

CMT Meeting September 18, 2008
NHHEAF, 4 Barrel Court, Concord NH

Present: Kathy Jablonski, Deb Cheever, Ann Hamilton, Sue Buteau, Alice Mullen, Claudia Boozer-Blasco, Amy Ouellette, Carl Majewski, Dan Reidy, Marilyn Sullivan, Geoffrey Njue, Chuck Hersey, Wendy Brock, Juli Brussell, Darrel Covell, Jim Grady, Holly Young, and Paul Bonaparte-Krogh

County Reports

Merrimack – budget 1.1 % increase proposed based on support staff increases, 58.5 mileage rate. Lynn provides a regular update to staff to let them know the status of \$ available for travel. County pays for an independent audit. They are not a department.

Rockingham – October will start budget process. Commission asked about potential upgrade, they are looking at the conference room. It would come out of county maintenance not extension budget. Two open positions helps travel issue. Need Commissioner Permission for travel more than \$100, have never been refused. County pays for an independent audit. They are a department.

Cheshire – Welcome Carl! Budget submitted with 7% increase (\$10,000). Almost all due to travel and the copier needs to be replaced and after research it is a better deal to buy rather than lease. Not a department. Good news, 4-H Youth Development position can move forward to being filled.

Sullivan – Never ending budget process. County has nursing home deficit. Every department but Extension got cut. Increased mileage rate and hired a new office assistant at a higher rate. All three support staff new in the last five years. New County Administrator, so still learning about their style. The county agreed to put some county land into Land Conservation Easement. Needed some money so they are raising money and dedicating the land in memory of Steve Szymujiko (forester before Steve Wood). Treated like a department.

Strafford – Not started budget process yet. Meet with County Administrator next month to get overall sense of budget, than meet with staff to discuss any needs or changes. Support staff are part of county budget not Extension budget. Support staff situation is leveling out and they are working well. The 4-H position is now in the budget. Not a department. No outside audit.

Carroll – May return \$7,500 to county but ask it be put in the building fund account. They have been selected by the Young Architects Design Contest for building designs. Ann will send the link to that site to how the competition is going. There are conversations around the nursing home issue- old and new, so we still hope the building plans move forward. Council approved the budget for 2009 with an increase of 1.7% (\$3,778) this includes support staffs that are UNH employees and an increase in rent by 10%. This was expected because they came in at a lower rate than the rest of the building. Not considered a department.

Hillsborough County – The staff is tired – did a great job on the Civil Rights review, had the New Boston Fair, hosted the County Conversation and have the CYFAR review next week. All of this in less than a month. Pam Doherty helped with the displays. Very professional. They went back to the presenters, but certainly we should keep them in mind when needing good displays. They had 70-75 people, catering done by the Food Bank. They are working with the county on a master facilities plan. District Court is moving in upstairs on the other side next year, but this will mean a locked facility and a real hard time for night meetings. In state travel lots of dollars, very low in out of state dollars. They are a county department.

Grafton – Less than 2% increase, went through with no problem. Commissioners pop in and out of the office, all at the retirement bash, Ray Burton very supportive. Great relations with other departments. They need commission approval for out of state travel. They are on the fast track for filling the two vacancies. Hopefully forestry in December, Ag in January. They are considered a department.

Belknap – Due to circumstances the county hired a new administrator wrote a letter to all departments stating look at your current budgets especially in areas of personnel. “Outside agencies” need to submit justification of why they should be funded. Amy is helping with the County Farm work. There will be new county commissioners, the county is in several lawsuits, and there is a \$4 million deficit with the nursing home. The Extension staff is meeting every two weeks and explaining how they are telling their story of what is being done. They are not a county department. No outside audit.

Coös – Starting budget process, usually submit mid October. Commissioners asked to look at budget for this year cuts – 2008 approved with reductions. They were able to cut because of the support staff vacancy. They have hired the 2nd position in July, county sets the salary. They are expecting to hold to current budget except travel. If it is a 3 hour in-service in central or southern NH they probably will not attend. They share expenses with other Federal agencies in the building. They have a different budget year than the county. They really need new flooring and parking lot paving. They are expanding their computer memory by getting external hard drives. Currently only 5 members on council, no officers. They miss Willy Cowie who was electrocuted on the job. His interment is at the Boscawen Veterans Cemetery September 26th, 1:30 PM. Quasi county department.

