**Cornell Cooperative Extension Association of Lewis County**

 **Board of Directors Meeting**

**March 20, 2024**

The regularly scheduled meeting of the Board of Directors was called to order on 3/20/2024, at 5:38pm by Chairperson, Peter Ostrum, DVM at the Cornell Cooperative Extension Association of Lewis County Office, Lowville, NY. Farm to School Coordinator David Nisley did a presentation to the Board on Lewis County’s Farm to School Program and our efforts to date.

**Members & Staff Present:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Michele Ledoux | X | Scott Sawyer | X | Paul O’Connor |  | Sarah Zeger, DVM | X |
| Jenna Lauraine | X | Barry Lyndaker  |  | Penny Moser | X | Shellie Marks | X |
| Peter Ostrum, DVM | X | Roxaina Hurlburt | X | Kristin Thomas |  | Stefanie LaPier | X |
| Michael Kraeger |  | Kelly Kunz | X | Harley Snyder | X | Caitlin Humphrey | X |
| David Nisely | X | Charlie Berrus | X | Melissa Watkins | X |  |  |

Absent:

Excused: Michael Kraeger, Paul O’Connor, Barry Lyndaker, Kristin Thomas

Guest(s) Present:

**Correspondence:** Michele Ledoux read a thank you card from Blake Place about Lowville Career Day, a letter from Congresswoman Elise Stefanik congratulating Melissa Watkins on the 4H video.

# Approve Minutes:

Motion made by Jenna Lauraine and seconded by Peter Ostrum DVM to approve the minutes of the February 21, 2024, Board of Directors meeting, motion carried.

# Reports of the Liaison Representatives:

**Legislative Representative**: Michele Ledoux read an emailed report from Paul O’Connor, aimed at providing resources and stating available funding is trending positively, pointing towards the budget being approved in April as planned. The Diversity and Affirmative action plan will be updated, and the sexual harassment and minimum wage guidelines have been updated. Peter Ostrum DVM and Penny Moser felt the Board member training was very beneficial. Penny Moser stated she learned a lot from the Board member training. Peter Ostrum, DVM stated his takeaway is that he would like the Board members to write up a short bio of their individual expertise. He also asked about Lewis County’s CCE social media presence. Caitlin Humphrey explained our social media approach to the Board.

**Extension Representative:** N/A

# Standing Committee Reports:

**Finance**: Peter Ostrum, DVM stated the creation of the fund for Open Farm Day needs a motion to approve. Scott Sawyer asked if that is an annual fund. Stefanie LaPier explained the Open Farm Day fund will be created by closing the no longer used Family Farm Day fund, but it does need a motion to approve the creation. Motion by Jenna Lauraine to approve the creation of a designated fund, Sarah Zeger, DVM seconds. Motion carries.

Charlene Berrus presented the End of Year Transfers. Scott Sawyer asked for details on the Revitalization Fund. Stefanie LaPier and Michele Ledoux explained that it is for funding temporary positions, it is set up to revitalize staffing. Motion made by Sarah Zeger, DVM to approve End of Year Transfers, seconded by Penny Moser, motion carried.

Charlene Berrus read the December Financials as presented. Peter Ostrum, DVM asked about the fund balance. Stefanie LaPier explained the addition of the plant fund in more detail. Motion made by Roxaina Hurlburt to receive the December Financials, pending audit, seconded by Shellie Marks, motion carried.

Motion by Peter Ostrum, DVM to pass the Year End 2023 Financials, seconded by Harley Snyder, motion carried.

Year End 2023 notes are read as presented by Charlie Berrus. Peter Ostrum, DVM asked when will we get audited? Stefanie LaPier explains it is an internal audit by Patrick Ferris and will be done in June or July. Michele Ledoux explains this is done yearly and explains the changes we have made in the past to remain in compliance. Peter Ostrum, DVM asked, who writes the notes, Stefanie LaPier answered, the leads. Roxiana Hurlburt motions to pass, Peter Ostrum, DVM seconds, motion carries.

Peter Ostrum, DVM asked Stefanie LaPier to explain the closing of 2023 and opening of 2024 financials. Stefanie LaPier explained the process and that Acumatica is our accounting software. Roxaina Hurlburt made a motion to pass, Shellie Marks seconds, motion carries.

Peter Ostrum, DVM asked for an explanation of the Pratt-Northern funding. Michele Ledoux explained we received the funding for the summer internships, she pointed out the description, and asked the Board to promote the positions. Michele Ledoux shared, the Youth Bureau gave $1000 for enhancements to the county fair, the afterschool program and robotics. She explained that we applied for the Stewarts grant for the afterschool program as well as the Willman and Rice grants to update the livestock building. Stewarts gave $500.00 for afterschool education. Willman and Rice both gave $500.00 each.

**Personnel**: Peter Ostrum, DVM requested a personnel update. Michele Ledoux shared the previous information discussed about Pratt Northern internships. She explained we are planning on extending the Dairy Specialist position deadline and that we have not received any applicants. Peter Ostrum, DVM asked if it’s concerning that we have not had any applicants for the position. Michele Ledoux confirmed yes and states that we have the position listed on AgCareers, WorkDay, HandShake, LinkedIn.

**Strategic Planning**: N/A

**Program & Staff Reports-**

**4-H** – Michele Ledoux highlights the solar eclipse sparks program as featured in the handout, notes that Shellie and Penny were judges at last night's program.

**Ag Report-** Michele Ledoux describes the Ag report that was mailed out to the board, highlighting the NYS Maple Weekend.

**Energy –** Michele Ledoux states the Energy report was mailed out to the board in the packet with the other reports.

**Parenting –** Kelly Kunz reported that everything is business as usual with the families referred by DSS, a little quieter than usual because of changes in court.

**Administrative-** Organizational Report has been updated and presented to the board.

Administrative – Kelly provided a report on getting the financial accounts updated, advises the board that in the future if a card holder is removed a letter needs to be sent to the bank notifying them of the change. Sam.gov paperwork is being completed. Stefanie LaPier and Kelly Kunz explained how complicated the process of renewing the Sam.gov paperwork is. Peter Ostrum, DVM asked what Sam.gov is for. Stefanie LaPier explained without it, federal grants cannot be backed. Kelly Kunz explained all tax-exempt accounts will be hooked up to a central email. This is so we do not have to reset everything in the event that staffing changes. Stefanie LaPier brought up that PayPal needs to have a guarantor, that ours is under a former staff member and we cannot change it, we must close and re-open a PayPal account.

**Old Business** – Michele Ledoux presented the updated minimum wage poster as shown. Roxaina Hurlburt motioned to approve, Peter Ostrum, DVM seconded, motion carried.

**New Business –** Michele Ledoux presented the updated Cornell sexual harassment and discrimination policy, which will be handed out as is. Staff will watch a training video and complete a test as part of the training. Motion by Penny Moser to approve updated policy effective March 20, 2024, seconded by Shellie Marks seconds, motion carried.

Michele Ledoux handed out an email detailing the case of the goat in Minnesota that contracted Avian Influenza.

Roxaina Hurlburt made a motion to adjourn the meeting at 6:45 pm, Peter Ostrum, DVM seconded, motion carried.

Minutes should reflect that Jenna Lauraine left the meeting 20 minutes early.

**Next meeting** is May 22nd, 2024, at the Cooperative Extension Office.

Respectfully submitted: Jenna Lauraine Prepared by: Caitlin Humphrey