



Tuesday, January 13, 2026, 6:15 PM

Board Meeting Minutes

Attendees: Nancy Gift, Tim Davis, Shawn Youngman, Steve Hasseler, Judy Buckley, Kate Smith, Gerald (Gerry) East, Peter Blandino, Kenneth Miller, John Nadig, Ariel Camp, Shane Schultz and Katie Whitney.

Not Present: Betty Hammond

6:15 President (John): Call to Order

Approval/edits to agenda

Privilege to the floor (3 minutes per public comment)

Secretary (Shawn): Minutes from December Board meeting (separate attachment)

Motion to approve December 2025 minutes: Shane Schultz

Second Judy Buckley

Votes All

6:20 Welcome new board members

- note resources from [CCE Board Toolbox](#) and [Board Source](#)
- invitation to meet with John and Ariel, and with Nancy for internal orientation
- introduction to Tim and information about upcoming board training

6:25 Facilities update (Nancy)

Cleaned carpets over holiday

Heat tape for roof near entryway?

Pricing insulation in case remaining SNAP-Ed money can pay for part of it

6:30 Treasurer :

In March, you'll see Nov-Dec and 2025 year end financials (Oct financials in this Jan BOD packet).

6:35 People and Programs

4-H Ag and Livestock Educator position posted (deadline extended)

Staff raises – In accordance with budget passed in December, staff were given raises of 4% or to the 40th percentile, whichever was larger.

Mikayla stepping out of nutrition educator position (taking another job). Moving Casey from finance assistant to nutrition educator (temp) to help use remaining funds and finish program. Moving Natasha from PT admin assistant to PT finance assistant. This

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Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

will result in some savings, since the finance assistant position will be part-time, and the administrative assistant role will be managed part-time by Natasha (if this is too much for Natasha, we'll possibly try to fill the administrative assistant position part-time)

6:50 Staff Program Reports (Nancy, notes below)

6:55 ED Report (Nancy, State of Association)

7:10 Organizational Items

Directory/Contact Details for Board members- make sure all information is correct and will email out to group. (include bio and pictures?)

Schedule for 2026 Board Meetings (all at 6:15 pm at CCE Wayne, except August meeting at County Fair. Approved at Dec meeting, have also sent out calendar invites for all meetings)

Holiday Schedule for 2026-2027

Motion to approve holiday schedule for 2026-2027 _____ Steve H.

Second _____ Shawn

Votes _____ All

Annual Report (shared in November, link on website)

Emergency Management (EM) Plan

Operating Guidelines

AR Agreement

BR Agreement

Motion to approve annual report, EM plan, Operating Guidelines, AR and BR agreement _____ Shawn

Second _____ Gerry

Votes _____ All

7:20 Board President (John) – Election of New officers

President – John Nadig

Vice President – Ariel Camp (check signer)

Treasurer – Steve Hasseler (not check signer)

Secretary – Shawn Youngman

Motion to approve slate of officers and assign President and Vice President as Check Signers with LNB (Bank). These officers will then become the Executive Committee _____ Shane

Second _____ Judy

Votes _____ All

Board Committees

Finance _____ Ariel, Steve, Peter

Building and Grounds _____ Judy, Ken, Shane, Gerry

People and Programs _____ Shawn, Kate, John

Nominating _____ John

Motion to approve committee assignments _____ Ariel

Second Gerry
Votes All

Suggested Motion:

a) Petty Cash - authorization of petty cash custodians & review of balances
Motion for fiscal authorizations: the custodian of the petty cash shall be Natasha Mathews. In the event Natasha is unavailable, the Casey Tetidrick shall be custodian. The balance of cash on hand shall be \$150 on hand.
Other authorizations: Shelby and Melissa are check signers. Checks over \$2500 are signed by a board member (President or Vice President).
Mileage reimbursement will be \$0.725/mile in accordance with Cornell guidance.

Motion to approve fiscal authorizations Gerry
Second Shawn
Votes: All

Records Retention

Move that financial and other records retention should follow Form Code 1705.

