COUNTY DEPARTMENT AGENDA REQUEST

Department:	County Extension	Presenter(s):	Sheldon Hammond
Meeting Date:	Thursday, April 28, 2011	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation that the County renew its annual Agreement with the University of Georgia for the provision of Extension Office Programs in Fayette County for a period beginning July 1, 2011 through June 30, 2012; and authorization for the Chairman to execute said agreement.

Background/History/Details:

For decades, the University of Georgia has provided counties in Georgia with a host of services and programs through what is commonly known as the Cooperative Extension Office. Originally, the Extension Service focused primarily on agriculture needs of property owners and farmers throughout the state. Over time, those needs have changed and so has Cooperative Extension. The Extension programs and services have evolved over time to help meet the needs of the communities in which they serve. Some of those changes are based on agriculture, horticulture, natural resources and water management. Youth programs have also been added and they too have evolved to help teach leadership, interpersonal, familial, service-based, and overall life skills to school age children.

In Fayette County, the Cooperative Extension Office provides programs for 4-H Youth Development, Georgia Performance Standards School Enrichment, horse club, two award winning shooting clubs as well as an active middle and high school leadership and community development program. We also provide educational components for the County's Water Permit. Urban agriculture education includes programs like the Master Gardeners, pesticide certification, water utilization, and soil and water testing.

Each year, the County must renew its notification to the University of Georgia that Fayette County wishes to maintain its relationship which provides these services and more. Also, Fayette County provides some personnel-related funding for the Extension Service to augment the budget from UGA. In keeping with budgetary limitations, the County Extension submitted a reduced operating budget from last year. The overall budget has increased slightly due to the approval of hiring an agent that focuses on natural resource education.

What action are you seeking from the Board of Commissioners?

Request the Fayette County Board of Commissioners to notify the University of Georgia that Fayette County wishes to enter into an agreement for the continuation of the Cooperative Extension Office for a period beginning July 1, 2011 through June 30, 2012, and authorization for the Chairman to execute the said notification (in triplicate).

If this item requires funding, please describe:

Funding included in the proposed FY 2012 Budget.

Has this issue come before the Commissioners in the past?	Yes	If so, when?	Annually
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance		Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

Northwest District Extension
1109 Experiment St.
Flynt Bldg., Room 227
Griffin, GA 30223

Dear Mr. Price,

The purpose of this letter is to notify you that we wish to amend the agreement between the Fayette County Board of Commissioners and the Board of Regents of the University System of Georgia, on behalf of the University of Georgia Cooperative Extension, for the provision of Extension Programs to our County. The term of this agreement shall be from July 1, 2011 through June, 2012. An annual budget is attached.

Sincerely,

Chairman
Board of Commissioners
Fayette County, Georgia

_____

County Extension Coordinator Date

_____

District Extension Director Date

_____

Associate Dean for Extension- CES, UGA Date

_____

Dean & Director of Agriculture and Environmental Sciences, UGA Date

_____

Vice-President for Public Service & Outreach, UGA Date

Fayette County
Board of Commissioners
July 1, 2011-June 30, 2012
Fiscal Year 2012

ANNUAL SALARY	
Craig Gross, CEC, 4-H Agent	12,000.00
Vacant, ANR Agent	14,000.00
Jeanette Martin, Secretary	13,419.00
	39,419.00
ANNUAL BENEFITS	
Teacher's Retirement (10.28%)	
Craig Gross, CEC, 4-H Agent	1,233.60
Vacant, ANR Agent	1,439.20
Jeanette Martin, Secretary	1,379.47
	4,052.27
Social Security (7.65%)	
Craig Gross, CEC 4-H Agent	918.00
Vacant, ANR Agent	1,071.00
Jeanette Martin, Secretary	1,026.55
	3,015.55
Health Insurance	
Craig Gross, CEC 4-H Agent	3,403.28
Vacant, ANR Agent	3,403.28
Jeanette Martin, Secretary	6,538.46
	13,345.02
Life Insurance	
Craig Gross, CEC, 4-H Agent	18.60
Vacant ANR Agent	18.60
Jeanette Martin, Secretary	34.92
	72.12
Yearly Total	$ 59,904.00

*UGA will disperse all payroll, tax and insurance payments for employees and will bill Fayette County monthly for Fayette County's actual contribution to total.

