

Minutes
Extension Management Team Meeting
Sept. 13, 2001

Present - Nancy Berry, Don Black, Sumner Dole, Tim Fleury, Peter Pohl, Rollie Barnaby, Deb Maes, Sue Buteau, Dan Reidy, Laruen Bressett, Sarah Smith, Wendy Brock, Bruce Marriott, Holly Young, Ed McAllister

Introductions - Sarah Smith, new campus representative for Natural Resources replacing J-J Newman; and Wendy Brock, Program Leader for 4-H Youth Development.

Recognition

Deb Maes was presented a COA clock in recognition for 5 years of service as the Grafton County COA. Nory Parr will resume the role on Oct. 1. Steve Turaj was to have been presented a clock at the March EMT meeting but it was cancelled due to weather. Bruce will present the clock to Steve at the Ag staff meeting on Sept. 18.

State Council Representative

Counties were reminded to submit both their current County Advisory Council roster and names of State Advisory Council representatives.

Planning for Regional Meetings

A review and discussion of the new strategic plan will be the primary item for upcoming meetings on Oct 24, 31, and Nov. 6. In addition, the following agenda topics were suggested:

- Developing effective county advisory councils (including increased interaction with specialists)
- Open session with Director (no agenda)
- Review of benefit options
- Social time or lunch
- Panel report of successful programs
- Director update with emphasis on how items effect counties.
- Discussion of potential interdisciplinary programs
- Discussion of how regional staffing might be implemented

Following an informal vote, it was agreed that time remaining following review and discussion of the strategic plan should be allocated to an informal open session with John, allowing ample time for questions. It was also agreed to make meeting rooms available at 12:00 for any staff who want to have lunch before the meeting.

FY01 Reporting

In David Foote's absence, Ed explained that FY01 reporting will be done through the TERS system. The web database will be expanded to include both TERS and annual reporting. Reporting will be done by Key Theme areas and requires only brief reports that (1) describe the program, and (2) outline the accomplishments and impacts identified as social, environmental and/or economical.

Reporting Annual Audience Participation

Ed distributed copies of the USDA Civil Rights audience report forms that each county should complete annually by program area and file. This information must be provided when USDA civil rights reviews are conducted. TERS collects daily audience contacts but duplicate counts need to be eliminated for the annual audience count. Ed will provide COAs with current population data needed to record potential program recipients.

County Web Pages

Ed reported for David that all county web pages have been converted to a scrolling format which eliminates the need to individually click on information appearing on a county web page. As now designed all county information appears as you scroll down the page making it easier and quicker to access.

Procedure for Collecting Council Input for Staff Evaluations

Bruce distributed and discussed the revised form created to collect staff evaluations from county advisory councils. Several problems with the current procedure for involving councils in staff evaluations were discussed. It was agreed the program leaders will redesign the form to make it less detailed, put in plain language and eliminate questions believed council members are not equipped to properly answer.

4-H Centennial Celebration

Wendy Brock distributed brochures describing the upcoming county, state and national Youth Conversations, as part of 4-H's Centennial Celebration starting this fall. The purpose is to create a national youth agenda for the decade ahead. It is not meant to be an action plan for just 4-H but for all U.S. youth development. \$5 M has been approved by Congress to support the effort, along with \$5 M to be raised by National 4-H Council. County Conversations in NH will begin in late October and are scheduled through November. The State Conversation is scheduled for Jan. 12, with the National Conversation planned for Feb. 8 - March 3. Events are intended to include an equal number of youth and adults, with half the youth representatives to be non-4-H. Starting with 5 identified general themes, conversations will focus on developing strategies to address them. The process includes involvement of key elected officials, state agencies, and others. The completed youth development agenda for the U.S. will be presented to Congress during the National 4-H Conference in April. COAs can help by adding this item to the next Advisory Council meeting agenda and asking for suggestions of individuals to be invited to county conversations. COAs can also assist by facilitating during the event. The theme for the 4-H Centennial Celebration is "Power of Youth". It will include members, alumni, supporters, etc., and be a celebration of 4-H's past and future.

National Leadership Seminar

Holly distributed information about this year's event, March 18-20. Location has been moved to a hotel from the National 4-H Center. Names should be submitted to Holly by Nov. 15. Holly encouraged counties to send first-timers since the experience, particularly the Capital Hill visits, should be provided for as many different council members as possible. Also, while praising the outstanding youth who represented NH last year, Holly pointed out that it is not planned as a

youth conference resulting in some concerns last year over youth supervision, responsibility, free time, leaving the 4-H Center without chaperones, etc.

Location for May 2002 Extension Conference

Holly proposed that the conference include all Cooperative Extension staff, including support staff. It could include tracks so participants can attend both general sessions and topical breakout sessions. It was agreed to accept this recommendation with a request to hold the conference in a central location to reduce travel time for support staff. It was also agreed that counties would provide support staff compensatory time for travel instead of pay them for the additional work hours.

Preserving Old Barns

Bruce distributed copies of the a new Extension publication, "Preserving Old Barns." It resulted from recent legislation that created a fund to preserve agricultural structures. The legislation included appointment of an advisory committee, but no funding was included. Bruce has been representing John Pike on the advisory committee. Bruce involved John Porter and Francis Gilman, retired Ag Engineering Specialist, who created this publication. A presentation of copies to the Governor and Executive Council is scheduled for next week. Copies are \$15 and demand has been strong.

