



Pima County Cooperative Extension Advisory Board

Tuesday, March 28, 2023, 11:30 am – 1:30 pm

Meeting was hybrid, attended in-person and via Zoom

Meeting Minutes

In Attendance

Advisory Board

Rick Frey
Celia Burkel (remote)
Alana Mozar
Amanda Ruboyianes
Jacqueline Bruhn
Micaela McGibbon
Justin Byrd

PCCE Staff

Claire Zucker, Director
Connie Callahan

Public Attendees

None

Item 1. Call to Order and Welcome

The Advisory Board Chair Rick Frey called the meeting to order at 11:35 am

Item 2. Pledge of Allegiance

Mr. Frey, led the group in the Pledge of Allegiance

Item 3. Welcome New Members

Claire Zucker welcomed Justin Byrd to the PCCE Advisory Board. Members introduced themselves.

Item 4. Approval of December 6, 2022, Meeting Minutes

Micaela McGibbon moved for approval of December 6, 2022, Pima County Cooperative Extension (PCCE) Advisory Board minutes. Alana Mozar seconded the motion, and all voted to approve the minutes.

Item 5. Call to the Public

No members of the public were in attendance.

Item 6. Pima County Scope of Work and Budget Approval (Action Item)

Claire Zucker provided an overview of the PCCE FY24 Scope of Work and budget for Pima County Natural Resources Parks and Recreation. The budget for the presented Scope of Work was \$166,500. Ms. Zucker described each of the work elements and the Appropriations process and then responded to questions from the Advisory Board. She also explained that it was possible that there would be a reduction in the Budget and abridging of the Scope of Work if the County needed to hold funding to FY23 levels. Micaela McGibbon moved to authorize the Advisory Board Chair Rick Frey to approve the FY24 Appropriations Agreement for either the presented or abridged Scope of Work. Jacqueline Bruhn seconded the motion, which was carried unanimously.

Item 7 Board Governance Documents

The PCCE draft Bylaws and Advisory Board Welcome document were provided to members before the meeting. Ms. Zucker went through the Bylaws document so that the Advisory Board members could provide line by line comments. The group discussed various elements including terms, the use of executive sessions, definition of a quorum and appointment of new members. Ms. Zucker agreed to incorporate the recommendations and to hold further discussion on both documents at the June 2023 meeting.

Item 8 Director's Report

Ms. Zucker presented highlights from January-March for all PCCE programs. This included an update on 4-H enrollment, which rose to over 700 youths before registration closed in January. In addition, participation in the 4-H/FFA fun day attracted 150 youth from around the region. 4-H Tucson Village Farm launched a new website and completed an Inclusive Cooking Class Series in partnership with Universities Center for Excellence in Developmental Disabilities (UCEDD) and Southern Arizona Network for Down Syndrome (SANDS). The Family Engagement Program continued to work in the Arizona State prison system, offering programming uses gardening as a metaphor for raising children. They taught 14 workshops focusing on parenting skills and early child development to 108 people during January and February. SNAP-Ed The Garden Kitchen created a VA Recovery Group Zen garden designed with patient input. At each session, the group paints rocks, while a nutrition lesson and discussion take place. Pima EFNEP taught 34 classes teaching a total of 512 adults and 598 youth in Jan/Feb 2023.

Ms. Zucker reported statistics on the Round Up Newsletter, which reached over 12,000 people with a 46% open rate for the March/April issue. She then provided a financial and staffing update to the Board. She noted that many of the key positions, which were empty for much of the year, had been filled or were close to being filled. In addition, she noted that efforts were underway to install motion sensitive lighting and locks on the Wetstone building to improve safety and reduce theft.

Ms. Zucker briefly described the UA Cooperative Education Needs Assessment and provided links to the online documents. She showed the cross-content ranked priority graphics for Pima County in contrast with other counties and the statewide results. She also described the data report for Pima County and the group discussed the results and how this could be helpful for strategic planning for PCCE programs.

Item 9. Calendar Review

Ms. Zucker provided information about several upcoming events including TVF Summer camps, master gardener events (home show and plant sale) and the Pima County Fair, which will begin in mid-April.

Item 9. Meeting Discussion and Future Agenda Items

At the June meeting the board will continue its review of the PCCE Bylaws and Welcome document. In addition, members requested that a presentation on Tucson Village Farm be provided.

Item 10. Adjournment

A motion was made to adjourn. The motion was seconded and after a vote, the meeting was adjourned.