

Cornell Cooperative Extension of Livingston County Board of Directors
Tuesday, August 23, 2022 held at the CCE Livingston Office BOD room.

The August 23, 2022, meeting of the Cornell Cooperative Extension Board of Directors was called to order by Bruce Dehm at 6:12 p.m.

Members Present:, Bruce Dehm, Anna Macauley, Michael Howlett, Mary Guldenschuh, Tim Hayes, Dwight Knapp, Meghan Rodwell, Sid Bosch

Members Excused:,

Members Absent: Kirsty Northrop

Staff Present: DeLisa Drum, DeAnna Croteau, Mark Wittmeyer, Jennifer Schwab, Tess McKinley

Bruce welcomed everyone.

President Bruce Dehm, designates DeLisa Drum (Operations Coordinator) the official minute keeper of the meeting.

Bruce made the motion to approve the agenda as shown, Tim 2nd this motion and all were in favor.

Mary noted that the last months meeting minutes were incorrect, as the last line on the first page was from the previous months minutes.

Bruce also noted that he did not say that we can only as for \$550,000. It should read that It was shared that we are asking for \$550,000 up from this years \$527,500.

Michael made a motion to approve the meeting minutes from July, with the correction. Dwight 2nd this and all were in favor.

Mark Wittmeyer and Jennifer Schwab with 4-H: Fair Presentation (see attached PowerPoint)

Anna questioned implementation of not having a sale fee. We need to collect and show the youth what happens in the real world. Mark said maybe we can implement a 1% fee.

Michael commented as market poultry grows we didn't want the public to see the barns crowded or crammed. Anna said if we move meat bird show this will leave room.

Bruce let us know that he was busy speaking with families/exhibitors the week of fair.

Also letting everyone know that he spoke with Bob and Bonnie Steckl.

Bruce learned that there is no connection between the CCE BOD and the Fair BOD, The fair let him know that the animals are a big draw. Bruce is hoping that we can have a BOD to BOD connection with communication. They have 40 members' on the fair BOD.

Bruce noted that the horse barns seemed empty at the end of the poultry building.

Final note from Bruce: he was saddened that we did not notify him about the farmer neighbor dinner.

The BOD would like to write/send letters of thank you themselves, that will go out to each of the buyers this year thanking them for their support of the 4-H kids. We will ask Courtney to draft this letter.

Meghan let us know how lucky we are to have Roy Teitsworth as our auctioneer.

Mark let everyone know that we used a professional photographer this year and each buyer will get a photo.

Liaison Report:

Dwight Knapp, Shared that the county is discussing the upcoming 2023 budget, 26% increase in taxable due to the increase in assessments.

The county is working on spending the American Rescue dollars. This will be \$20,000 to 17 towns for trails and parks.

Sewer and Water Authority - York/Leicester area Using AKZO settlement fund and the American Rescue dollars.

Financials: Tim Hayes

Financials are complete through the end of June. Kudos to Jody/Tess getting this all together. No big concerns. Accounting differences. Changes in depreciation in equipment. We are in solid/good shape for the budget year.

Michael asked why A/R was up? – Tess stated that Snap Ed is very slow to pay. Lots of purchasing for the Home Safe Home grant and Shared Business Network was awaiting payment.

Finance Committee met – 2023 budget – BIG CHANGE - Livingston will not be the lead for the SBN beginning Oct 2022.

In 2022 we asked for \$527,500 in 2023 we are asking for \$550,000 this ask is dedicated to the AITC program. We are looking for revenue with the COSERS through Genesee Valley BOCES. (Visiting Experts Program) We are working to get traction this year; this will help for following years.

Dwight questioned that the \$25,000 increase/ask was for? Tess let him know the intended increase is if fully for AITC.

The Finance Committee was in favor of this proposed budget.

Michael made a motion to approve the June Financial reports. Tim 2nd this and all were in favor.

Tim in regards to the budget all I's dotted and T's crossed. Tim made the motion to accept the budget as presented. Anna 2nd this and all were in favor.

Anna shared a survey from the DOH, requesting input from others in Livingston County on what might be for the next "thing" we are faced with. She appreciates input and feedback on.

Program Advisory Committee: (PAC) the committees meet to share the information from BOD to field level and from field level to BOD. Board members don't have communication with staff members they talk with the Executive Director. PAC meet 4x a year at minimum.

Tess let the BOD know that with the upcoming vacancies to the BOD it would be good to have someone from each PAC committee to be on the BOD.

Sid shared his concern that he has no tie to a PAC, he was brought to the BOD as a CLA/College

Executive Director Report: Tess McKinley

In packet you will find the Snapshots and Excitement from the staff.

- See attached snapshots and excitement.

Tess let the BOD know of our upcoming events – Farm Fest @ Coyne Farms and Hunt Races, Tess will share the sign up for help link with everyone.

Annual meeting is November 10th. DeLisa shared details that it will be Trivia themed and a pie auction. We hope to draw more interest from the community with this change.

Search Committee: Update on ED search Bruce let us know that we had 16 applicants The committee met July 26th to decide on criteria. Applications being accepted closed on August 3rd. Each was going to rank 1,2, and 3rd choices. August 30th they were going to meet and gather who they want for first round interviews. The committee surveyed the staff looking for input in what they want in an ED. In September the first round of interviews will be conducted. In October the 2nd round of interviews will be conducted with staff present. Hope to have a final candidate selected by November.

New Business:

Tess has three policies that need to be approved by the BOD

1. Reimbursement
2. Remote Work Policy
3. Vacation Policy

Business Travel: per diem rate \$50 per day

Mileage: personal vehicle – round commute

Cell phone: stipend for use \$25 per month.

Tim makes a motion to approve Policy 504 Business Expenses with changes noted during discussion, Michael 2nds and all were in favor.

Tess discusses that the current situation for Livingston is that the office works from home 2x a week.

Tim asked to do a little research of other Associations, gather the climate across the country, as well as the benefits of working from home.

Tess said that our Educators are out in public sometimes 5 days a week.

This policy will be tabled and looked at next month with more research being completed.

Lastly Tim made a motion that will allow that personal leave be used before or after a vacation day or holiday. Anna 2nd this and all were in favor.

Front Desk has been empty since 9/2020, when entering you ring a door bell for someone to welcome you. We need a face. Paying someone full time is a \$30,000 impact. Tess will talk to OFA to see if we can collaborate.

Anna made a motion to adjourn the BOD meeting at 9:21, seconded by Michael and agreed by all.

Next Meeting is Tuesday, September 27. 7pm at the CCE Office.