Please send the bill to the following address:
Mary Holland Finance Director
140 Stonewall Avenue West
Fayetteville, GA 30214

COUNTY EXTENSION PERSONNEL CONTRACT/MEMORANDUM OF UNDERSTANDING
Between
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
On Behalf of
THE UNIVERSITY OF GEORGIA COOPERATIVE EXTENSION
And the
__*FAYETTE*_ COUNTY BOARD OF COMMISSIONERS

In accordance with the Smith-Lever Act of the U.S. Congress of 1914, an agreement between The Board of Regents of the University of Georgia system on behalf of the University of Georgia Extension and the U.S. Department of Agriculture to conduct Extension work in Georgia, and by virtue of the authority conferred upon the governing authority of the county under Article 9, Section 4, Paragraph 2, of the Constitution as amended in 1983, as implemented in the O.C.G.A. #20-2-62 and O.C.G.A. #48-5-220, 10, the ___***FAYETTE***____ County Board of Commissioners hereinafter referred to as the **COUNTY** and the Board of Regents of the University of Georgia by and on behalf of the UGA Extension hereinafter referred to as the **UGA EXTENSION** do hereby agree to cooperate in the operation of an Extension education program in agriculture, natural resources and environmental management, family and consumer science, 4-H/youth work, and subjects related thereto in _____***FAYETTE***____County.

SECTION I

The UGA EXTENSION shall:

1. - employ and supervise County Extension personnel. It shall be the responsibility of the UGA EXTENSION to establish minimum qualifications for County Extension personnel, certify the qualifications of all applicants, and to determine the total salary applicants are to be paid.

2. - appoint County Extension personnel in compliance with Equal Employment Opportunity regulations and subject to the approval of the COUNTY.

3. - in the event the work of any County Extension staff member becomes unsatisfactory to the COUNTY, it shall be the responsibility of the COUNTY to communicate this dissatisfaction to the District Extension Director of the UGA EXTENSION. It shall then be the responsibility of the UGA EXTENSION to appropriately deal with the dissatisfaction and advise the COUNTY of action taken, if any. The UGA EXTENSION shall have the right to terminate or transfer personnel from the county. In either case, a replacement will be selected for the county, following the procedure described above.

4. - keep at all times an accurate record of all funds received and disbursed under this agreement including all support documents. The UGA EXTENSION shall retain such records for a period of three (3) years unless an audit has begun but not been completed or if the audit findings have not been resolved at the end of three (3) year period. In such cases, the records shall be retained until the audit is complete or until the resolution of the audit findings.

5. - carry out all work under this agreement in accordance with the administrative and other requirements, including personnel matters, established by the University of Georgia, federal and state laws, regulations, and standards.

6. - provide County Extension personnel with the necessary stationery, envelopes, publications and other educational materials needed for an effective program. The UGA EXTENSION also agrees to plan, implement and conduct training as necessary to keep County Extension personnel adequately prepared to conduct effective, relevant Extension programs.

7. - pay a portion of the salary and associated benefits of County Extension personnel at a rate in compliance with the Board of Regents and the UGA EXTENSION salary administration policies.

8. - reimburse all County Extension personnel directly for expenses incurred on behalf of the UGA EXTENSION for officially designated travel outside _____***FAYETTE***_____County as authorized by the District Extension Director.

9. - support County Extension personnel and the Extension program in _____***FAYETTE***_____County with necessary assistance of district and state subject matter and supervisory personnel and other resources as available from the University of Georgia, the University System of Georgia, and other agencies and organizations with whom the UGA EXTENSION cooperates.

10. - report to the _____***FAYETTE***_____County Board of Commissioners at regular intervals on the nature of the County Extension program and progress being made.

SECTION II

The COUNTY shall:

1. - provide a suitable County Extension office; the suitability of the office to be agreed on by all parties. The COUNTY further agrees to provide sufficient funds to pay for necessary office supplies, office equipment, telephone, utilities, postage, demonstration materials, janitorial service and other items necessary for the operation of an effective Extension education program.

