



**Marion County Extension and 4-H Service District (MCE4H)
Meeting Minutes – January 25th, 2024
SERVICE DISTRICT MEETING**

The meeting of the Marion County Extension and 4-H Service District (MCE4H) was called to order by Director Kevin Cameron at 3:12p.m. Introductions were made.

Meeting was recessed at 3:13p.m. due to technical difficulties.

Meeting was reconvened at 3:18p.m. and introductions were redone to include new attendees.

Attending: Commissioner Kevin Cameron, MCE4H Director; Commissioner Colm Willis, MCE4H Director; Shawnnell Fuentes, MC Board's Office; Scott Norris, MC Legal Counsel; Trevor Lane, MC Board's Office; Chris Eppley, MC Community Services Director and MCE4H Budget Officer; Laura McClellan, MC Community Services; Joshua Mills, MC Community Services; Elvira Alvarez, OSU Extension Marion County Office Manager; Dana Castano, MCE4H Budget Committee Member

Attending Virtually: Commissioner Danielle Bethell, MCE4H Director; Amy Goulter-Allen, MCE4H Budget Committee Member

District Minutes

The minutes from October 26th, 2023 were presented for approval and signature.

MOTION: Director Willis made a motion to approve the October 26th, 2023 Marion County Extension and 4-H Service District board meeting minutes as presented. Director Cameron seconded the motion.

MOTION PASSED

Budget Committee Member Board Order

Chris Eppley stated that the board was presented with Destinee Schuster's application at the previous meeting on October 26th, 2023 and staff was directed to create a board order to appoint Destinee Schuster as a MCE4H budget committee member. The directors acknowledged that they received Destinee's application and gave staff direction to create a board order.

MOTION: Director Bethell moved to appoint Destinee Schuster to the Marion County Extension and 4-H Service District Budget Committee with a term ending June 30, 2027. Director Willis seconded the motion. **MOTION PASSED**



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Resolution correcting 1st Supplemental Budget

Chris Eppley explained there was an error found in the Supplemental Budget chart provided and approved during the October 2023 MCE4H Service District meeting. Chris clarified that the supplemental budget acknowledged and allocated an additional \$58,400 in net working capital than was budgeted and designated additional spending authority in the Materials and Services category to accommodate the additional resources. During preparation of the supplemental budget, all Oregon budget law was followed, and public notice was provided appropriately. Chris explained that the chart, in the resolution, however, over-represented the total available resources by \$210,242, and the numbers were expressed in the chart at the service level, while the recitals and public notice were provided at the fund level. The service level is more detailed than the fund level, but fund level accounting is the standard that Marion County uses to represent supplemental budget changes.

Chris presented a resolution correcting both errors. In the representation of total resources in the resolution chart and in the expression of the numbers from the service level to the fund level. The total spending authority (appropriation) does not change with the adoption of this corrected resolution and the amount of additional resources being allocated remains \$58,400. The total resources were accurately represented in all other documents and in the recitals of the original resolution. It is only in the chart at the end of the original resolution where the error occurs.

Chris recommends the Board approve the attached resolution amending the chart from the previous resolution that implemented the 1st Supplemental Budget for the MCE4H Service District for fiscal year 2023-24.

MOTION: Director Willis made a motion to adopt the Resolution correcting the representation of total resources in the 1st Supplemental Budget resolution chart and changes the expression of the numbers from the service level to the fund level for Marion County Extension and 4H Service District for Fiscal year 2023-2024. Director Bethell seconded the motion. **MOTION PASSED**

OSU Extension Update

Chris stated that in the previous meeting on 10/26/2023, he informed the directors that he would work with Elvira and follow up on the hiring of the position focusing on students outside of the Salem/Keizer school district. Chris disclosed that the position has been created and that they have received over 12 applications with interviews following up soon.

Director Cameron questioned Elvira on when they can expect this person to start. Elvira explained that they expect interviews to take place early February with the rest of the hiring process taking the end of February. Elvira expects the new hire to start early March.

Meeting was adjourned at 3:27p.m.



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MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT
Not Present at Meeting

Chair, Kevin Cameron Date

A handwritten signature in black ink, appearing to read "Kevin Cameron".

Director, Danielle Bethell Date

A handwritten signature in blue ink, appearing to read "Danielle Bethell".

Director, Colm Willis Date

Orig: Clerk

Cc: Board of Commissioners – MCE4HSD
Community Services