Cornell Cooperative Extension Lewis County
Board of Directors Meeting
September 30, 2026

The regularly scheduled meeting of the Board of Directors was called to order on September 30, 2026, at 5:04 pm by Chairperson, Sarah Zeger, DVM at the Cornell Cooperative Extension Lewis County Office, Lowville, NY.

Members & Staff Present:

Sarah Zeger, DVM	X	Shellie Marks	X	Harley Snyder	E	Andrew Kramer	X
Jenna Lauraine	X	Roxaina Hurlburt	X	Martha Horahan	E	Mike Hanno	X
David Nisley	X	Matthew Swiernik	E	Kevin Jordan	E	Matthew Kraeger	E
Michele Ledoux	X	Kelly Kunz	X	Charlene Berrus	X	Frans Vokey	X
Denise DeVoe	X	Caitlin Humphrey	X				

Absent:

Excused: Matthew Swiernik, Harley Snyder, Martha Horahan, Kevin Jordan, Matthew Kraeger

Guest(s) Present:

Correspondence: none

Approve Minutes: The minutes of the July 29, 2026, meeting were approved by Jenna Lauraine and seconded by Andrew Kramer. Motion carried.

Reports of the Liaison Representatives:

Legislative Representative: Mike Hanno reported on ongoing legislative work regarding office moving expenses. Michele Ledoux and Mike Hanno discussed the costs associated with the move and technology upgrades for the new facility. Mike Hanno noted a planned site visit and tour of the rail trail on October 1, 2026.

Extension Representative: Kevin Jordan was not present. Michele Ledoux provided a summary of the Executive Leadership Conference at Cornell University.

Standing Committee Reports:

Finance:

Roxaina Hurlburt motioned to receive the financial report, Mike Hanno seconded. Charlene Berrus read financial reports for June and August. David Nisley motioned to accept the financial reports as presented for June and August; Andrew Kramer seconded. Motion carried.

Andrew Kramer motioned to transfer $1,304.71 from the designated Open Farm Day funds to cover program expenses; Shellie Marks seconded. Motion carried.

Andrew Kramer motioned to transfer $2,183.28 from the Dairy Prospects designated fund to cover expenses for the current year; Jenna Lauraine seconded. Motion carried.

Sarah Zeger, DVM requested clarification regarding grants and scholarships. Michele Ledoux explained the recent 4-H grants and scholarships as outlined in the agenda.

Personnel:

Michele Ledoux reported that interviews for the vacant finance position were scheduled for Thursday, October 1, 2026.

Program & Staff Reports-

Denise DeVoe presented the 4-H report, noting that registration fees for 4-H Day Camp at Aldersgate will increase next year to cover operating costs. Denise DeVoe reported on recent fair and camp successes, the formation of new 4-H clubs, and the purchase of a new youth-sized "Rock the Bike". Denise DeVoe also reported that 4-H Support Specialist Laura Perry submitted her resignation, with her final day effective October 8, 2026.

In response to an inquiry from David Nisley regarding outreach methods for new clubs and programs, Denise DeVoe outlined standard communication channels used to date. Caitlin Humphrey noted that many communication tools require paid subscriptions. Shellie Marks suggested reaching out to school administrators to distribute program announcements via Peachjar *[note: district communications have since transitioned to ParentSquare].*

Ag Report-

Michele Ledoux summarized the Ag report as presented.

Frans Vokey summarized the Tri-County Ag report as presented, highlighting upcoming program plans including a "Dairy Day" scheduled for after the winter holidays. Mike Hanno inquired whether the Tri-County Ag Team works directly with Soil and Water, given similarities in their reports; Frans Vokey confirmed they collaborate closely, particularly on land improvement and design projects, and expressed hope for expanded joint efforts as grant funding allows. Frans Vokey added that Colin Hostetter is currently working with a growing number of farms transitioning to organic production, particularly within the Amish community. In response to a query from Jenna Lauraine regarding Black River Valley's search for an organic producer, Michele Ledoux confirmed they contacted CCE and were connected with local producers.

Energy –

Michele Ledoux submitted the Energy report as presented.

Parenting –

In response to a request from Sarah Zeger, DVM, Kelly Kunz presented the Parenting report. Kelly Kunz reported working with multiple families referred by the Department of Social Services (DSS), as well as court-referred from attorneys and judges. Kelly Kunz shared success stories highlighting positive family outcomes, noting that program impact builds incrementally over time as participants achieve long-term stability before broader community-level effects become measurable. Additionally, Kelly Kunz noted ongoing preparations for the upcoming Fall Harvest Festival and continued facility adjustments as staff settle into the new location.

Executive Director-

No report.

Old Business –

Michele Ledoux presented the schedule of activities for the Fall Harvest Festival and Annual Meeting. Kelly Kunz commended local volunteers for their hard work cleaning up the property grounds. Michele Ledoux added praise for Mellissa Spence who worked with the Master Gardener volunteers who assisted with landscaping cleanup at our new facility.

New Business –

Michele Ledoux updated the board on the nominating committee's current progress, noting that Shellie Marks will run for another term and David Nisley suggested Alex Lee as a nominee. Michele Ledoux stated that one open seat remains on the board and one on the Ag Committee. Frans Vokey suggested Caden Laribee as a potential board candidate.

Michele Ledoux introduced the Gender-Based Violence in the Workplace Compliance Policy. Roxaina Hurlburt motioned to accept the policy as presented; Shellie Marks seconded. Motion carried.

Shellie Marks made a motion to adjourn the meeting at 6:15 pm, Mike Hanno seconded. Motion carried.

Next meeting is November 18 at 5:00 pm at the Cooperative Extension Office.

Respectfully submitted: David Nisley Prepared by: Caitlin Humphrey