

Ohio Joint Council of Extension Professionals



Ohio JCEP Board Meeting Minutes

February 13, 2023

Meeting was held in-person in the auditorium of the OSU
Agricultural Administration Building

Attending the meeting: Gigi Neal, Jami Dellifield, Jenny Lobb, Andrea Rees, Jennifer Driesbach, Erin Dailey, Chris Zoller, Ed Brown, Danielle Combs, Curtis Young, Christy Millhouse, Kristy Waters, Jessica Rockey, Jessica Adams, Shannon Carter, Kathy Bruynis, Ashley Kulhanek, Lee Beers, Kenzie Johnston, James Morris, Misty Harmon, Emily Marrison, Beth Boomershine, Teresa Johnson, Kelly Beers, Christina Byrd, Faye Wilson

Call to Order – Jami Dellifield, president, called the meeting to order at 2:01 PM

Officer Reports

- **President** – Jami Dellifield – next in-person meeting (June 12) will be held at Central State University
- **President-Elect** – Andrea Rees – no report
- **Past President** – Gigi Neal – no report
- **Secretary** – Jenny Lobb – uploaded the October meeting minutes to this meeting folder in the Microsoft Teams channel for the JCEP board. Requested that everyone giving a report upload their report summary to that folder for inclusion in the minutes. Please encourage colleagues to run for the Ohio JCEP secretary position for 2024-25.
- **Treasurer** – Jennifer Driesbach – working to get ESP set up as a vendor in Workday so Ohio member dues can be paid. Members should not be prevented from submitting presentation proposals in the ESP portal, even though individual profiles still need to be updated. The treasurer's report is available in this meeting folder in the Microsoft Teams channel for the JCEP board. Funds are up to date as of January 31, 2023. The checking account balance is \$1,036.66. A transfer of \$63,893.33 was taken out by mistake and a correction is in process. The total available funds are \$136,899.71. The \$7,500 fund transfer for annual conference has not

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yet occurred. Funds from the membership drive have also not yet been transferred and are not reflected in this report. A total of \$73,240 will be coming into the account from the membership drive.

- **Annalist** - Erin Dailey - Dona Shaffner Roberts, Former Home Economics/4-H Extension Agent for Medina, Defiance and Holmes Counties, passed away on December 30, 2022, at the age of 87.

The annalist has continued to work with Cheryl Buck to update JCEP content on the OSU Extension state website. This process includes archiving files and records online with appropriate backup. Some of the archived files are not available publicly on the current JCEP page of the website, so they will be moved to TEAMS where Extension employees can access them.

Committee Reports

- **Global Relations** – Ed Brown – the committee has organized a bus tour April 27-28 that will be offered to all CFAES faculty and staff.
- **Marketing** – Danielle Combs – the committee met this morning and Andrew Holden (a committee member) shared an update on the marketing video. They had success with using screen grabs from the old video; sharing those out with each program area via email was met with some success in garnering new members last membership drive. Danielle brought equipment to take headshots of members during the meeting. The committee is asking members to share why they joined JCEP and have their photos taken for a marketing campaign that will include monthly Facebook posts throughout the year.
- **Membership** – Curtis Young – the membership drive resulted in 450 full members and 39 affiliate members for 2023.
- **Personnel** – Chris Zoller – the committee met this morning and hosted Greg Davis for a discussion on how to work collaboratively with Extension administration to advance the profession. They also discussed and requested feedback on the updated OSU policy on consulting outside of the university. Jeff McCutcheon and Andrea Rees shared proposed revisions to the OSU Extension stewardship roles and the committee provided feedback on their proposal.
- **Policy** – Jessica Adams – the committee met this morning and would like to recommend the board find a sustainable file management system that is accessible by all; specifically, storing documents in places where members affiliated with CSU can easily access them. Many Ohio JCEP pages contain broken links, outdated information and/or are password protected. Discussion revealed that the “old” Ohio JCEP website is still active in addition to the updated website. Christina Byrd shared that TERSSA has their own website through Wild Apricot and it’s not that expensive - \$660 a year plus the cost of obtaining/maintaining the domain name.
- **Professional Development** – Christy Millhouse – the committee met this morning and discussed how to work alongside the OSU Extension Learning and Organizational Development unit. The committee wants to be more than just an advisory committee to this unit. Per T McCoy and Jared Morrison, the committee can help with annual conference and provide insight into the professional development needs of Extension professionals. The committee decided that moving forward they will offer quarterly lunch and learns centered around a specific topic each year, and they will offer training from both within and outside of Extension. Topics will be relevant to both OSU and CSU professionals. This year, the topic will be customer service. Committee members will also highlight other professional development opportunities, such as outside trainings, throughout the year.
- **Public Issues** – Kristy Waters - the public issues committee at the national level has been sunset, but the Ohio committee will continue. The committee met this morning and discussed projects for 2023, including an elevator speech contest on the topic of working with elected officials.
- **Resource Development & Management** – Jennifer Driesbach – the committee chair Melinda Ryan facilitated a meeting this morning via Zoom. Currently the JCEP checking account is housed at a bank near Melinda (Champaign County). The committee agreed the account needs to be transferred to a bank that can be accessed across the state and by more than one signer.
- **Scholarships, Grants, & Recognition** – Jessica Rockey – the committee met this morning and elected sub-committee chairs for the year. The professional development scholarships committee and grants sub-committee were combined and their application deadlines will be streamlined.
- **Retiree/ Life Member** – Nikki Conklin – planning for the annual retiree’s luncheon in September. Working to get an updated contact list for retirees. There is an email listserv where retiree’s get life updates

