

MINUTES
AMC Extension Committee Meeting
Radisson Hotel
St. Cloud, Minnesota
2/1/06

Meeting called to order by Commissioner Bruce Kubicek.

Commissioner Kubicek asked everyone to introduce themselves and share one thing they were involved with or concerned about in the upcoming legislative session.

Present: Commissioners: Bruce Kubicek, Nancy Schouweiler, Loren Tusa, Dick Larson, Charlie Woehler, John Baerg, Tom Anderson, Lenore Johnson, Marcia Ward, Dick Mattson, Victoria Reinhardt, Velma Oakland, Bob Gustafson
Guests: Bev Durgan, Jeanne Markell, Dave Werner, Lee Raeth, Tom Klein
AMC Liaison – Toni Smith

Commissioner Kubicek asked for additions to the agenda.
Hearing none agenda accepted.

Acceptance of Minutes:

Commissioner Gustafson moved and Commissioner Johnson seconded acceptance of the December 5, 2005 AMC Extension Committee minutes which are posted on the Extension affiliate section of the AMC website.

Commissioner Kubicek introduced Dr. Bev Durgan, Dean and Director of the University of Minnesota Extension Service

Dr. Bev Durgan had been attending the ‘Youth and U’ conference in St. Cloud the day before the meeting and she talked about the enthusiasm among the local and regional youth educators and program assistants. She thanked counties for supporting the positions and talked about how important it was to have that local support when delivering youth programs. She stated that there are still some issues that we need to work out like part time 4-H staff that still seems to have full time responsibilities. She is very concerned about continuing to get good 4-H program coordinators and the AMC Extension Committee may wish to focus a future meeting on how coordinators work in counties. 4-H enrollment is up over 1000 members from last year. Increasing membership is important and quality program orientation and training is also important.

Dr. Durgan also talked about the Extension programs that just happened to be occurring in the meeting rooms next to where the AMC committee was meeting. The MN Fruit and Vegetable Growers were sponsoring two workshops entitled; New Beginning Grower and Transitioning the Farm.

Dr. Durgan talked about looking at state & federal legislative issues and striving to be more pro-active with the legislature. They are increasing attention to communication efforts including the Extension website which is #1 on Google when you input Extension Service. In 2004 there were 8 ½ Million visits. The web provides a 24/7 availability of information. The toll free referral lines are also being used to enhance service

Comments from AMC committee members; Remember that there are people that do not have dedicated internet lines. Downloading is very cumbersome. Please consider giving an option of downloading without graphics.

Commissioner Tusa asked what Extension was doing to get more minority kids enrolled in 4-H? Dr. Durgan stated that Extension considers this a high priority. They just received funding from central administration to hire a staff person to work with Native American youth and they are also increasing efforts to work on youth programs in the school systems. They are increasing funding to help train staff on how to work with other cultures. Last week there was a special training for Extension staff working with Hispanic families.

Commissioner Larsen talked about the cultural diversity in the Kandiyohi school system which is about 28% Hispanic. They are in the process of developing a MERCADO in the city of Willmar. On Monday we had a meeting with 125 people working on the MERCADO idea

Commissioner Schouweiler talked about the minority populations involved in the Extension nutrition program. They involve kids and parents and it is a great way to be exposed to Extension programs.

Commissioner Ward talked about the importance of engaging parents as volunteers in programs with diverse cultures.

Commissioner Johnson stated that they needed the research from the University on different approaches to work with diverse cultures.

Commissioner Kubicek asked the commissioners at the meeting; how many of us have people from other cultures on our County Extension Committee? Have we asked them? If you could get just one person it could make a difference.

Commissioner Larsen stated that he believed that many of the new immigrants were much more family oriented than we are. Kandiyohi County has been addressing the diversity issue for several years and they seem ahead of other rural counties in the state when it comes to working with diverse cultures.

Commissioner Kubicek – We are working with the Somalian population but it has been a struggle to find out who is serves in the leadership role for the community. Is there anyone who can speak for the community?

Commissioner Larson talked about the importance of recruiting educators with the same backgrounds.

Revised Memorandum of Agreement:

Commissioner Reinhardt who served on the committee to review and propose the agreement gave an overview of the proposed changes. Other AMC representation on the committee included: Commissioner Ward, Commissioner Larsen, Commissioner Frank , and County Administrator Fransen.

This MOA was reviewed by the full AMC Extension Committee at their meeting in December 2005 and the revised copy was mailed to all AMC Extension Committee members in January prior to the final vote at today's meeting.

Commissioner Reinhardt reviewed the entire MOA with committee members.

There had been some discussion about putting more performance measurement language in the MOA but there are many different approaches in the 87 counties so there is no specific language in the 2007 version.

Questions from the Committee:

Commissioner Mattson asked for clarification about point number 5 in the MOA about University Extension Employees:

Excerpt from #5

“The University will determine in consultation with the County Extension Committee, the performance evaluation of each University Extension employee working in «County» County and supporting the programs identified in paragraph 1. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.”

