



Meeting Summary

IECA Board of Directors

Saturday, June 4, 2022
Boone County Extension Office

NOTE: These are not official minutes. Details may be corrected in the official minutes once approved at the next board meeting.

Update on Board Elections

The following individuals were elected to the IECA Board of Directors for a 3-year term ending in 2025:

- Region 1 – Ryan Freese, O'Brien County
- Region 3 – Mary Greiman, Hancock County
- Region 12 – Kelly Jared, Delaware County
- Region 13 – Gwen Hanson, Shelby County
- Region 15-16-17 – Kasey Peters, Polk County
- Region 20 – Tom Monroe, Scott County
- Region 25 – no write-in candidates
- Region 27 – Paul Gieselmann, Louisa County

Appointments to the IECA Board of Directors

The following individuals were appointed to the IECA Board of Directors to fill open seats:

- Region 4 – Sterling Young, Cerro Gordo County (remainder of term ending in 2023)
- Region 23 – Dan Lamgo, Adams County (remainder of term ending in 2024)
- Region 25 – Phil Masters, Lucas County (full term ending in 2025)

IECA Membership Dues update

67 counties have paid dues as of June 2. They are not due until August 1, 2022. No board members have reported receiving any negative feedback regarding the dues increase to date.

ISU Extension & Outreach Update – Dr. John Lawrence, Vice President for Extension and Outreach

- The Memorandum of Understanding (MOU) between ISU and county extension districts is set to end on June 30, 2023. On Tuesday, there is a committee charged with reviewing the existing MOU for clarification and adjustments to improve upon the agreement.
- Gary Taylor is stepping down as director for Community and Economic Development. The position was advertised and is now closed. Candidates have been scored and they expect interviews to be conducted over the summer.
- About 400 surveys were recently returned responding to the climate in Extension and Outreach's diversity, equity, and inclusion as well as individuals' assessments of the climate of working for/with Extension and Outreach in general. Both staff and council members were surveyed. The results will be reviewed at Tuesday's (June 7) Leadership Team meeting. Some of the council feedback on this survey could inform some of IECA's efforts to engage and serve council members.

MOU Renewal Committee

- The committee meets for the first time on Tuesday, June 7. Jennifer Vit, Dr. Lawrence, and Andrea Nelson, along with the following individuals, will serve on the 2023-2026 MOU Renewal Committee:
 - Mary Beth DeWall, Dickinson County Extension Council member
 - Lori Donahoe, Johnson County Extension Council member
 - Dennis Goering, Polk County Extension Council member
 - Paige Grandgeorge, Wright County Extension Council member
 - Terry Janssen, Region 7 director
 - Holly Loan, Clayton County director
 - Tom Monroe, Scott County Extension Council member, IECA Board member
 - Ben Pullen, senior field manager, 4-H Youth Development
 - Hailee Sandberg, Linn County director
 - Janet Smith, Region 27 director
 - Jamie Thompson, Mills County Extension Council member, IECA Board member
 - Barb Wollan, family wellbeing specialist, Human Sciences
- The committee will be working on this throughout the summer with a hope to have a final draft back by the first of the year for councils to review and sign by June 2023.
- Council members are encouraged to read the existing MOU document closely to think about how it helps them and how it doesn't help them. Staff members are encouraged to help facilitate this with councils.
- It was suggested that the committee provide an FAQ to accompany the MOU to help ease the general understanding of the items in the document.

County Services Update – Andrea Nelson, Asst. Vice-President for County Services

- The Region 17 (Story County) Director position has been filled with Donovan Olson, previous Region 4 Director. They are interviewing candidates this week for the Region 4 position.
- Check your email for information about area meetings in September and October. Council members are invited to attend, along with staff members.
- Councils should work with staff to conduct a carryover analysis, making financial projections between now and June 30 to identify if there will be carryover at the end of the fiscal year and if your council is within their published budget.
- Council elections are on the horizon. Nominating committees are being formed now. Council orientation of newly elected council members will be taking place in December and January. There will be both in-person and virtual options available.
- There is a program planning process being piloted this summer with 11 counties. The tool is designed to help councils work on program planning. Hopefully, by September this new tool will be available for the entire state. Andrea will report back to the board in the fall and will share this tool.

We Are Iowa 4-H: Organizational Fundamentals Document

- This document is an update of the previous “Core Principles” document. Of note to councils: this guidance defines the role of councils in the 4-H program as providing the personnel and means for supervision. The 4-H Youth Development unit provides the program direction. It also identifies the roles of each individual/group that takes part in the 4-H program.
- There are 2 standard job descriptions (CYC and K-12 Coordinator) linked in the document that are available for councils to utilize when hiring personnel.
- This document also addresses the research theory behind 4-H programming. It positions 4-H well for programming beyond the traditional 4-H club format.

- This document should be read by all staff and council members should read through and understand.

IECA Action Planning

The [2022-2025 IECA Action Plan](#) was discussed. The board learned about motivation theory and discussed how that might relate to our next implementation phase. Some items were referred to the board committees to take the lead. General discussion included the following:

- Regional meetings
 - Some regions have tried this and there isn't good attendance, but other regions have had a great turnout.
 - Content: share successes and future plans. This would also be a good opportunity to bring in program specialists, Dr. Lawrence, Andrea, Jennifer.
 - Regional meetings could be promoted in a 3-minute video. IECA could provide some tips and suggested structure.
 - One goal would also to provide some cross-pollination of ideas and problem solving. Suggestion: HR focus
- IECA Member Benefits
 - Identifying new benefits IECA could provide
 - Needs assessment to see what the needs are that IECA could help with
 - Helping counties strategically think about how to help with staffing for counties whose tax dollars are capped. What funding options are available that counties could tap?
- New council member orientation
 - How can we target new council members in the orientation to better understand what IECA is and how it helps councils?
 - How can we capture the attention of council nominees before they begin? Or immediately after they are elected.
- 3-minute videos
 - Identify which 3-minute videos should be requested for the next upcoming year. – including parliamentary procedure
 - Role of council members – discuss motivation for being on the ballot and how they can fulfill their own goals as a council member.
- Nominating committees – making sure that the whole county is represented

