

AMC Extension Committee Meeting

Wednesday, April 9, 2008

7:15 A.M. - 9:00 A.M.

States I Room - Crown Plaza Hotel

St. Paul, Minnesota

Commissioners Present: Keith Nelson, Lenore Johnson, Tom Anderson, Patricia Beckel, Velma Oakland, Robert Carlson, Sharon Bring, Jon Evert, Bob Gustafson, Richard Mattson, Richard Larson, Doug Anderson, John Baerg, Charles Woehler, Loren Tusa, David Benson, Marvin Zylstra, Marcia Ward, Bruce Kubicek, Victoria Reinhardt, Nancy Schouweiler

Five other commissioners also attended as observers at the meeting.

University of MN Extension Staff Guests: Michael Schmitt, David Werner, Holli Arp, Sarah Berg

1. Commissioner Marcia Ward, AMC Extension committee chair, called the meeting to order and asked people to introduce themselves.
2. Dr. Michael Schmitt, U. of MN. Extension Senior Associate Dean, presented an overview of Extension highlights over the last few months.
 - Extension at the Capitol: The program was a success with increased participation. It provided an excellent venue for citizens to connect with legislators. Joe Matthews from AMC did an outstanding job in one of the educational workshops. This meeting is really a two way street where citizens learn about legislative process and legislators learn more about the importance of Extension to citizens.
 - President Bruininks has been doing visits across Minnesota. One of the first calls his staff makes when setting up these meetings is with Extension. Staff and county commissioners were involved in his recent trip to Bemidji where he learned more about Extension family development programming.
 - Bovine TB situation in the state has been of great concern to Extension. The University of Minnesota Extension and College of

Food, Agriculture and Natural Resources is closely involved in the statewide collaborative with the Dept. of Agriculture, DNR, Department of Animal Health. One of the biggest issues they are working on is the USDA split state status. Dr. Schmitt explained the collaborative effort to field questions through the 800 MNTBFREE toll free number and website. AMC committee members asked several questions about the command system in place and the ramifications of the TB outbreak to herds and consumer attitude towards beef.

3. Commissioner Ward discussed the recent Extension Citizens Advisory Committee meeting where the group discussed recruiting youth into Extension work. Dr. Schmitt outlined the new Extension internship program and their desire to expose youth to Extension careers in hopes that they would consider it as a career in the future.
4. Extension committee members requested information on the University of Minnesota Founders Scholarship. The group asked Toni Smith to send information on the scholarship. The information requested is inserted below with a website link:

The Founders Free Tuition Program is a special award program that benefits qualified incoming students from Minnesota who meet certain financial need requirements.

The Founders Free Tuition Program guarantees grant and gift assistance in an amount at least equal to tuition and required fees on each University campus for all new incoming University of Minnesota students who are Minnesota residents and who are eligible for federal Pell grants.

The program will benefit a majority of students from families with an annual income less than \$50,000. These are the students who most typically qualify for a federal Pell grant. Pell-eligibility, not income level, is the defining criterion for eligibility for the Founders Free Tuition Program.

http://onestop.umcrookston.edu/financial_aid/scholarships/foundersscholarship.htm

5. Toni Smith, AMC Extension Liaison, explained the AMC 4-H Community Leadership awards and thanked the commissioners for judging the applications. The two projects to be recognized at the AMC luncheon were from Winona and Wabasha Counties. They are entitled “Project Pillowcase” and “Help for Our Neighbors in

Stockton” and they each document a united youth/adult effort to help deployed troops and SE Minnesota flood victims.

The first recipient was “Project Pillowcase” completed by the “Llamateers 4-H Club” from Winona, Minnesota. The club used creative marketing efforts to raise funds to sew and stuff over 100 pillowcases for troops in the Middle East. The pillowcases were filled with snacks, phone cards, and other supplies the soldiers needed. Toys were also collected for children in Iraq. Soldiers were very grateful as documented in the messages sent back to the 4-Hers stating how the gifts helped them stay a little closer to home!

The second award winning project was entitled “Help for our Neighbors in Stockton”. Wabasha County learned about the flood devastation in the neighboring Winona County and 4-Hers and their families felt compelled to help in some way. After researching where they could be most effective they banded together to provide labor for clean up efforts, spaghetti suppers, buying and assembling care packages and sewing blankets for families. Recipients of their efforts were very grateful. One individual stated, “This is so heartwarming what these kids have been doing. They were brought up right and know how to help with these efforts.”