Advisory Council Handbook

Ed distributed a copy of a recent email response to Peter Pohl following a request for Advisory Council Handbooks. They are currently out-of-date and have not yet been updated. Once accomplished, key documents will be posted on the web for both easy updating and easy accessing by counties for use as needed. In the meantime, Ed's email cites several existing documents that can be compiled by counties to create their own council orientation materials.

Campus and County Reports

Campus - Sarah

- No particular issues to report at this time
- An issue discussed last year by some campus staff was the need for an improved reporting system. It's hoped the new Key Theme system addresses some of the problems experienced last year. Sarah will share with Ed a draft reporting plan created by the group last year.

Sullivan - Nancy

- All is going well in the county and the Cornish fair was successful last month.
- Able to finally purchase a much-needed LCD projector and awaiting installation of the interactive video system.

Strafford - Don

- David Leonard writing for Nutrition News and working with senior programs.
- Geoffrey Njue working with greenhouse operations
- Chris Bozak preparing for Rochester Fair
- Thom Linehan providing bullying programs
- Don conducted Isinglas River tour of wildlife management, forestry program at Allen School,

and are casting a mast tree at Mohariment School with Channel 11 coverage.

Belknap - Sumner

- Developing next year's budget due to commissioners by end of Sept.
- Gained approval last year to put budget surplus into a capital fund for computer and electronics. Are now going to purchase a computer, digital camera, LCD and other items.

Merrimack - Tim

- No issues at this time
- Staff are preparing for another round of visits with town clerks to keep them informed of Extension and leave a poster.
- Budget due at end of month
- Currently updating their notebook of fact sheets placed in libraries.

Carroll - Peter

- The shared educator arrangement with Strafford County involving Steve Sifford and Geoffrey Njue is going well and the educators have developed a good working relationship.
- Ann Hamilton also working in Strafford County on Food Safety, with Thom Linehan doing Parenting Education
- Attempting to finalize a lease with their new building owner, along with some new windows. The new landlord is attempting to keep Extension happy.
- Currently preparing budget request. County is not receptive to carrying-over budget surpluses, but support a 2.8% budget increase including some rental increase plus secretaries salaries.

Rockingham - Rollie

- Office has been wired for ATM
- Their two finalists for the Forestry Educator position withdrew so the search process has started over.
- Rollie is missing a county meeting today which is step 1 in the budget process.

Grafton - Deb

- July 1 budget passed with 8-9% increase with new funding for a part-time 4-H assistant and support for Ginny DiFrancesco's position
- Now have a full staff with the hiring of Michael Lunak, Dairy Specialist, and Kathy Jablonski, 4-H Educator.
- Chair of delegation requested budget reductions to offset 11% increase in county costs. Staff agreed to publish 4 instead of 6 newsletters per year.
- Got okay from county administrator to experiment with wholesale phone cards from Sam's Club which appear will reduce phone costs.
- Meeting with architect soon because Extension will possibly be included in a move to a renovated wing of the nursing home once a new wing is built, but is dependent on passage of a bond issue.
- Attempting to fill advisory Council vacancies.

Coos - Sue

- Satellite uplink/downlink internet service has been installed at no cost through a 3 year grant. Found it's not faster for email but internet access is improved.
- A new, much advanced phone system has installed free resulting from a new Fish & Game and Forests and Lands systems installed in their building.
- No news on county budget preparation but economy is bad in the county with both the Berlin and Gorham paper mills closing. County staff have been considering what they can do with the greatest need being job creation.
- Former mill owner Crown Vantage ended supplemental retirement benefits just before labor day. HICEAS program has this information and was able to help.

Hillsborough - Dan

- Dan's new role as full-time COA started July 1. Has drafted an evaluation form for providing staff evaluations to program leaders. Staff and program leaders were involved in its creation.
- Lyndeborough Profile is this weekend. Pelham is scheduled for January.
- Hillsborough County Fair was last weekend. Extreme hot weather effected Sunday attendance.
- Bourchard Building where Goffstown staff is located is undergoing some repairs. Delegation and commissioners agreed to have some heating system changes made.
- Extension no longer has responsibility for scheduling the large meeting room in their building and now must make requests through the Dept. of Corrections.
- Large scale rehab of the building is eminent. Will involve moving the Goffstown staff to Milford, with the entire staff eventually moving back to Goffstown.
- Margie White has retired 32 years. A new half-time support staff will be hired as her replacement but located in the Goffstown office
- Relations good with county. Dan asked to serve on a county hiring committee.
- Delegation is working on ways to improve the county budget approval process and has asked Extension for organizational charts and position descriptions.

Cheshire - Lauren

- Budget submitted 3rd week of August with approval expected in March. Only a \$1700 increase plus grade changes for support staff from secretary to administrative assistant. This will increase the budget in the future.
- Commissioners have asked for their space needs for the next 25 years. They are considering purchase of a downtown theater for county offices.
- County is going more with rental of computers so costs are consistent and stable year to year. Extension has no computers in their current budget
- Marshall and Bruce are working with the commissioners on a possible jail expansion. The host town is not receptive plus the land under consideration is prime farmland.

Holly reminded COAs that Oct. 17 is due date for county news for next issue of Newlines