

**OSU Extension Service Polk County District Board Meeting Agenda**

November 7, 2023, 10:00am | Commissioner’s Board Room - Polk County Courthouse

Chair, Commissioner Craig Pope

Commissioner Lyle Mordhorst, Commissioner Jeremy Gordon

District Administrator Greg Hansen

Regional Director Richard Riggs, Local Liaison Alisha Atha

PECAN Chair Karin Stutzman

1. Call meeting into session - Chairman Pope Time \_\_\_\_\_

2. Comments for items not on this Agenda

3. Approval of Agenda

4. Approval of Consent Calendar

5. New Business:

New OSU Extension Forester, Lorelle Sherman, Introduction – Richard Riggs, Regional Director

Office Updates – Alisha Hutchison, Office Manager

Polk County 4-H Program Update – Rachel Brandon, 4-H Coordinator

Polk County 4-H Program Update – Andrea Hunter, 4-H Coordinator

Extension Administrative Updates – Richard Riggs, Regional Director

7. Public Comment, Discussion or Announcements

**Consent Calendar**

- a. Re-appointment of Alex Paraskevas (Position 1) to Extension District Budget Committee
- b. Extension Service District Meeting Notes – January 18, 2023
- c. Extension Service District Meeting Notes – May 10, 2023 (Audit Report)

Adjourn \_\_\_\_\_

## Polk Extension Service District Notes

January 18, 2023

In attendance: Commissioner Craig Pope (Chair), Commissioner Jeremy Gordon, Commissioner Lyle Mordhorst, Richard Riggs, Alisha Hutchison, Andrea Hunter, Surendra Dara, Alex Paraskevas, Darrell Ward, Diane Ostrom, Becky Jay, Lena Calef

1. Commissioner Pope called meeting to order at 10:00 am
2. Comments for items not on agenda
  - None
3. Approval of Agenda. Commissioner Gordon moved, Commissioner Mordhorst second. Passed unanimously.
4. Approval of Consent Calendar. Commissioner Mordhorst moved, Commissioner Gordon second. Passed unanimously.

### Consent Calendar

- a. 2023-2024 District Budget Calendar
  - b. Re-appointment of Tim Ray (Position 2) to Extension District Budget Committee
  - c. Extension Service District Meeting Notes – April 13, 2022
  - d. Appoint Greg Hansen as Budget Officer
  - e. Approve IGA and lease agreement between OSU and District
5. New Business
- North Willamette Research and Extension Center (NWREC) Update – Dr. Surendra Dara, Director
- Commissioner Pope introduced Dr. Dara and stated that he just had his one year anniversary and wanted to say that he is doing a great job.
  - Dr. Dara thanked the Board for their support.
  - Dr. Dara presented a slideshow to the Board that showed some history of the NWREC center, the counties that are being served, the programs and commodities that are being offered, and some examples of their outreach for this program.
  - Commissioner Pope wanted to recognize Alex Paraskevas, SEDCOR, as well as many others for pushing this project and the great work that everyone is doing.
  - Commissioner Pope asked where they are at with funding depending on what the Legislature does or does not approve. Dr. Dara stated they have recently added 3 new labs from donations that were received. Dr. Dara stated to meet their operational needs, they could use \$200-\$250k more in funds. Operational costs and maintenance costs are constantly increasing.

### Extension Administrative Updates – Richard Riggs, Regional Director

- Mr. Riggs stated they have some hiring updates, one being Andrea Hunter, who will be introduced shortly. OSU hopes to have second 4-H faculty in place within a couple of months, will be an internal search. Hiring for a Small Farms faculty who will serve Lane, Benton and Polk – this person will take over some leadership of the olive research at NWREC. SNAP-Ed Education Program Assistant will start in Polk County on Monday.

- Mr. Riggs talked about the OSU Statewides day, which will be on March 21 at the Oregon State Capital. If the Commissioners are interested in attending to speak with legislators about funding for Extension they can let him know.
- Commissioner Pope asked why things are taking so long in getting these positions filled. Mr. Riggs talked about why they are hiring internally and what the hiring process looks like for OSU Extension. Commissioner Mordhorst asked about the application for youth and Master Gardener volunteers and if there was any way to reduce it so it isn't such a long application. Mr. Riggs stated that they can definitely look at those applications. Mrs. Hutchison explained applications for those working with youth are extensive, but once they are an approved leader the renewal process is much shorter.

Introduce new 4-H Faculty, Andrea Hunter – Richard Riggs, Regional Director

- Mr. Riggs introduced Andrea Hunter. Mrs. Hunter provided some background information for herself and her involvement with 4-H over the years. Commissioner Pope asked what her specialty is and what her focus will be. Mrs. Hunter stated she is very passionate about youth leadership development and youth development.
- Commissioner Pope asked for an update on the 4-H center and if it is still open and stay open. Mr. Riggs stated yes it is. Commissioner Pope stated he would like to receive annual updates on the 4-H Center so that they can stay current on what is going on with that center.
- Mrs. Hutchison asked if the Commissioners would be interested in having our next District Meeting at the 4-H Center.
- Commissioner Pope encouraged Mr. Riggs to send any information to the other Commissioners on the legislative changes that are coming.

6. Public Comment, Discussion, Announcements –

- Next meeting: Extension Budget Committee May 10, 2023, 10:00am | Polk County Courthouse
- 4-H Meet & Greet: Tuesday, January 31, 2023, 4pm-7pm – Polk County Extension

Adjourned at 10:46 AM.

## Polk Extension Service District Notes

May 10, 2023

In attendance: Commissioner Craig Pope (Chair), Commissioner Jeremy Gordon, Richard Riggs, Alisha Hutchison, Commissioner Mordhorst was absent.

1. Commissioner Pope called meeting to order at 10:45 am
2. Comments for items not on agenda
  - None
  
3. Approval of Agenda. Commissioner Gordon moved, Commissioner Pope seconded. Passed unanimously by the quorum.
  
4. Polk County Extension Service District Audit for Fiscal Year 2021-2022  
Greg Hansen, Administrative Officer, presented the audit report for FY21-22 to the Board. Mr. Hansen provided some background information and a breakdown of the report.  
  
Commissioner Gordon moved, Commissioner Pope seconded. Passed unanimously by the quorum.
  
5. Public Comment, Discussion, Announcements –
  - None

Adjourned at 10:48 AM.