Clarification was given that the MOA agreement covers the University employees contracted to counties. This statement does not pertain to the county paid support staff.

Commissioner Schouweiler- There is a feeling by some that there is less opportunity to evaluate U employees.

Lee Raeth- clarification- County Extension Committees are asked every year to give input on their local staff and the regional director who is affiliated with their county.

Discussion about the inflationary adjustment that would be made every year:

Agreement that the adjustment should be for 2007 should be done as soon as possible.

How will this committee and administration work together to accomplish this task and what was the increase this year?

2.5% was used in the 2006 budget

Tom Klein- There is some standard information around inflation. Explanation of how we arrived at the number may be more important.

Commissioner Shouweiler- we have to remember that this document is a collaboration and the U does not have to do it this way. “They are willing to hear what is going on in our counties.” That message needs to get across. This is a very nice approach being offered by the University.”

Dave Werner - if this AMC Extension Committee could discuss it at the district meetings it would help the RD’s in their jobs explaining it to counties.

Commissioner Ward- Excerpt # 6- Reminds committee that they are advisory

Annually, the County Extension Committee will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34 which states that a County Board of Commissioners may incur expenses and spend money for County Extension work in coordination with the University. The parties acknowledge that County extension educational programming includes University’s Nutrition Education Program educational programming.

Commissioner Kubicek #3- Insert “Business Days”

The University will bill the County on a [quarterly] [semi-annual] basis and the County will submit payment within thirty (30) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in [four (4) equal quarterly] [two (2) equal semi-annual] payments.

Commissioner Johnson- Does the bill have to go before the county board?

Tom Klein-in some counties because it was budgeted and approved it does not have to go before the county board.

Bob Gustafson- we would have it on the consent agenda

Commissioner Reinhardt- In amendment #3 we inserted 30 days – some people also thought semi-annually made a lot of sense.

Commissioner Johnson- If the payments were done in June and November it would put it in the yearly budget.

Commissioner Mattson moved to accept the MOA with the changes below and Commissioner Schouweiler seconded the motion. Passed Unanimously. (Full MOA attached at the end of these minutes.)

#2- insert 30 business days – Reads as follows

The University will bill the County on a [quarterly] [semi-annual] basis and the County will submit payment within thirty (30) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in [four (4) equal quarterly] [two (2) equal semi-annual] payments.

#5- inserting University in 2 spots in front of Extension

*The University will determine in consultation with the County Extension Committee, the performance evaluation of each **University** Extension employee working in «County» County and supporting the programs identified in paragraph 1. The University in accordance with University personnel guidelines will determine salary adjustment of each **University** Extension employee.*

Discussion on how the University will determine the inflationary factor. Tom Klein talked about using the consumer price index and others models that will be explained at the next AMC meeting.

Commissioner Johnson- When do counties sign the document?

Oct/Nov/Dec is usually when it is signed by counties. Usually 4th quarter

Lee Raeth- But it could be done earlier.

AMC committee decided to make the decision on the contract increase for 2007 at the March 29th, 2006 AMC Extension Committee meeting. Commissioners agreed that after today's meeting this document needs to be sent out to counties with info that the number will be determined on March 29th

The committee asked Tom Klein and Bev Durgan to get indicator numbers out to the committee prior to the March 29th committee meeting.

Commissioner Reinhardt stated that this is not a negotiation it is an explanation

Commissioner Kubicek thanked the committee for all of their hard work on the MOA project.

Commissioner Kubicek asked Lee Raeth and David Werner to give an overview of the January 30th meeting with the county administrators.

Themes

1. Several county administrators at the meeting wanted to be more directly involved in the county extension work. The statute has county auditor involvement and it may be more appropriate to have the county administrator/coordinator be more involved. County auditor
2. There was a discussion about the creative ways that counties can work with U to get what they want. Example was the Benton/Stearns/Morrison counties – George Rindelaub, Stearns County administrator talked about how well this system was working for Stearns County. He stated, “prior to the Extension change we were paying for things we thought we did not need and now we have what we want.”
3. There was a fair amount of discussion around 4-H serving kids beyond the traditional audiences including high risk children. One of the administrators stated that if there was going to be additional funding for Extension this is where it is going to be.
4. Accountability issues were discussed. Two aspects- accountability of local staff and discussion about the role of CEC in looking at priority work? Setting outcomes for the local educator work. Counties play a vital role in working with Extension and there is a desire for committees to define those outcomes. They have to keep in mind that programmatic impact may demand working hours that are not 8:00 to 5:00. There is also accountability at regional centers and regional directors need to continue to let Co. Administrators and commissioners know what is happening at regional centers.

There is a huge value in having on-going discussions with the administrators group. They encouraged us to have meetings like this one with MACA on an annual basis. It is incredibly important to have RD's interact with county administrators.

