



**Marion County Extension and 4-H Service District (MCE4H)  
Meeting Minutes – October 26, 2023  
SERVICE DISTRICT MEETING**

The meeting of the Marion County Extension and 4-H Service District (MCE4H) was called to order by Director Colm Willis at 3:01p.m. Introductions were made.

**Attending:** Commissioner Colm Willis, MCE4H Director; Commissioner Danielle Bethell, MCE4H Director; Dana Castano, Community Member; Amy Goulter-Allen, Community Member; Chris Eppley, MC Community Services Director and MCE4H Budget Officer; Laura McClellan, MC Community Services; Elvira Alvarez, OSU Extension Marion County Office Manager; Scott Norris, MC Legal Council

**Attending Virtually:**

**District Minutes**

The minutes from 8/31/23 were presented for approval and signature.

**MOTION:** Director Bethell moved to approve the meeting minutes from August 31<sup>st</sup>, 2023. Director Colm seconded the motion. **MOTION PASSED**

**Budget Committee Member Presentation**

The MCE4H Budget Committee Member position of Dylan Wells has expired. As a result, the position has been listed publicly under Marion County's volunteer application procedures and Community Services has obtained an application from Destinee Schuster for the board to review.

**MOTION:** Director Colm made a motion to direct staff to prepare a Board Order appointing Destinee Schuster to the Marion County Extension and 4-H Service District Budget Committee to be presented at the next Marion County Extension and 4-H Service District Meeting. The motion was seconded by Director Bethell. **MOTION PASSED**

**1<sup>st</sup> Supplemental Budget**

Chris Eppley explained that each budget season, there is small discrepancy between the budget estimated and the actual numbers. The MCE4H Service District has been notified that we will see an additional \$58,409 of Net Working Capital than was budgeted. Staff is recommending that the Board consider the attached Supplemental Budget increasing the Net Working Capital by \$58,409, which will increase the Resources category to \$3,376,603. To keep a balanced budget, the Board must allocate the increase in resources to an expenditure line item. Staff is recommending that the Other Contracted Services line item be increased by the same amount of \$58,409, which will increase the Materials and Services category to \$1,721,809. This will provide the Board with flexibility to utilize these funds during the fiscal year should you identify a project or activity you would like to fund.



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**MOTION:** Director Bethell made a motion to adopt the Resolution authorizing 1st Supplemental Budget for the Marion County Extension and 4-H Special District by appropriating an additional \$58,409 in both Resources and Requirements. Director Colm seconded the motion. **MOTION PASSED**

#### **Fiscal Updates**

Chris Eppley presented a letter from the Tax Assessor's Office. Chris explained that the MCE4H budget is based on a projected estimate of taxes imposed and he wanted to present the actual numbers as provided by the Assessor's Office. Chris stated that the budget was very close to the actual funds that came in and that we currently have more revenue coming in than projected. Chris stated there is no action to be taken at this time.

#### **OSU Extension Service Updates**

Chris Eppley explained that per our contract, OSU Extension Service is required to inform the board of any grants they submit applications to. Therefore, following the contractual agreement, OSU Extension Service is presenting letters of explanation for the 2 grants they are currently applying for. Chris stated no action from the board is required, however Elvira Alvarez is available for any questions. Director Bethell asked Elvira what schools would benefit from the grants. Elvira replied that Kelly Noack will likely target the Salem-Keizer School district with one grant and Carly Kristofik would be targeting multiple counties with her focus being 2<sup>nd</sup> and 3<sup>rd</sup> grade students with the second grant. Director Colm questioned why Lane County is included in this service from OSU Extension Service and Elvira answered that she was unsure at this time but that this is something she can learn more information on and discuss in a future meeting. Director Bethell stated that it is frustrating that most of the programs from OSU Extension Service seem centered in the Salem-Keizer School district and declared that while she appreciates that it is the largest population of students in Marion County, she believes several schools would benefit from these programs. Director Bethell inquired on the status of the staff position that was added this fiscal year whose focus will be in rural school districts. Elvira explained that the person they expected for that position declined and that they have to follow their hiring process in order to post and staff the position. Director Bethell asked Elvira to make filling this position a priority and expressed that it is very important to her that the funds allocated to this position are applied appropriately.

Elvira and Chris committed to checking the status of this position in order to get it filled.

**Meeting was adjourned at 3:15**



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**SERVICE DISTRICT MEETING**

**MARION COUNTY EXTENSION and 4-H SERVICE DISTRICT**

*[Handwritten signature]*

Chair

Date

*[Handwritten signature]*

Director

Date

*[Handwritten signature]*

Director

Date

Orig: Clerk

Cc: Board of Commissioners – MCE4HSD  
Community Services