FHG Center – Hired Denise Blaha as a result of the Significant Issues grant to work on the Energy project. She has lots of UNH campus connections. Alice is meeting with her advisory council to review the goals of the center. Painting is happening, so office is a mess.

General comments

- Congratulations and a big thank you to the Dan and Geoffrey and their staff for the outstanding work they did to get NH through the Civil Rights Review.
- Thank you to administration from the COAs for the increase in salary.

- When counties have added additional dollars and they are earmarked to a position, it is so obvious in a budget. Work with Jim to try and move those position specific dollars into the regular staff line item.

Jim –

- Question do we need to sit down periodically and share concerns and have a more in-depth discussion?
- Budget information was share specific to each county. John will present budget information to councils during the county visits.
- Budget comparison between counties was also handed out. Jim will send out all electronically.
- This year was one of our biggest in giving salary increases. Staff is working hard and it is noticed. Promotion dollars were not taken out of the merit pool because there were several this year.
- COAs will receive a confidential email with their county staff salaries. This not to be shared publicly. It is to have in your tool box if you are asked specifically for it. Don't offer. Fringe is 44% and will go up.
- Value added piece not done yet. This is specialist time in the county and how it provides additional support. The group decided they did not need copies because they knew if the question arose they could go to Jim for the information.
- If you have budget questions contact Hugh or Jim.
- Current state budget OK. The university system covered all short falls.
- We are just starting the budget process. Shortfalls will come. The university has said departments can not use their reserves to cover shortfalls because if everyone did, there would not be enough money in the reserve pool. We paid out \$220,000 in retirement separations.
- Hugh is on FLMA for three months.

Paul –

- Refer to green handout for addressing County Budget Process.
- We will provide John's CD to everyone to use if they want or to pick pieces from it.
- Civil Rights review – Staff well prepared, see salmon handout. Discover some of the diversity training on eXtension you could use with new staff, councils and volunteers. Every county needs a traveling Justice Statement that can go to meetings with you. We need to find out where there are local chapters of agencies that support diverse audiences. Paul will work on that list.
- SPIT- alive and well. If you combine their decisions with that of the Leadership Team you have SPITLE. COAs are to discuss with their county staff "what are the primary issues in their county." They could be using the information collected from advisory councils earlier this year as a base. Input on determining the significant issues will come from: Counties, Program areas and specialist groups. Due to Lisa October 23rd.
- Corrected county advisory council schedule is attached.

NH Outside Calendars are done and ready to be printed. They look great - congratulations to all who have worked on them. Free copies will be provided to: Extension Advisory Councils, elected officials, key people on campus. Print the price on the calendar, then everyone knows it falls under the \$10 gift limit.

State Advisory Council meeting October 16th. Only one person from a county will report. FIVE MINUTE LIMIT. Report to include brief budget update and 1 Public Value statement from the county. Those in attendance are invited to come up to Canterbury Woods Country Club for the 50th Celebration of the 4-H Foundation. The annual meeting and auction starts at 5:30. Please let Nancy Oakley know if any from your county will be attending.

Cell phone policy. On line in BSC section. County decision what guidelines they use. It is an IRS issue; it could be considered a taxable benefit.

Conflict of Interest Policy. Our policy is approved by USDA. If staff work part-time, pay attention. Let their program leader know and they will tell the arrangement to Jim. John then writes a letter that either approves or does not approve the request.

Honorariums – On Extension time – don't give SS #. BSC will provide a tax number and you can turn the check over to the PL or make a donation to the 4-H Foundation of NH.

Future topic office/work safety. It is important to watch out and support co-workers. If they feel unsafe to go to an area to present a program, send a second staff with them or have them contact their program leader. No one should go into a setting where they feel unsafe.