



**University of Illinois Extension – Bureau, La Salle, Marshall, and Putnam
Multi County Unit Council Meeting Minutes, September 26, 2023, 6:00 p.m.
Illinois Valley Community College, CTC 124**

The September 26, 2023 meeting of the Bureau, LaSalle, Marshall, Putnam Extension Unit Council was called to order at 6:00 PM by Chairperson Monico Nunez. Monico Nunez welcomed everyone. Roll Call was taken.

Attendance:

Council Members Present: Monico Nunez, Francis Morse, Douglas Stockley, Steve Tuftie, Elmer Walter, Willard Mott, Chris Dvorak, Debbie Buffington, Kathryn Erjavsek, Arratta Znaniecki.

Staff Present: County Director Erin Orwig, Nutrition and Wellness & SNAP-Ed Educator, Susan Glassman

Guests: Marissa Vicich, Ottawa Food Basket and Kathy Martin, Hall Township Food Pantry

Election of Multi-County Unit Council Officers:

- Monica Nunez, Chair
- Chris Dvorak, Vice Chair
- Francis Morse, Treasurer
- Kathryn Erjavsek, Secretary

Chris Dvorak moved to accept, Francis Morse 2nd. Motion carried.

Election of County Extension Board Representatives:

- LaSalle County-Arratta Znaniecki and Doug Stockley
- Bureau County-Marshann Entwhistle and Connie Stetson
- Marshall County-Brad Lindstrom and Hank Gauwitz
- Putnam County-Luke Holly, Charles Lenkaitis, and Steven Malavolti

Debbie Buffington moved to accept, Steve Tuftie 2nd. Motion carried.

Minutes for June 6, 2023:

- Francis Morse moved to accept the June 6 minutes as written. Doug Stockley 2nd. Motion carried.

Treasurer's Report:

- Francis Morse presented the In and Out Account Reports and Banner Reports. The In and Out Account Reports were approved as presented. Motion to approve by Arretta Znaniecki and second by Chris Dvorak. Motion carried.

Food Pantry Presentations

- Marissa Vicich (Ottawa Food Basket) and Kathy Martin (Hall Township Food Pantry) spoke to the Council about their pantries, needs they have, and how Extension has assisted them. Marissa has a client choice set up, but they offer boxes as well. Volunteers will shop with clients. It's open four days a week and they had 1158 visits last month. Clients can visit two times a month. They are currently looking for a new space. Requirements are 10,000 square feet and preferable in a walking and/or bike friendly area. Kathy reported their pantry is all drive through. They have 70 volunteers and serve about 300 families/month. Their current need is people willing and able to unload the truck as well as Spanish speaking volunteers.

Organizational Reports

1. Finance: (reported by Erin Orwig)

- State matching funds are up to date, estimated at 75%. Can be as high as 80%.
- LaSalle County HCE, annual contribution of \$2500 received.
- LaSalle County Extension Foundation. There is no funding for FY24 as they are making improvements to the building. They are hopeful to restore funding in FY25.
- American Rescue Plan Grant funds awarded for \$14,500.
- AITC Grant submitted. Announcement will be made in October, but we need to have a Coordinator in place to receive the check. Interviews will soon be scheduled so we may make that deadline.

2. Program Reports: Reports were mailed. (reported by Erin Orwig)

- 4-H & Youth Development, 4-H Youth Development Program Coordinators.
- 4-H & Youth Development Educator, Beth Dellatori.
- Ag in the Classroom, Sarah Poignant.
- Nutrition & Wellness Program Educator, Susan Glassman.
 - Susan Glassman provided information on the River to River Food Pantry Coalition and its upcoming meeting on October 17 in Princeton at the Farm Bureau building. That meeting will be from 10-11:30am.
 - Susan reported on the unit wide Walking Guide. Information on walking and hiking routes throughout the four counties is available on the website. This guide will be adapted to be used state-wide.
 - There is a four-session series, I on Diabetes, starting October 19 at OSF Healthcare, Saint Paul Medical Center. This is in partnership with OSF.
- Illinois Nutrition Education/SNAP-Ed Program, Sherry Todas and Jani Kidd.
 - Susan Glassman mentioned the three-year Impact Report that SNAP-ED just completed.

3. Outreach Efforts: (reported by Erin Orwig). Erin Orwig reviewed outreach programming for the Unit. This also demonstrated our civil rights compliance for reaching out to target audiences.

- Erin met with Lisa Diaz on June 7. Campus will support a full-time position at 40%, but the unit must support the other 60%. Campus wants this to be a full-time position, not part-time as it was previously. As of now, that will be on hold as SNAP-Ed and 4-H are making progress in providing programming in DePue.

Old Business:

- Marshall County Board expressed an interest in having a representative on the Council. Erin emailed them a letter with information.
 - Council members may need to vote via email for a new member before the September meeting.
- Arratta Znaniecki will continue to represent LaSalle County on our Council.
- Council members who did not complete the Composition Grid did so at this meeting.

New Business:

- Sarah Poignant started August 16 as the Bureau County Youth Development EPC.
- Karina Delgado started August 17 as the Marketing and Compliance EPC.
 - Karina will be working on quarterly newsletters that will be used for Council reports as well as distributed to stakeholders and the public.
- SNAP-Ed Educator position remains open.
- Agriculture and Agribusiness Educator position remains open.
- Office Support Associate-LaSalle County closed on September 7. Interviews are being scheduled.
- AITC EPC -Marshall and Putnam counties closed on September 21. Interviews are being scheduled.

2023/2024 Meeting Dates:

- Meeting dates:
 - December 5, 2023
 - March 26, 2024
 - June 4, 2024
 - September 17, 2024
- All meetings will begin at 5:30pm.

Other Items/Announcements:

- Set orientation meeting for new council members
 - This is not necessary as Arratta and Luke have both served previously
- Chair to sign council forms, due October 1
- Complete OMA and email certificate to Erin (eorwig@illinois.edu)
 - Erin will email the link with the meeting minutes.

The next meeting date:

- December 5, 2023 at 5:30 PM. Location; IVCC room CTC 124.

Steve Tuftie moved to adjourn the meeting and Elmer Walter 2nd. The motion carried.
Meeting adjourned at 7:04 PM

Respectfully submitted,
Kathryn Erjavsek