2. - provide a portion of the salaries and associated benefits of County Extension personnel as shall be agreed upon by UGA EXTENSION and the COUNTY. Salary and benefits, including leave, shall be calculated according to policies established by the Board of Regents. The UGA EXTENSION will provide monthly statements to the COUNTY reflecting the COUNTY

portion of benefits and/or salary. COUNTY reimbursement for county portion of benefits will be made to the UGA EXTENSION in the full amount upon receipt of the statement. COUNTY reimbursement for county portion of salary shall be paid monthly by the COUNTY directly to County Extension personnel unless some other method is agreed upon in writing by the UGA EXTENSION and the COUNTY.

3. - when an individual terminates employment through resignation or retirement, and chooses to take a lump-sum payment for accumulated annual leave, the COUNTY agrees to pay their share of the annual leave payment in accordance with UGA leave policy.

4. - reimburse the travel expenses of County Extension personnel for official travel on behalf of ___***FAYETTE***____ County. The reimbursement shall be paid monthly by the COUNTY directly to County Extension personnel unless some other method is agreed upon in writing by the UGA EXTENSION and the COUNTY.

5. - approve or disapprove appointment recommendations of County Extension personnel.

6. -notify the District Extension Director of the UGA EXTENSION if the work of any County Extension staff member is unsatisfactory to the COUNTY.

7. - evaluate financial support to the UGA EXTENSION annually, make adjustments as necessary for continued effective support, and to notify the UGA EXTENSION of these adjustments.

SECTION III

1. This Contract/Memorandum shall take effect when it is executed by the _____***FAYETTE***_____ COUNTY BOARD OF COMMISSIONERS and the UGA EXTENSION.

2. The term of this Agreement shall be from_____ until rescinded. It may be terminated by either party by written notice of such intent provided ninety (90) days in advance.

3. This Agreement may be modified by mutual written agreement of the parties hereto.

4. This Agreement may be renewed annually by letter of agreement signed by the parties hereto.

5. Neither party to this agreement will discriminate against any employee or applicant for employment or against any applicant for enrollment at any school or college or against any student in his/her course of study or training because of race, color, sex, creed, national origin, age, disability, or veteran status.

_____ _____
Date

Chairman, Board of Commissioners, _____***FAYETTE***_____ County

_____ _____
Date

County Extension Coordinator, _____***FAYETTE***____ County

_____ _____
Date District Extension Director

_____ _____
Date Associate Dean for Extension, Cooperative Extension
University of Georgia

_____ _____
Date Dean and Director, College of Agricultural and Environmental Sciences
University of Georgia

_____ _____
Date Vice President for Public Service and Outreach
University of Georgia

11/06

Department:	County Extension	Cost Center:	10010400
Function:	General Government	Fund:	General

MISSION STATEMENT

The mission of the Fayette County Extension is to provide lifelong learning to the people and to respond to people's needs and interest in agriculture and natural resources, families, 4-H and youth through education and information, using unbiased, research-based education.
Fayette County Extension links the resources of the University of Georgia, Fort Valley State University, Fayette County and the United States Department of Agriculture to provide educational programs, information, and assistance to the citizens of Fayette County.

MAJOR DEPARTMENT FUNCTIONS

The Fayette County Cooperative Extension, backed by the resources of Fayette County, the University of Georgia, Ft. Valley State College and the Department of Agriculture, provides educational programs, information, materials, and actual assistance to the citizens of the county. Education and information is also provided to the citizens by telephone consultation, formal educational (classroom) programs, school programs, plant clinics, site visits, newsletters, news articles, radio and collaboration with other community agencies. Publications, web site and laboratory services are other delivery methods for safe - education and information to the county citizens.
The basic goal of the Fayette County Cooperative Extension Office is to provide information that will contribute to learning for life, which, in turn, helps citizens make informed decisions with unbiased, research-based information – this improving quality of life. We are also Fayette County's gateway to the University of Georgia and all the resources associated therein.