Motion Steve
Second Peter
Votes All

Annual Budget – approved in December

7:30 New business

7:35 Adjourn – Motion – Peter, 2nd – Shawn, Votes - ALL

Program reports

Master Gardeners

We had a successful Holiday Greens Workshop on Saturday, Dec. 6th with 45 people attending. This year we held the workshop at our office rather than Casey Park in Ontario and the space worked out well so we will continue at our office in future years. See a few of our participants with their projects on our MGV FB:
<https://www.facebook.com/MasterGardenersWayne/>

Client Case Highlight: Bed Bug vs Bat Bug – shared from Master Gardener Volunteer, Judy Buckley

Client question: A Wayne County resident dropped off a dead, insect for identification. Five years ago, they found Bed Bugs in their apartment. An exterminator was hired and until this October, there had been no signs of Bed Bugs. Recently, the clients found one insect which they wanted to obtain a positive ID if it was in fact, a Bed Bug.

Our response: Because the Bed Bug looks very similar to a Bat Bug, our Master Gardeners looked at the sample under the microscope to discern the minute differences needed for ID. The high definition of the insect's short hairs (smaller than its eyes) and the distinct deeply concave area between its eyes and the pronotum (looks like the jowls of an orangutan) were just a few characteristics which differentiate the two.

When the clients returned to retrieve the insect specimen, our Master Gardener team told them that they were quite confident that the insect was a Bed Bug, informed the client on why they reached the bed bug identification, and shared materials from Cornell, including information about the Bed Bug life cycle (Bed Bugs can survive a year without eating).

They also provided information and resources for sending the insect to the Cornell Insect Diagnostic Lab as an option to confirm their ID with an entomologist (the Cornell lab charges a \$25.00 fee) and suggested the clients contact an exterminator.

The clients told the MGV's they appreciated the information provided and were grateful for the advice given. They stated this was a wonderful learning opportunity and left with materials and Bed Bug in tow.

Impact: With the information and insect identification provided by our MGV's the clients could now make an informed decision on next steps to take.

Garden, Lawn, and Home Landscape Hotline: Master Gardeners don't keep regular office hours from Nov. 1st through March 31st but will come in as needed to complete soil pH testing and look at plant and insect samples. They also respond to questions left on our voicemail (315) 331-8415 Ext. 107 or emailed to us at mgwayne@cornell.edu.

Horticultural Presentations: If Wayne County groups are interested in receiving information on our available topics or would like to schedule a presentation, they should contact us at: mgwaynepres@gmail.com or call (315)331-8415 Ext. 107.

Upcoming Events:

Seed 2 Supper – a 3-session course for beginner vegetable gardeners that includes a spiral bound gardening guide and hands on activities for planning your vegetable garden. This FREE 3-session course will be held on Saturday, Feb. 21st, 28th, and March 7th. All sessions will be from 9am to noon at CCE Wayne Co. 1581 Rte. 88 North, in Newark. Class size is limited to 18 people. For more information or to register, contact Laurie at mgwayne@cornell.edu or call (315) 331-8415 Ext. 107

Agriculture

Finishing out the year, our department received a few community interactions but was mostly focused on preparing for 2026. A few people contacted our office regarding the pesticide courses and exams being offered in the spring, and one owner is interested in having his employee participate in the Spanish pesticide course pilot. An interesting request was made by someone working for the town of Sodus who asked me to review their water protection plan due to the worries about the agricultural industry surrounding the water sources. Two grant related things occurred, one being the submission of the

Organic and Sustainability Education grant, which if awarded, would allow for a weed identification workshop series to occur throughout 2026. The next was the final reporting for the Soil Health grant that I received to promote cover crops in the county. Some end of the year meetings occurred, including the LOF advisory meeting, which was eye opening and gave our department a good model for how to set up our own advisory council. Lastly, Ag Enrollment for 2026 has started.

Community Interactions:

- Young man who had questions about starting a potato farm
- An owner of a farm would like one of his employees to participate in the Spanish pesticide course pilot
- Water protection review

Notable events:

- LOF Advisory meeting
- Spanish language pesticide applicator meeting
- Organic Education grant submission
- Soil Health grant reimbursement submission
- End of Seeds to Success professional
- Ag registration has started

4-H Activities and Events

Grant Applications/Awards:

Learning Garden was awarded the Guido & Ellen Palma Foundation Grant again for \$3000.

Applied for the Youth Garden Grant still awaiting to hear back.

4-H Activities and Events

Horse Banquet: The horse program had their banquet on December 17. They had a small but happy group of kids who attended and received awards for the year.

Job Opening: We have received one solid application for the Livestock Educator position with an animal science degree and 4-H background. We have extended the job opening until Jan 22 and are setting up a phone interview with current applicant.

