

Cornell Cooperative Extension of Livingston County Board of Directors
Wednesday, June 29, 2022

The June 29, 2022, meeting of the Cornell Cooperative Extension Board of Directors was called to order by Bruce Dehm at 7:14 p.m.

Members Present:, Bruce Dehm, Dwight Knapp , Anna Macauley, Timothy Hayes,

Members Present via Zoom: Meghan Rodwell, Sid Bosch

Members Excused:, Michael Howlett, Mary Guldenschuh, Kirsty Northrop

Members Absent: Ailsa Emo

Staff Present: DeLisa Drum, DeAnna Croteau, Barb Stum, Tess McKinley

Bruce welcomed everyone.

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

Liaison Report:

Dwight Knapp, shared that capital improvements for county buildings/land are in full swing: Al Lorenz Park, Murray Hill, Dog Control, Sheriffs, and the Government Center. Tax Foreclosure auction is Thursday, July 28th: with 23 properties up for auction. The 2nd a final 6.1 million in ARP was received. Inflation is at a 8.5% increase. Mortgage rates are at 7% and gas is at \$5 a gallon. County assessments are up. IDA is still looking to gain correctional facility and get back on the tax roll.

Financials:

Tim Hayes, No financials, the committee did not meet. They will have a meeting in August. 2023 Budget will be shared in August.

Bruce Introduced our Interim Executive Director, Tess McKinley – current ED for Steuben County.

Executive Director Report: Tess McKinley

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

DeAnna shared a quick update on her DOH grant.

Barb and DeAnna just returned from a Child Passenger Safety (CPS) check in Cuylerville. Barb was excited to share that, 4 members there wanted to become certified technician and that the location wanted to become a fitting station. DeAnna talked about her Cornell curriculum for parenting called the Magic Years. Barb mention that she is doing 3 bike rodeos a week in the month of July and was able to give away 100 helmets at Dansville primary last month.

Tim made the motion for the approval of the June 29th CCE Livingston BOD agenda, Dwight 2nd the motion and all were in favor.

Tim made the motion to accept the CCE Livingston BOD meeting minutes for May 24th, 2022, Anna 2nd this motion and all were in favor.

Tim made the motion to approve the financials thus far through May of 2022, Dwight 2nd and all were in favor.

New Business:

VanGuard investments- we need to remove previous Executive Director Jolie Spiers from the account. Anna made a motion to make CCE Livingston BOD President Bruce Dehm the guardian of the Associations investments with VanGuard. Tim Hayes 2nd this and all were in favor.

Due to the IRS mileage increasing on July 1st to \$0.625 per mile we would like to have just a standard IRS rate be approved. Dwight makes a motion to accept the IRS federal mileage rate, Tim Hayes 2nd this motion and all were in favor.

Check signing, Tess let the BOD know that program staff do not usually sign checks, Tess would like to move this function to the administrative staff (Courtney Weimar & DeLisa Drum) Tim made the motion for Courtney Weimar, Communications Coordinator and DeLisa Drum, Operations Coordinator to be the Livingston County CCE check signers. Sid 2nd this motion and all were in favor. Meghan did ask if there was any authorization for checks – yes there is Jody initiates the check, Tess approves the check then Jody prints it and finally they are signed.

Due to some current spending and not having a large enough limit on our credit cards, Tess would like to ask for a credit card limit increase, currently 5 cards have \$5000 limit each. Tess would like to see this increased to \$10k. Tim made a motion to increase the credit limit of the 5 cards to 10K each. Anna 2nd this motion and all were in favor.

Finance committee will work on creating an expenditure rules.

DeLisa would like to have an additional cashier for busy times or when vacation or sickness happen. Courtney would be a great fit for this, as she has done in the past. Anna makes a motion to add Courtney as an additional cashier. Dwight 2nd this motion and all were in favor.

Bruce brought up that the search committee need to set an amount for advertising and interviews. Tim Hayes made a motion that the CCE Livingston will set to spend up to \$1k as that amount will be matched from Extension Administration. Dwight 2nd this motion and all were in favor.

Old Business:

Bruce let the BOD know that the ED position salary is been posted at a rate of \$80k - \$90k

Tim moved the meeting into executive session for the confidential interim ED recommendations at 8:14pm.

Dwight moved to end the Executive Session, Seconded by Anna and agreed by all. No action was taken or voted on during the meeting.

Tim moved to adjourn the BOD meeting at 8:42, seconded by Anna and agreed by all.

Next Meeting is Tuesday, July 19th. 6pm at the Hemlock Fairgrounds