



Minutes of the Board of Directors of the Iowa Extension Council Association

January 25, 2020

The Board of Directors of the Iowa Extension Council Association met via video conference on January 25, 2020. President Mike Ryan called the meeting to order at 9:00 a.m. Board members present Le Ann Lawler, Lori Donahoe, Kelly Jared, Amy Eden, Pam Olerich, Charlie Ertzinger, Jayne Lupkes, Joy Prothero, Jamie David, Bruce Clark, Paul Gieselman, Al Ralston, Kim Rinker, Connie Casson, Mary Greiman, and Peggy Sparrgrove,. Also present were John Lawrence, Andrea Nelson, Terry Maloy, and Julie Baumler.

There were no additions or corrections to the agenda.

Jayne moved to approve the minutes of the September 28, 2019 meeting. Le Ann seconded the motion. The motion carried.

Lori Donahoe gave the treasurer's report. We have a balance on hand of \$24,089.65.

A bill from Employee & Family Services for EAP benefits was presented in the amount \$6,541.92 for coverage of 354 staff members. It will be adjusted at the end of our billing period to accommodate fluctuations in the final numbers. Lori reported that we have a balance as Nov. 30, 2019 is \$9,358.53 for what is owed to Whitfield & Eddy for legal services. She requested that we bring that balance to \$0. Lori moved to approve the treasurer's report and the bills. Jamie seconded the motion. The motion carried.

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

Dr. Lawrence reported that the MOU committee has met twice and have finished the initial review of the previous MOU and had Whitfield & Eddy look at it for comments to help us move forward. With the new MOU, the responsibilities of the regional directors will be defined. Iowa State's attorneys are working on drafting those responsibilities now for each of the 3 staffing models. It will then be reviewed by Whitfield & Eddy. The goal is to have something for councils to review by early March with signing done in June. There will be one overarching MOU with 3 addendums – one for each of the options. The service fee for the coming year is held at 2.7%. We should know soon if we are able to hold it for the remaining 2 years of the MOU as well.

Information concerning ISU health insurance should be shared with counties in March with open enrollment in May and a start date of July 1.

The new regional map will be announced soon. With three counties selecting Model 2, there are 97 counties to create new regions. Most regions will be four counties with a couple of three-county regions and one or two 5-county regions. There will be 27 total regions.

Whitfield & Eddy believes that the initial review of the MOU is an excellent move forward for the counties. They want clarification on what ISU legal is offering to counties and how that would work. Additionally, they want details on what mediation between counties would look like.

Regional Director candidates for Polk, Dallas, and Story Counties have been interviewed and that process is moving forward. The current regional directors are completing knowledge, skill, and ability surveys as well as a ranking preference of regions. This will help inform the assignments by the end of February. Vacant positions for the remaining regions (likely five of them) will open by March 1. Council members will be included in the interview process for those positions.

Those with concerns about their regional directors have been asked to contact John. He and his staff are looking into those concerns and are having discussions with those individuals where the concerns are valid. They are taking input seriously. During the month of February, council members are being asked to complete performance reviews of their regional directors.

IECA board members Bruce Clark, Jamie David, Jayne Lupkes, Joy Prothero, and Lori Donahoe are on the Memorandum of Understanding (MOU) Committee. They reported that when reviewing the document, the committee worked to clarify language and define roles and responsibilities more thoroughly (than in the previous MOU). The goal is to have an agreement that is beneficial to both parties and is an improvement from the last MOU.

Dr. Lawrence shared a draft of the MOU with the group. New items in the draft include:

- Data will be tracked via “MyData” database program.
- County staff will be informed when specialists are working/presenting in their county.
- There is an operations section concerning employment and supervision with regard to regional directors. Counties will provide budget resources to support this as well as space for the regional directors to work.
- Program specialist housing and office space use is clarified.
- ISU will provide human resources training and support for extension districts and staff regarding labor issues
- There will be a two-way scorecard to evaluate and communicate staff performance relative to the MOU and agreed-upon expectations

An allowance for ISU health insurance for county-paid staff may need to be added to the MOU. One board member commented that there is a need to clarify and expedite the curriculum review process for locally-developed programming. Dr. Lawrence will follow up on that item.