Officer Elections for 2022-2023 Board

- President: Connie Casson
- President-Elect: Kelly Jared
- Secretary: Dan Lamgo
- Treasurer: Jamie Thompson

Extension Council Conference

- The 2022 conference went well. The breakout sessions were very good. Turnout was disappointing. The conference committee discussed trying a virtual conference every other year. There is still a desire to find ways to network, so we could potentially do that at the end of the conference in smaller breakout rooms.
- Financial summary – We still do not have all of the registration fees paid, so we do not yet have a summary for the 2022 conference.
- It was decided to do a virtual conference in 2023 in the winter months, with timing depending on when we host a legislative event.
- Conference chair and committee appointment for 2023 – Le Ann Lawler agreed to serve on the conference committee. Julie will send a note to the board to see if there are others interested in serving on this committee

Finance, Policy, & Legislation Committee Report

- Committee chair: Paul Gieselman
- The following budget was set for FY2023:

Category Description	FY23 Budget
<u>INCOME</u>	
Membership Dues	\$ 30,720.00
EAP Payment	9,500.00
Extension Council Conf.	500.00
TOTAL INCOME	\$ 40,720.00

EXPENSES

General

Bank Charges	\$ 30.00
Copies	1,000.00
Misc.	500.00
Office Supplies	350.00
Postage	500.00
Travel	6,000.00
Insurance	975.00
TOTAL General	\$ 9,355.00

Comm. & Networking

Communications	\$ 1,200.00
TOTAL Comm & Networking	\$ 1,200.00

Human Resources & Member Services

Council Conference	\$ 1,580.00
EAP	9,000.00
Legal Services	15,000.00
TOTAL Human Resources & Member Services	\$ 25,580.00

Finance, Policy, & Legislation

Legislative Contacts	\$ 775.00
TOTAL Finance, Policy, & Legislation	\$ 775.00

TOTAL EXPENSES **\$ 36,910.00**

OVERALL TOTAL **\$ 3,810.00**

- Kim Rinker volunteered to do a fiscal review of the FY2022 books in the upcoming months.
- Legislative involvement in 2023
 - Local legislative coffees
 - Day on the Hill – without 4-H involvement, scaled back event

Human Resources & Member Services Committee Report

- Committee chair: Bruce Clark
- Member benefits survey
 - Reviewed the 2016 survey. The committee proposes that the survey be revised and sent to councils to ask them to fill out as a group.
 - Timing = fall to be compiled by January meeting.
- Process for Executive Director Annual Review of Goals
 - Timing:
 - January: Send out the feedback form in January
 - February: Feedback forms returned
 - Early March: Share results with the executive director
 - Distribution of feedback form
 - Electronic format
 - All IECA board members complete the form
 - President and/or president-elect compile the results
 - Discussion of results
 - IECA officers (president, president-elect, secretary, treasurer) review results
 - President and president-elect meet with the executive director to share results
 - Full board receives a very general summary (meets/does not meet expectations) of the results at a full board meeting

Communication & Networking Committee Report

- Committee chair: Gwen Hanson
- 3-minute video content
 - Target new council members following elections with a focus on engagement; Connie could be interviewed; the video could be emailed directly to new council members
 - Use conference breakout session topics for 3-minute videos to introduce topics and then direct them to full video recordings from the conference
- Engaging newly-elected council members
 - welcome packet from IECA – include a small token gift (magnet, notepad), invite them to the conference. Share *Top 5 things you need to know as a council member*

Executive Director Report – Jennifer Vit

- EAP Update – 96 counties are participating this year with 384 county employees
- IECA sponsored an EAP lunch and learn for managers and supervisors. The webinar *Communicating in Difficult Situations* was presented by EAP staff member Lars Peterson
- Kay Oskvig from Whitfield & Eddy Law will be providing a training for council members on July 25 at 6 pm. The content will be targeted to personnel committees and touching on personnel records, hiring, and firing.
- IECA has scheduled 2 council trainings about 4-H programs
 - August 31, 2022, 6:00 PM | *What Every Council Needs to Know About 4-H Part I: Community Clubs*, Jen Hargrove, Iowa 4-H | Details will be provided closer to the event
 - Date TBD – *What Every Council Needs to Know about 4-H Part II: K-12 Outreach*

County Concerns/Issues

- The SE corner of the state did a HR learning day for staff and council members in that area. Kay Oskvig and ISU's HR specialist, Ruth Appleton presented that day. Other areas of the state might explore similar opportunities for their staff and councils.
- Jennifer has received some questions lately about whether or not chairs can vote. They can. Jennifer will be providing some brief information on parliamentary procedure in the upcoming council newsletter.
- Dan Lamgo shared that their council recently began offering a small life insurance policy to their county staff members as part of their benefits package. He reported that it was very well-received and appreciated by their staff members. They purchased it through a local agent at a relatively low cost.
- The board discussed acceptable ways to recognize volunteers. Councils need to be careful about using program money to "reward" volunteers. Gift cards, specifically, may only be used for program purposes. Councils can, however, find sponsors to provide gifts to volunteers. Nominating volunteers for local community/area/statewide awards and recognition programs would also be very appropriate.

The next meeting date will be in September/October/early November. A poll will be sent to board members to help determine availability.