

**Midway Extension District #15**  
**March 13, 2025 Meeting Minutes**  
**Russell County Fair Grounds, 6:00pm**

The regular monthly meeting of the Midway Extension District board meeting was called to order by President Gaylon Walter on March 13, 2025 at 6:00pm. Board members present were Marcia Blundon, Justin Hlaus, Melinda Olson, Julie Nienke, Virginia Vetter and Amy Westerman was present on Zoom. Jessica Kootz, Craig Dinkel, Clinton Laflin and Karrie Van Winkle were also present.

Julie Nienke moved to approve the agenda as presented with moving the 2024 Financial Audit presented by Alex Mittie with Adams Brown to the beginning of the meeting, Marcia Blundon seconded and the vote passed unanimously. Melinda Olson moved to approve the consent agenda items and Julie Nienke seconded. The motion passed unanimously.

Alex Mittie from Adams Brown presented their firm's findings on the 2024 audit. Melinda Olson moved to approve the audit report; Virginia Vetter seconded. The motion passed unanimously.

All agents presented their monthly reports. Marcia Blundon moved to approve agent reports, Melinda Olson seconded and the motion passed unanimously.

In unfinished business, Jessica Kootz reported on the progress on Midway District goals which include Water, Childcare, and Marketing.

Jessica Kootz gave the board an update on the website. Board members shared changes they liked to see, and Jessica will come back next meeting with updates.

Clinton Laflin gave an update on the Master Farm Family application for 2025 that is due on May 9<sup>th</sup>. Amy Westerman moved to pivot back to Green Garden possibly in the future and move forward with the family of Virgil and Mary Jo Huseman as the boards 2025 Master Farm Family nomination. Julie Nienke 2<sup>nd</sup> and the motion passed unanimously.

Karrie Van Winkle presented Laura Barta, Allen Brokes, Keith Bruning, Pamela Hays, Timothy Hays, Katie Kueser, Monica Kay Zier, Lacie Austin, Catherine Berry, Sherry Homeier, Jenna Miller, Deanna Myers and Camille Suchy to be approved as 4-H Volunteers. Marcia Blundon moved to approve all list as 4-H Volunteers and Virginia Vetter seconded. The motion carried unanimously.

Jessica Kootz and agents discussed with the working schedule of agents being in both offices. Agents will bring back a tentative yearly schedule to the next meeting.

Gaylon Walter discussed the board's involvement in the agent's programming. Board members need to continue working on attending events of all agents.

In new business, Jessica Kootz discussed the Memorandum of Understanding for SNAP-Ed programming. This memorandum covers what KSRE is responsible for and their guidelines. Julie Nienke moved to accept the SNAP-Ed MOU and Melinda Olson seconded. The motion passed unanimously.

Jessica Kootz discussed summer internships that would be funded through the Midway District. Agents have been tasked with finding outside grant money and report back to the board next month.

Justin Hlaus moved to enter executive session for fifteen minutes to discuss members of non-elected personal to discuss performance with all agents and board members present. Marcia Blundon seconded and the motion passed unanimously. Executive session was entered at 7:54pm and exited at 8:09pm. No action was taken. Marcia Blundon moved to enter executive session for ten minutes to discuss members of non-elected personal with all agents and board members present. Justin Hlaus seconded and the motion passed unanimously. Executive session was entered at 8:10pm and exited at 8:20pm. Marcia Blundon moved to change verbiage on page 2 of the Personnel Handbook as such:

**Hours Worked Per Week | *District Employees***

All Office Professionals will work a 40-hour work week. Flexibility may be required in work hours from all District employees during certain times of the year. Annually, Office Professionals will complete the *Overtime Compensation Agreement for Non-Exempt Employees* when signing the yearly contract. All requests for work above 40 hours per week must be pre-approved first by the local Agents in the office and by the District Director. For every hour worked over 40 hours, 1.5 hours are accumulated in compensatory time or paid overtime at 1.5 times the regular rate of pay for hours worked. Use of compensatory time should be arranged with the local Agents and District Director and used within 60 working days from when it is accumulated, or compensatory time will be forfeited. Compensatory time must be noted on form KSU 8-25 and should be used before vacation leave may be taken.

**Bonus | *District Employees***

After a three-month probationary period, \$350 dollars will be added to the paycheck of full time employees each month; this is a taxable benefit. Benefit is payable based on the last full month of employment. This benefit will be pro-rated for part-time employees working more than 20 hours per week. The value of this benefit will be defined in their Employment Agreement.

Julie Nienke seconded and the motion carried unanimously.

Justin Hlaus moved to adjourn the meeting and Marcia Blundon seconded. The motion passed unanimously.

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Gaylon Walter, President

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Amy Westerman, Secretary