A County Services update was shared by Andrea Nelson, Asst. Vice President for County Services. Ninety-four counties have submitted county stakeholder reports to date. These will be used with decision-makers at the legislative day on Feb. 19.

The inaugural County Services newsletter went out recently. This will provide an overview of current happenings and will highlight some of the work that our staff is doing. This will go to all county staff, council members, regional directors and any who subscribe.

A committee called County Services 2020 have been working on short-term issues that will help the transition to the Structured for Success implementation on July 1.

In conversation with our Model 2 counties, they were interested in hiring their regional directors sooner rather than later. The start date is still July 1, but this allows counties to set budgets and identify how they will work with their current county directors. There were good pools for all three positions. Interviews will occur the week of Feb. 10 on campus. By March 1, they would like to open up the additional vacancies for the 5 regions that are not assigned a current regional director. Those positions will be open for one month. Offers will be extended by May 1 with all regional directors on board June 1. An orientation and training week will occur the first week of June. Supervision training will be included with this.

County transition plans will be provided to regional directors on June 1. We will ask that specific activities are identified and responsibilities are defined for activities happening in June, July, and August (i.e. nominating committees, county fairs, county staff interviews/hiring, etc.). Andrea anticipates that between one-third and one-half of our counties will be going through transitions of regional directors.

Jamie David and Connie Casson gave an Extension Council Conference update. The conference is set for Sat., March 28. The format will be fairly similar to the past years. This year's theme is *2020 Focus for Success*. We will have 16 breakout sessions like we have had in the past. We have tried to identify the topics that will allow council members who have a specific interest to have a track (i.e. new council members, staff, finance committee, personnel committee, and program committee).

Each board member has been asked to identify one council member in each of their counties to personally invite to the conference. Board members have been asked to sign up to volunteer to help in various ways at the conference.

Charles moved to approve event insurance for the conference with an approximate cost of \$540. Al seconded the motion. The motion carried.

Terry announced that he is unable to be at the conference due to another commitment with his family.

Kim asked about an interactive app for the conference. Mike will research if there are low-cost non-profit options in this space. We could identify a hashtag for the conference to use with Twitter and/or Facebook.

A Legislative Day update was given by Jayne Lupkes, Terry Maloy, and Andrea Nelson. The agenda was reviewed. We have confirmed Gov. Reynolds to talk with the group in the afternoon. Terry is working to invite Iowa Secretary of Agriculture, Mike Naig.

Paul moved to cover mileage expenses of up to \$50 per carload for legislative day drivers with 3 or more attendees in their vehicle. Lori moved to second the motion. The motion carried.

The group discussed a dues recommendation for 2020-21. Jamie moved to keep the dues structure level with the current year. Jayne seconded the motion. The motion carried.

Terry Maloy gave his Executive Director report. Terms will expire in 2020 for board members in Regions 1, 3, 9, 12, 13, 17. We will need to consider our future board structure with regard to the new regional structure.

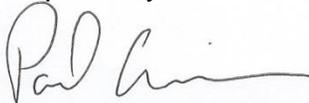
Invoices have been sent out for EAP for 2020-21. Our staff members continue to use their EAP benefits at a slightly higher rate than Employee & Family Resources' average customers. There has been a lot of use of mental health services. This year, the EAP benefit will cost counties \$21/staff member.

– Terry and Lori will be meeting with Whitfield & Eddy to address the billing discrepancies and request monthly billing. The board needs to discuss the frequency which counties should be able to access a free hour of consultation (as a membership benefit). We currently allow once per quarter. That may need to change. We will discuss at our June meeting.

Mike moved to set June 13, 2020 for the next board meeting. Al seconded the motion. The motion carried.

Pam moved to adjourn. Connie seconded the motion. The motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Gieselman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Paul Gieselman, Secretary