

Minutes

Extension Management Team

June 13, 2002

Conducted via PictureTel

Present: Don Black, Dan Reidy, Sue Buteau, Nancy Berry, Lauren Bressett, Nory Parr, Peter Pohl, Sumner Dole, Rollie Barnaby, Tim Fleury, Wendy Brock, Charlene Baxter, Catherine Violette, Sarah Smith, Holly Young, David Foote, Steve Judd, Jim Grady, John Pike, Ed McAllister

Guest: Ray Bower, Strafford County Administrator and Nursing Home Manager participated in a portion of the meeting to observe the operation and capabilities of PictureTel.

Future Meetings Confirmed as follows:

Tuesday, Sept. 17, 2002 (Boscawen office confirmed)

Thursday, Dec. 19, 2002

Thursday, March 20, 2003

Thursday, June 12, 2003

Involvement of County Advisory Councils and State Advisory Councils in Program Development

Ed referenced John's comments during his June 6 conference presentation regarding "where we're going". John said councils would be representative of our diverse population and actively engaged in identifying needs, setting priorities, and monitoring and evaluating programs. As a first step towards fully achieving this, Ed said we will introduce councils to the Logic Model. This has already been successfully done in Sullivan County with the council able to quickly grasp the model and finding it helpful in better understanding what Extension is in business to accomplish. We'll address this topic more fully during the Sept. 17 meeting but COA's will likely be offered the option to teach the model themselves, or we can arrange for Lisa Townson and/or Seth Wilner to provide the instruction, probably using PictureTel to the extent possible.

Ed further reminded the group of John's comment about our winding up Year 3 in our 5-Year POW, and that next year we'll begin development of the FY2005-2009 plan, starting with needs assessment and priority setting. He said the Program Planning & Evaluation Team, co-lead by Seth and Lisa, will work with the Program Leader Team to plan this process. We'll also further discuss this topic during the Sept. 17 EMT meeting, but in the meantime we welcome any suggestions to more fully involve advisory councils in the program development process.

Expectations of Nutrition Connections and Family Lifeskills Program Staff as County Team Members

Charlene introduced this discussion and reported the topic comes up routinely during her visits to counties. Staff in both programs have structured positions intended to deliver specific programs and curricula. These programs are also federally/grant funded therefore staff are restricted in what they can do. Debbie Luppold explained the Nutrition Connections (NC) staff are federally funded either through EFNEP or the Food Stamp grant. They provide direct teaching but their county office role is important, including participation in staff and council meetings. NC staff are able to invest 5-10% of their time in county team efforts not related directly to their programs. This can include contributing to county newsletters, writing news articles, participating in Community Profiles, but they cannot be available to the extent educators can be.

Suzann explained that the Family Lifeskills Program started in 1997 and is a program we conduct under contract with the NH Dept. of Health & Human Services. Staff are expected to report activities and accomplishments annually to advisory councils, and can be called upon as needed other times of the year. They may also attend 1-2 additional advisory council meetings depending on their schedules. Suzann pointed out that advisory councils are not responsible for securing or monitoring the funding for the Family Lifeskills Program but their input and feedback is welcome.

Following discussion it was agreed that Suzann, Debbie and Jim would work together in providing counties a statement for use by counties that would include both county and state program data. Don asked Ray Bower what commissioners want from us. Ray suggested establishing a contact person to feed information through, and provide all program information we have available, even if it's not used, at least we've made it available. Ray further cautioned us to keep commissioners informed about what we're doing, not just at budget time because it gives the appearance it's only to secure funding.

Need for Office and Road Signage to fully identify UNH Cooperative Extension

Ed reported that it's been noted and commented by some individuals in UNH administration that Cooperative Extension does not consistently identify itself as part of UNH. Examples include how we identify ourselves, our county offices, and the directional road signs to county offices posted around the state. While it's fully recognized that identifying our county affiliation is necessary, we must also identify UNH which is our primary sponsor and funder, and it should always appear in our name along with the county.

Holly did some research on state road signs and contacted the Traffic Engineer with the Dept. of Transportation. They handle both the green and white state signs, and blue signs to specific locations intended only to enhance tourism. The green/white signs are posted when a driver must make a directional decision, not when a location is on a primary roadway and with signage easily visible from the roadway (such as Coos office). Holly is going to submit one request to the Dept. of Transportation for new/revised signage.. **Within the next couple of weeks, COA's should submit to Holly any requests to have signs posted or replaced.**

County Information Technology Support

A recommendation made by CRAS (Committee to Review the UNHCE Administrative Structure) was "shift supervision of the CIT office under the Associate Director and rename it Information Technology & Distance Education (ITDE)". John has implemented this recommendation and Ed announced staffing changes in the ITDE unit.

David Foote remains Director of ITDE and will continue to provide overall administrative and directional leadership. However, his duties have been adjusted so he can fully focus on implementation of the Communications/Technology Strategic Plan, a component of the UNHCE Strategic Plan. Specific expanded duties include grantsmanship and development of a statewide distance education system in partnership with UNH, USNH and external partners. To help make this possible, Steve Judd will become Manager of ITDE effective July 8. He will work under David's supervision and provide day-to-day management for ITDE including supervision of ITDE staff.