MAJOR FY 2012 GOALS

- Continue development and utilize an active and efficient Leadership System, made up of adults and youth that will help give direction and focus to future program efforts and ideas as well as increase our programming scope and outreach.
- Increase awareness of water quality and quantity through educational efforts, programs, newsletters and news articles on storm water management, water runoff, erosion, and efficient uses of water in the household and household landscape.
- Continue the organization and utilization of our Master Gardeners through educational programs and plant clinics allowing them to share their knowledge and passions to the people of the county.
- Increase the number of certified and active Master Gardeners by 18.
- Plan, coordinate, and offer seasonal and timely programs on landscape management, garden utilization and horticulture education. These programs will reach over 800 people annually.
- Plan, advertise and offer two food safety programs designed to help teach clients the safe and recommended ways to harvest, process and can their garden produce.

- Increase certified and active volunteers in the youth programs by 10%. All certified volunteers will have completed their University of Georgia background screening, have had reference checks completed, attended a training on the ages and stages of human development and all have been overnight chaperone certified.
- Increase youth participation in our 4-H Youth Development programs by:
    - Increasing the number of Fayette County grade schools involved in our science-based curriculum. This will include continued development of the three schools added in FY 2010, restoring programs in schools lost in FY 2011 and adding four new middle school programs..
    - Increasing the number of 5th and 6th grade youth that participate in the district level competition for public speaking and education by 20%.
    - Increasing the scope and depth of our Junior 4-H (middle school aged) program by placing a concentrated effort in offering programs and resources to the middle schools. We will increase participants by 30%.
    - Create and nourish a Senior 4-H (high school aged) county council that will make youth programming decisions and will become active resources for community service and leadership opportunities in the county. These youth will also develop and initiate a "youth-based" community service project and fund raiser.
- Increase the number of educational newsletters and articles produced to help educate citizens on timely topics, programs and opportunities in the county, area and state. Our goal is to have at least one news article per month in the local newspaper and at least one article a quarter in a regional magazine. We will also produce a newsletter and distribute it quarterly focusing on Agriculture and Natural Resources including water management and utilization, Horticulture, 4-H Youth Development, and Family and Consumer Sciences.

SIGNIFICANT EXPENDITURES/STAFFING CHANGES

With the current budget restrictions and directly from the Board of Commissioners. We have reduced our county paid – part time staff by two positions in the past year and half.
Board approval initiated the hiring process of an experienced agent to work in the Agriculture, Natural Resources and Community Gardening program.

Current Staffing – (FTE)* Program Assistants	FY 2009	FY 2010	FY 2011 Requested	FY 2011 Adopted	FY 2012 Requested
4-H Youth Development P.A.	2.20	1.68	1.68	1.20	1.20
Natural Resources/Horticulture P.A.	0.73	0.73	0.73	0.73	0.73
Total County Personnel	2.93	2.41	2.41	1.93	1.93
State Partnership Staffing – (FTE)*	Salary and benefits shared between County and University				
4-H Youth Development	0.5	1.0	1.0	1.0	1.0
Natural Resources/Horticulture	0.5	0	1.0	.25	1.0
Administration/Secretarial	1.0	1.0	1.0	1.0	1.0

WORKLOAD INDICATORS

Workload Indicators	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Estimated
Phone Calls Answered	13,151	14,692	14,742	17,865
Contacts Programming Efforts	111,486	111,994	112,106	105,888
Volunteer Hours	9,359.25	9,784	9,963	10,167
4-H Enrollment	2,389	1,778	1,635	1,384
Leadership Training Participants		377	420	372
Publications Distributed *	109,562	109,201	108,950	106,542
Soil Samples Performed	455	609	705	397
Water Samples	76	65	93	61
Forage Samples	1	2	2	0
Microbiology Samples	9	10	10	19
Plant Tissue Samples	1	1	2	0
Well Inspections	2	5	5	5
Pesticide Applicator Licenses	10	18	15	43
Water Use Registrants #	55	160	#	#
Home Site Visits	350	378	385	362
P.A.R. Produce Generated (lbs.)	6,417	28,205	31,205	86,514₪

* Reduction in publications is due to the increase amount of clients utilizing the web based applications to receive information. We do not currently have a way to monitor those numbers.
# Water Use Registrants based from drought restrictions. Further registrants are based on future drought and drought restrictions.
₪ Numbers include produce from the Plant A Row Garden in Fayette County as well as produce gleaned from other farms and distributed by the Master Gardener program.

(all information derived from GA Counts, Master Gardener Annual Report, Data Transfer and Pesticide Reports submitted to the State of Georgia)