Election of Officers for the AMC Extension Committee

Commissioner Gustafson and Commissioner Johnson nominated the current chair – Commissioner Kubicek and vice chair Commissioner Reinhardt to continue in the role for 2006.

Commissioner Larson moved and Commissioner Schouweiler seconded the motion to cast a unanimous ballot for Commissioner Kubicek and Reinhardt. Motion Carried.

AMC – 4-H Community Leadership Awards

Toni Smith will be sending out applications around February 14th.

Toni will also send a reminder memo out to the AMC Extension Committee about the “Public Value” workshop to be held on March 22 at the Holiday Inn Express in St. Paul.

Program: Sharing local educators and interaction with regional Extension program.

Jim Salfer – Regional Ext Educ., Eric Sonnek – local educator, Dan Martens- local educator explained how they work together to bring Extension programs to Benton, Morrison and Stearns Counties.

Commissioner Ward asked how the farm info line was working?

She does not know people who are using it. Are people using it?

Response:

Farm Answer line- we are actively promoting it. 800-232-9077 it is marketed through county and regional offices. Educators who staff the line are answering a variety of farm calls. Many counties are referring to the line.

Commissioner Anderson talked about how Polk and Clearwater were sharing educators and he stated that it had been working well. He stated how important it was to match the expertise of the educator with type of education you need in area.

Commissioner Kubicek asked for input on possible speakers for the next couple of meetings.

Tom Stinson
Renewable Energy
Public Value
Community economics

Commissioner Schouweiler made a motion to adjourn the meeting and Commissioner Reinhardt seconded the motion. Passed unanimously.

Minutes by
Toni Smith
Government Relations and Liaison to the Association of MN Counties
University of Minnesota Extension Service

SAMPLE COPY OF MOA

**Memorandum of Agreement
Between the University of Minnesota
And
«County» County
For providing Extension programs locally and Employing
County Extension Staff**

This Memorandum of Agreement, hereinafter referred to as the "Agreement," by and between the County of «County» Minnesota, herein after referred as "County" and the Regents of the University of Minnesota on behalf of its Extension Service, 240 Coffey Hall, St. Paul, Minnesota, 55108, herein after referred to as "University." This Agreement, effective January 1, _____, supersedes and replaces any and all current or existing agreements relating to the Extension Service and its programs that may exist between the County and the University.

The term of this Agreement shall be January 1, _____ through December 31, _____, unless earlier terminated as provided in paragraphs 7 and 8.

WITNESSETH:

WHEREAS, Minnesota Statute §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of the Extension Service, or the Director’s designee, as identified in Minnesota Statute §38.36, Subd. 3; and

WHEREAS, Minnesota Statute §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and the University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and the University hereby agree as follows:

- 1. In accordance with Minnesota Statute §38.37 «County» County desires to augment University’s state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program	Price	Funding to Support
«prog_1»	«price_1»	«pos_1» working exclusively in «County» County
«prog_2»	«price_2»	«pos_2»
«prog_3»	«price_3»	«pos_3»

«County» County recognizes that University costs for supporting these positions are expected to increase during the term of this Agreement. Therefore, the County agrees to provide inflationary adjustments to the base price of these positions. The cost for these programs will be reviewed annually by the Association of Minnesota Counties (“AMC”) Extension Committee and University’s Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year.

- 2. For these contributions, the University will be responsible for providing the following: salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support for these positions. Local support could include, but is not limited to, office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of such support will be determined by the County.

3. The University will bill the County on a [quarterly] [semi-annual] basis and the County will submit payment within thirty (30) days of receipt of the bill. The total annual amount to be paid by the County shall be paid in [four (4) equal quarterly] [two (2) equal semi-annual] payments.
4. As vacancies occur, if the County Board approves funding and the University agrees to support the desired program and position, the University will hire new personnel with involvement and concurrence of the County Extension Committee. The University must certify that candidates for such positions have met the minimum requirements for the position. The County will not be billed for a position during the time that position is vacant.
5. The University will determine in consultation with the County Extension Committee, the performance evaluation of each University Extension employee working in «County» County and supporting the programs identified in paragraph 1. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.
6. Annually, the County Extension Committee will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34 which states that a County Board of Commissioners may incur expenses and spend money for County Extension work in coordination with the University. The parties acknowledge that County extension educational programming includes University's Nutrition Education Program educational programming.
7. Nothing in this Agreement precludes the County or the University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or the University will provide a minimum of six (6) months notice if either party desires a change in programs, and both parties agree to enter into good faith discussions to address such request.
8. If the University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of 3 months notice. Nevertheless, each party requests that the other party provide as much notice as possible. A notice time of 6 months prior to termination is preferred.
9. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

IN WITNESS WHEREOF the parties by their respective authorized agents or officers have executed this agreement.

COUNTY of _____ Regents of the University of Minnesota

BY _____
Chair, County Extension Committee

By _____

DATE _____

DATE _____

BY _____
Chair, County Board of Commissioners

DATE _____