader for the group, participated as a 4-H representative at Rush night (Rush Hockey), networking day, Christmas at the mansion (decorated the Christmas tree), has started working on 2020 state fair, capital day, water climate & weather training, preparing for the Black Hills Stock Show Youth Day, and getting shooting sports started.

Key Policy

Kimberly passed out the Walter Taylor 4-H Building Key Policy. The policy was reviewed and discussed. Both the staff and the board agreed that the policy is working well and no changes are needed. It was recommended that the code on the lock box should be changed periodically.

Regina stated there was inconsistency with keys issued to clubs. All keys have been turned in and none of the club leaders have a key.

Building Use Policy

Kimberly handed out past and present Walter Taylor 4-H Building Use Policies. The policy was reviewed and discussed. The county is reviewing use of county buildings.

MOVED by Dallas Vos and seconded by Patty Brunner to table the policy until the county completes their review of building usage policies. Motion passed: 5-0

Key for West Dakota Water Development District

West Dakota Water Development District has requested a key for access to the Walter Taylor building. MOVED by Patty Brunner and seconded by Dallas Vos that a key may be checked out in accordance with the key policy.

Key for Paws In Motion

Paws in Motion has requested a key for access to the Walter Taylor building. MOVED by Joyce Bowman and seconded by Alan Van Bochove that a key may be checked out in accordance with the key policy.

Work Hours During Holidays

The commissioners asked Regina for a proposal regarding when the office will be open during the holidays. Regina will check with other offices in the state and draft a plan.

Commissioner Goals

The commissioners asked for a list of goals for them to achieve in 2020. The following goals were suggested:

- Create a safe facility for 4-H youth
- Build a relationship between 4-H youth and the county commissioners
- Consider developing a youth commissioner council similar to the Rapid City youth council.

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.

Election of Officers

MOVED by Dallas Vos and seconded by Patty Brunner to nominate Matthew Odden as President. Motion passed: 5-0

MOVED by Joyce Bowman and seconded by Alan Van Bochove to nominate Patty Brunner as Vice President. Motion passed: 5-0

MOVED by Dallas Vos and seconded by Patty Brunner to nominate Alan Van Bochove as Secretary. Motion passed: 5-0

Meeting dates

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

ADJOURN

MOVED by Mark DiSanto and seconded by Joyce Bowman to adjourn the meeting. Motion passed: 5-0

The next meeting of the Extension Advisory Board is March 16, 2020 at 5:30pm.

Minutes submitted by Alan Van Bochove.