Steve reported that the primary change for him is reallocating time to supervision and coordination. For counties this means Steve may not be able to routinely visit once per month, but

expects 8 visits per year plus other ITDE staff visits to address specific needs. Sometimes this will be another ITDE staff. Steve assured the group that we intend to sustain ITDE support for county and campus offices. Further, these staffing adjustments are expected to better integrate ITDE with programs, and create a structure that enables ITDE to be more responsive to our programmatic needs.

County Web Page Redesign

David Foote explained the Comm/Tech Team's effort to redesign our web page. He posed three structural questions he needs each county to answer regarding their county web page. Questions pertain only to the administrative aspects of the page, all program content is being addressed by program areas. County web page questions are:

1. What content do you want for your county?
2. Who are the specific audiences you want your page to target?
3. What functionality do you want? (e.g. event calendar, interactive forms/applications, etc.)

Discussion followed about asking audiences/public for their feedback regarding content and functionality, and it was pointed out we haven't surveyed external audiences. It was strongly suggested that we investigate the needs and interests of those who don't yet know/use Extension and use this input in redesigning web pages.

State Advisory Council

John reminded the group that the next State Advisory Council meeting is a dinner meeting on Oct. 17, 5-8:00pm, at the Courtyard by Marriott in Concord. John Lynch, chair of the USNH Board of Trustees, and Ann Hart, new UNH President have been invited to participate.

Campus Report

Sarah and Catherine reported that a specialists meeting was held recently to discuss in-service training needs and ideas. Also discussed was potential improvements to the annual training calendar making it more dynamic and designed for periodic updating. Also, the CRAS committee recommended that the role and job description for specialists be reviewed and revised as needed. Sarah voiced that specialists would like to be involved in this process.

Catherine was recognized and thanked for completing her 2-year term as the EMT's campus representative for Family, Community & Youth staff. A new representative for this campus-based group will be elected prior to the Sept. 17 meeting.

County Reports

Hillsborough - Dan

- * Public hearing for the county budget was held earlier this week and the full delegation vote is expected today at 4:30. The request is \$483,057 and the process has generally gone well.
- * The delegation will also vote on a proposal to allocate \$1.4 million to renovate half of the Bouchard Building for county agencies. If approved, the old administration building out front will be renovated to accommodate Extension during the Bouchard renovations.
- * Milford office has just undergone renovations with a handicap elevator/lift added to the front.
- * Family, Home & Garden Education Center move to their new location is almost complete.

Strafford - Don

- * Anita Mundy has retired and Lisa Kennedy has been hired to replace her. Don said Anita had strong connections with other components of county government and was duly honored.

* The Strafford delegation recently approved putting 219 acres of the county's 288 acres of land in a Conservation Easement. This significant accomplishment was championed by council member Anna Boudreau who is also a Tree Steward and Wildlife Docent.

Coos - Sue

* Staff were faced with 6 council vacancies plus 4 completed terms making a total of 10 vacancies. All vacancies have been filled plus an additional member was recruited making a council of 15 members. Council met last night with almost all new members present. Sue reported it's a great council with diverse members. Officers were also elected last night with Romona Chessman elected chair.

* Advisory Council handbook was updated and distributed.

Cheshire - Lauren

* Americorp representative, Thomas Hanna, has been employed to work with the County Farm Project.

* Lauren and Andrea have a former 4-Her who will be working with the 4-H program this summer as a student intern.

* Carl Majewski has been hired for the vacant agricultural position and starts July 1.

Sullivan - Nancy

* Commissioner hearing on the July 1 budget held last night with \$600 cut from the computer line. Budget is now with Finance Committee and Nancy expects to learn outcome soon.

* Held last council meeting for the year Monday night and played Human Bingo which resulted in staff and council members learning more about each other. It was decided to start each meeting with a get acquainted activity to increase social interaction.

* Staff updated the advisory council handbook.

Grafton - Nory

* Delegation will hold budget hearing June 24. Extension request is \$241,356 (1.46% increase). Co. Commiss. have approved the PictureTel/ATM line request, but delegation has not yet(6/24 hearing). David Foote needs to provide additional information to maintain support and justify County funding for this technology.

* 4-H secretary Ramona Chessman has resigned and position will be filled.

* Have appointed 4 new council members, including 2 youth members.

*The County referendum for the bond issue is scheduled for July 15; if this passes, an addition to Nursing Home and renovation of office space(s), including the Extension office, will take approximately two years for construction.

Carroll - Peter

* Tina Savage starts June 24 as the new ag educator, restoring them to a full staff. She brings a strong animal science background.

* Have 3-4 council vacancies to fill this summer

Merrimack - Tim

* Budget passed May 15 with Extension budget funded as submitted.

* Need to replace 3 council members, plus need to replace their youth member.

Rockingham - Rollie

* Held their council picnic on Monday and event went well.

* The high-speed internet connection shared with county government is working out very well. Two county depts. have indicated they are willing to help fund the costs of high-speed internet service to the county.