Teen Exchange Program: We have paired with Guadalupe County Texas and will be traveling in the Summer of 2026! We have 11 youth confirmed and are looking for a few more to pair up evenly with our travel group. Spaghetti Dinner will be held on February 7th.

Livestock Auction Program: We have 15 youth signed up for the LAP this year and education meetings start this month. We have mostly returning kids, so our goal for this year will be to help recruit new members to the program by showcasing what they are doing and learning so we can share the program with others!

Upcoming:

- 4-H Enrollment now OPEN 2025-2026 year
 - Jan 8- Teen Activity Night
 - Jan 17- 10 and under Activity Day

- Feb 16-19 Winter Weekend Camp Amboy
- Feb 20/21/27/28: Public Presentations----*Judges needed if interested!*

Nutrition and Health

Despite the traditional seasonal decline in programming during December, our team successfully pivoted strategies to address urgent participant needs. By strategically reallocating funds, we maintained strong engagement through the Fruit and Vegetable Prescription (FVRx) program. The team reached 190 participants in December for FVRx. Some classes were 1x, others were series.

From October through December, 630 participants were reached with 91 sessions taught.

We are entering the new year with a focus on sustained health and physical activity.

Series Launch: Adam is scheduled to begin the SSSH (Stay Strong Stay Healthy) series during the first week of January. Mikayla is taking a new position with Rochester Regional Health in mid-January, and we wish her well! Casey will move into the health educator position.

ED Report

Welcome to new and returning board members! Each month I will use this space to give a bit of a bigger picture of how CCE Wayne is doing and what I notice and hope for, sometimes about issues that we might vote on at a future meeting.

This month, I'm announcing the good news of the Department of Transportation grant awarded with the Village of Newark to improve walkability. This helps us continue the kind of work we've done in Clyde and Savannah through the SOAR grant, improving resident health through community development.

I'm also announcing a few staff changes. Mikayla Otero, one of our SNAP-Ed nutrition educators, is moving on to a position with Rochester Regional Health. Her departure allows us some flexibility and savings, allowing us to transition Casey Tetidrick into a programming role (from finance assistant), and to promote Natasha Mathews into the finance assistant role (still part-time, as is her preference). We're also in the midst of a search for a 4-H livestock educator, and we have at least one excellent candidate for that.

In general, the CCE county boards have a unique role. You all serve as my collective boss, led by the Board President (with whom I have a weekly time for updates and emergent issues). You serve in public outreach about our work, sharing our news with your communities and contacts. You bear responsibility for our financial health, helping ensure that we spend money to do the work we should, and that we save money to make sure we can keep doing this work in the future. I'm particularly grateful when you share your expertise: introducing me to people and organizations I should know (I'm still new to Wayne County!), helping with insight on programs or building issues or possible collaborations or funding sources.

Also, there are balances and boundaries to watch for. I welcome you to listen to staff talking about their programs, and to let them know if you know people or resources that can help them. If you see a problem, talk to me. Please share with the community any good things we're doing or opportunities we offer. If you have questions about a process, you're welcome to reach out to me or Tim Davis, the State Extension Specialist (SES), who serves CCE Wayne. If you have a concern, share it with the Board President, other board members, or with me. If you hear a rumor, please share it with me or the Board president, not with the community. I especially encourage you to share concerns at committee meetings (generally occurring in months alternating with full board meetings) or a week in advance of a full board meeting, so I can allocate time for discussion in our agendas. And of course, if there's good news about CCE Wayne, share it broadly – in conversations, on social media, and with other organizations.

One of my primary goals in my communications with you, the board, is to share candidly and professionally with you. I'll share agendas with you a week before meetings; I'll promptly share emerging challenges with the Board President, with Tim Davis, with executive committee, and with all of you. For larger decisions, I'll try to make sure you have time to think about them (generally in smaller committee meetings first). I'll share important news (grants, personnel changes) via email, and make sure to allocate time to discuss fully in upcoming meetings. I hope for you to hear the news about CCE Wayne from me first.

Most importantly, I and the staff hope that you will be with us in our joy. We do this work because we love it. We want to celebrate with you and enjoy a mutually supportive relationship. We believe all of CCE Wayne's programs – nutrition and health, 4-H, gardening, agriculture, financial literacy – are important for our county and our communities, and **we're grateful and glad of your help in making the organization and our county better.**