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(hospitalizations, deaths, etc.) on fellow retirees.

State Presidents Reports

- **ESP** – Shannon Carter – annual conference is September 25-28 in Billings, MT. Registration will open June 1. Proposals are due this Wednesday, February 15. Shannon posed a question to the JCEP Board regarding ESP induction. The ceremony and original purpose for ESP Inductions were to honor JCEP members that had five years of service and were considered “Extension Service Veterans.” Now that professionals may join ESP their first year of JCEP, the induction ceremony no longer seems appropriate or relevant. After a brief discussion by board members, it was decided that Shannon will research what is done in other states and what the organization at the national level suggests in terms of when members may join ESP.
- **ANREP** – Ashley Kulhanek – communication award application deadline is upcoming. Biennial conference will be May 6-8, 2024, in Hershey, PA.
- **NACAA** – Lee Beers – annual conference is August 13-17 in Des Moines, Iowa. Communications and creative works award applications are due March 15. Lee suggested JCEP set aside a pool of money that could be put toward a state’s night out event if a deposit is required in advance, based on member difficulties with reimbursement last year. The Resource Development & Management Committee will investigate whether that is a possibility, and whether a consistent approach could be used for all the professional organizations’ states night out events.
- **NACDEP** – James Morris – annual conference is April 30-May 3 in Coeur D’Alene, Iowa.
- **NAE4-HYDP** - Beth Boomershine – annual conference is October 10-12 in Pittsburg, PA. Proposal deadline is today, February 13. The opening of the award application portal has been delayed; it is anticipated to open this week or next.
- **NEAFCS** – Emily Marrison – Ohio has 75 members for 2023. Annual conference is September 11-14 in Providence, RI. Proposals were due on January 31. Ohio members are working on submitting award applications; they are due for Ohio review by February 20.

Impact data from Ohio was submitted to the National Impact Portal on February 1. This data is collected from across the US to develop Impact Statements that are shared at the PILD conference in Washington, DC. In Ohio, we are discussing the most efficient and useful way to collect the data for 2023 to assist with the submission to show impact nationally, statewide, and at the county level.

Emily Marrison, Ohio NEAFCS president, attended the Extension Leadership Conference in Kansas City, MO from February 8-9. President-elect, Misty Harmon, will be attending the PILD conference in April.

- **NAEPSDP** – Kelly Beers – working to create a registry where members can share other organizations they are a part of and skill sets they possess, to better support the professional development of all Ohio members. Annual conference will be November 27-30 in Salt Lake City.
- **TERSSA** – Christina Byrd – Ohio is planning for this year’s annual conference which they are hosting October 17-20.

Old Business – nothing to discuss

New Business – Emily Marrison reported about attending the Extension Leadership Conference last week.

Gigi Neal proposed forming a committee to explore creating a JCEP website not tied to OSU or CSU. Shannon Carter seconded. Motion passed. Christina Byrd and Erin Dailey volunteered to join the committee. Jami recommended they reach out to CSU to find someone to join the committee. Danielle Combs will also see if a member of the marketing committee will volunteer to be involved. Teresa Johnson proposed approaching OSU administration to create a website such as jcep.osu.edu, similar to a county page, that the JCEP board would have permission to update at no cost. Concerns were raised as to whether CSU employees would have permission to update that type of website.

Jami asked members to consider the structure of the JCEP meetings and whether it is still working well;

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specifically, the way the day is organized and the timing of the meetings.

Adjournment – Jessica Adams motioned to adjourn at 3:34 pm; Misty Harmon seconded. Meeting adjourned.

Meeting minutes respectfully submitted by Jenny Lobb, Ohio JCEP Secretary.