

Cornell Cooperative Extension of Livingston County Board of Directors
May 24, 2022

The May 24, 2022, meeting of the Cornell Cooperative Extension Board of Directors was called to order by Bruce Dehm at 7:03 p.m.

Members Present: Meghan Rodwell, Sid Bosch, Bruce Dehm, Michael Howlett, Anna Macauley, Mary Guldenschuh, Timothy Hayes, Adam Hughes, Kirsty Northrop

Members Excused: Dwight Knapp, Ailsa Emo

Members Absent:

Staff Present: Jolie Spiers, Jody Finkle, DeLisa Drum, Ken Estes, DeAnna Croteau, Jennifer Schwab, Mark Wittmeyer

Bruce welcomed everyone.

Bruce asked everyone to review the agenda. – changes were made to the agenda, under new business Ag in the Classroom staffing was to be 1st, and Personnel Committee report and Interim ED recommendation to be combined.

Meeting Minute Approval:

Bruce Dehm asked for a motion for the last meeting minutes to be approved.

Anna made the motion to approve the last meeting minutes. Meghan 2nd this motion and all were in favor.

Liaison Report:

Dwight Knapp, was busy in the field farming.

Financials:

Tim Hayes, shared that the Finance committee met prior to the meeting.

Tim made sure to thank Jody for all her work. Shared the year to date: and will add last year's expenditures and revenues. Overall expenditures are shown through end of April, appears to be a surplus \$64K, but realistically this is just a timing issue. Tim let us know that he does not have a VanGuard Update for us, he still needs to make that contact.

Tim made a motion to appoint DeAnna Croteau, until an Interim ED is put into place to be the approver in Accumatica. Meghan 2nd this and all were in favor.

Bruce asked for a motion to approve the financials as they are, Anna made the motion to approve and Sid 2nd, all were in favor.

Executive Director Report: Jolie Spiers

Jolie let the board know that we hired our HR lead Kelsey James who began earlier this month. We have hired an IT regional Manager who will be hubbing with another SBN, this is Scott Mantelli, he will begin on June 13th. The Safety and Wellness was successful. Conversation with Superintendent Greg Bump, has resulted in a \$10,000 verball agreement for the coming year. Other districts have shown interest. Tim stated that we will likely get 2 or 3 a year. This will make for a steady source of income. DeLisa is still working on securing the 50K for the Gallivan and Young grants. Master Food Preserver was a great program. It cost the association

\$1500 - \$2000. Tim's wife took the class and said it was worthwhile. Julie Shutt 4-H advisory member attended as well. Our new SNAP ED Nutritionist Angie Last-Meraw has begun at the beginning of the month as well. Jolie talked about how the last 2 years have gone quickly, budgets, transparency, increased grant work and strengthened programs.

New Business:

AITC, Bruce reached out to the BOD/Community – new position posted as Subject Educator III, this will be more of a leadership role. Personnel committee met and a Subjected Educator I would be hired under AITC Subject Educator III at a later date. HR Lead is working with campus to get this posted in June. Mark and DeLisa will help with the hiring process in July and hope for an August hire date. Tim stated that it makes sense to have a level III in place to develop programming and then hire a level I. Jolie stated kudos to Lucille, Ken and DeLisa whom have offered time to help AITC. Mark asked what does this mean for Jennifer who is currently part time 4/H and part time AITC? Jolie stated that Jenn would potentially become full time 4-H educator. Kirsty asked who was the team leader for these positions. Jolie answered with Mark.

Personnel Committee met with Adam the night before to learn the selection process on a new ED. Adam shared with the entire BOD that Jolie resigns, then the BOD needs to appoint an Interim (Interim can be a current ED in a neighboring county, hire externally or internally) Current choice is a neighboring county ED – Tess McKinley in Steuben County. We will have to enter into negotiations with the Steuben County BOD and they meet Thursday night. Adam will provide the MOU and it will be about a week process. A search committee needs to be appointed. Agree on the search process now, in the times we are in now the workforce is hard. It could be a 12-month wait. The search committee needs to be a subset of the BOD, including BOD members, community stakeholders and an ED from a neighboring county. Mary shared that the Personnel meeting committee said we would be able to negotiate 3k – 5k per month.

BOD went into executive session to discuss salaries and personnel negotiations at 7:51pm, Meghan made the motion and Kirsty 2nd this. All were in favor.

BOD came out of executive session at 8:36pm

Tim made the motion to give Livingston County Cornell Cooperative Extension Board of Directors President, Bruce Dehm, the authority to negotiate with the Board of Directors of Cornell Cooperative Extension of Steuben County to engage the Steuben County Executive Director as the Interim Executive Director for Cornell Cooperative Extension of Livingston County for between \$3,000 and \$5,000 per month for 2 to 2.5 days per week with a minimum of 1 day a week physically in office. Mileage will be a separate charge. Michael 2nd this motion and all were in favor.

Tim made the motion to accept salary and position adjustment proposals as written and discussed in executive session. Michael 2nd this and were in favor.

Search Committee:

Bruce Dehm

Dwight Knapp

Angela Ellis

Janice Barrett

Adam Hughes Brad Macauley Dan Strom Tim Hayes

Bruce made the motion to adjourn at 9:03pm

Next Meeting is Tuesday, June 28th. 7pm