6. County MOA - Memorandum of Agreement: Commissioner Ward asked Commissioner Reinhardt to give a brief overview on behalf of the MOA committee. Commissioner Reinhardt outlined the details about the committee work including the fact that the proposal was discussed at the last AMC Extension committee meeting in February, 2008 with the understanding that it would be voted on at this meeting.

Commissioner Reinhardt asked David Werner, Extension Chief Operating Officer, to outline the proposed changes in the MOA. Seven relatively minor changes in the language, from its 2008 version, were offered for consideration. Each change was designed to clarify and/or streamline the MOA. After explanation and discussion Commissioner Larson moved to accept the 2009 MOA. Commissioner Gustafson seconded the motion. Motion passed. MOA documented included at the end of these minutes.

Several commissioners asked clarifying questions and Commissioner Larson moved to accept the 2009 MOA. Commissioner Gustafson seconded the motion. Motion passed.

Commissioner Reinhardt moved; “As discussed at the February 2008 AMC Extension Committee meeting I move the recommendation of 3.5% increase in MOA for 2009.” Commissioner Schouweiler seconded the motion. Motion Approved.

There was a question from the committee about the percentage of counties that chose a 3 year agreement as opposed to a one year agreement. David Werner stated that 60% of the counties chose the 3 year agreement.

7. Minutes from February, 2008 AMC Extension committee meeting. Commissioner Oakland moved approval of the minutes and Commissioner Zylstra seconded the motion. Motion Approved.
8. Commissioner Ward asked if there were any other questions from the committee.
 - a. Commissioner Mattson requested information about how Minnesota ranks among other states with the percentage of county dollars in the state Extension budget. Extension staff stated that they would get that information and forward it to the committee.
 - b. Another question was forwarded about compact dollars. Dr. Schmitt explained that compact dollars were competitive funds offered by central University administration to various colleges (including Extension) for special initiatives.

Extension has been successful in the past at acquiring compact funds for special projects and will continue to request these even though the overall budget scenario is curtailing this source of funds at the current time.

- c. Commissioner Nelson requested further clarification about the tribal nutrition program dollars and the Extension nutrition program dollars. Is there collaboration in this effort?

9. Holli Arp and Sarah Berg, U. of MN Extension Regional Directors asked for volunteers from the committee to participate in the “Extension Quiz Bowl” competition that would be featured in the Extension booth during the conference. Commissioners Benson, and Zylstra competed with Commissioners Reinhardt and Schouweiler.
10. Dick Mattson moved to adjourn the meeting. Commissioner Nelson seconded motion. Motion Approved.

Minutes submitted by Toni Smith,
University of MN Extension AMC Liaison
& Director of State Government Relations

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

This Agreement (“Agreement”) between the County of «County» Minnesota (“County”) and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, _____, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be [one (1) year] [three (3) years], beginning on January 1, _____ and ending on December 31, _____, unless earlier terminated as provided in paragraphs 7 and 8.

WITNESSETH:

WHEREAS, Minn. Stat. §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 Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §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 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 University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 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

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

County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions 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. Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University. Any increase agreed to by the parties to this Agreement will be reflected annually in an amendment to this Agreement. [The preceding paragraph will be omitted for 1-year agreements and required for 3 year agreements.]

2. 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 in the form of 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 availability and type of such support will be determined by the County.

3. University will bill the County on a quarterly 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 payments.
4. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.

5. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

6. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. 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 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 University will provide a minimum of six (6) months notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

8. If 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 ninety (90) days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

If to University:

University of Minnesota
 Minnesota Extension
 Attn: Chief Operating Officer
 246 Coffey Hall
 1420 Eckles Avenue
 St. Paul, MN 55108
 Facsimile Mo.: 612-625-6227
 E-mail: werne012@umn.edu

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 and other applicable laws. The University's

liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

10. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.
11. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.
12. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

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

COUNTY of «County»

Regents of the University of Minnesota

BY _____
Chair, County Board of Commissioners

By _____

DATE _____

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

BY _____

DATE _____