

**Extension Management Team Meeting
September 29, 2005**

PicTel Sites: Durham Grafton, Merrimack, Rockingham, Sullivan

Attending: Tina Savage, Don Black, Bob Edmonds, Jim Grady, Paul Bonaparte-Krogh, Gail Kennedy, Larry Barker, Dave Foote, Kathy Jablonski, Lauren Bressett, Debbie Cheever, Wendy Brock, Dan Reidy

I. Budget Updates

A. Paul Bonaparte-Krogh – led a discussion on Frequently Asked Questions concerning the county budgets with updates on where we are by county right now and what the outlook for this year is.

B. Jim Grady – Budget Update

- New salaries are on spreadsheets for each county, with county, state and Federal funding included. Also included is additional money that the county has contributed.
- Jim will send support fund budgets (mailing, etc.). This will be sent via confidential email.
- Jim will calculate direct value per FTE for people in counties. He will also calculate the indirect support that the county receives.
- Jim will also send a sheet on value-added dollars to each county.
- Total budget for UNHCE: \$18,043,000, based on July 1, 2005.
- Federal appropriations are now 11%, down from about 25%. State appropriations are 45% of the budget. County appropriations are 15%. Competitive grants are 24%. Other monies: Gifts, contracts, etc. are at 5% -- at almost \$1 million. This is the area that has some potential for growth.
- Our budget is balanced. We did what we said we would do. We took the 3% instead of the 4% salary increase, saving about \$100,000.
- We discussed “Core Staffing” within the Leadership Team. We have depended mostly on attrition. We need to focus in on program. We need to determine the minimum we need programmatically to meet our mission.
- When it comes to staffing, it won’t be “business as usual.” We will be looking at filling vacancies in a new light, including all areas such as administration.

Gail K.: “What will bring all of the program areas together to look at the future comprehensively?”
Wendy said that the Plan of Work will be the vehicle. Jim said we need to consider other areas such as a Volunteer Management position if we all agree on it. Bob said that we may have a problem with addressing real needs that we are well-positioned for, such as disaster emergencies.

Jim noted that the Forestry and Wildlife Program will be considered the same way as other programs regarding funding. They won’t have to find external funding as the only way to fill vacancies. This a major change.

C. Budget Roundtable

1. Larry B – Coös in the middle of budget prep. Budget going down because mortgage has been paid off. Bottom line is “status quo.” Travel will go up about \$1,000 per year. Commissioners want Coös County staff to follow IRS guidelines.
2. Kathy J – Grafton: Okay for now for travel. Using the \$.48 IRS rate. May have problems later on. More \$ put in budget for maintenance on new building.

3. Debbie C – Merrimack: Going to try to keep the budget at status quo. They should be able to sustain travel budget, even with the increase in mileage rate.
4. Dan R – Hillsborough: Got budget they asked for. Extension is now in a county-wide pool for computers. Extension got money to purchase cell phones. Mileage rates are still up in the air – it's in the County Commissioners' hands.
5. Gail K – Sullivan: December we will have a 6-month update for CE. No problems are anticipated. County itself is in good shape. Seth will discuss Chuck's position with the county delegation.
6. Lauren B – Cheshire: Meeting with the county on October 17. They are asking for a 20% increase, including \$37,000 for the Forestry position.
7. Tina S – Carroll: Budget increase is 12% higher, mostly because of the Forestry budget. Not looking for any change in the travel rate. They are at \$.37. The Advisory Council sets the rate.
8. Don B – Strafford: The IRS rate being used automatically. Don will have the discussion with the Council in November regarding budget. The County funded Linda Willard's position. Linda has been very visible with the Commissioners, which is positive for budget support. We are expecting a continuation of the same funding we have been getting. They don't know when the office move will be. They will be moving to double-side trailers in a temporary situation.
9. Paul B-K – Belknap: AC approved budget which was sent to the county which will fill the Family & Consumer Resources position. 81 people were at the County Conversations event, which went very well.
10. Paul B-K – Rockingham: Status quo on the budget.

II. County Conversations (“How did two years go by so quickly!”)

We should show the “Extension Method.” Research brought to people via Extension. Extension brings needs back to researchers. We will showcase 10 best examples of our integration with research e.g. Merrimack – Val Long – school program, Rockingham – Rollie's work and Forestry has a number of examples also.

Paul will email COAs and PLs a one-page concept sheet for our purposes and expectations for these County Conversations.

Dan suggested getting Chancellor Reno involved in this also. It would come down to how comfortable the President would feel about that.

III. Nominating and Selecting Advisory Council Members Orientation

Don Black wrote an article in the *Journal of Extension* in 1992. At that time, 47% of AC members were brought to the Council by Extension Educators. It may be higher now. It brings the question “What is the effect of this on diversity?” How do we get people from the community who we haven't reached yet?

Staff should budget some time to address getting diversity on the Council in order to get a great mix of people who will represent the county and provide new thoughts and talents.

1. Tina S – Carroll: Starting now, people will begin in January. Recruiting ideas: move the AC meeting around the county.
2. Larry B – Coös: AC is as strong as it's ever been. Have 2 youth members. They meet 4 times per year. People have meaningful work to do when they come. They start meetings at 6:30 pm.
3. Don B – Strafford: They start meeting at 6:00 pm. Get people there by having pizza, paid by UNHCE. This saves people time. They can come right from work. AC members want to discuss real stuff, "real meat." They want good issues to work on.
4. Jim discussed "recycled" AC members. Some of these people are adversarial and contentious. Often, they don't bring new ideas as a new member would.

There is a "we versus them" mentality in some instances. We should be looking at this as "us" – we are in this together.

5. Larry suggested that each PL meet with Advisory Councils at least once a year.
6. Dan suggested that we should look for representatives from local government, business and industry – a "regional thinker" – people representing towns or cities, and a couple of youth. Bob concurred with Dan, saying that this is a great idea. We need to get people from in and outside of Extension.
7. Merrimack brings people on in June. Maybe really start in November.
8. Jim asked what are the roadblocks to getting AC members? What is the problem in getting 12 people when we work with hundreds of people? Don said good people are already on boards. Bob said that we have to look for good people who haven't yet begun to make a name for themselves. Combined with Dan's idea, this should get us good Council members.
9. People come on board in June or when there is a vacancy in Grafton, Cheshire and Strafford Counties.
10. Paul will put on the web a sample letter and a list of AC materials for recruitment .

IV. Civil Rights Training in the Counties

- We have some counties which need training: Sullivan, Carroll and Grafton.
- We need to be prepared for an USDA visit.

V. State Advisory Council Meeting – October 20

- Roundtable for counties to share activities and ideas. Alert your representatives to be prepared to give a county update.
- POW discussion – try to make it interesting
- County Conversations

VI. County Support Staff Training

- We need to get input from support staff to see what they think their needs are.
- Would you feel it's a good idea to have an EMT meeting concurrently with a meeting of County Administrative staff? COA could drive them. The idea is to ask them what do you need to do your work better. "Tell us what you need" approach.

VII. Workshop for County Officials Regarding County Forests and Lands

- November 14, 2005
- PicTel
- Co-Sponsored by NH Association of Counties
- Target audience: County Commissioners, County Administrator and key staff.
- COAs and County Foresters will need to ensure that County Commissioners and County Administrators attend if at all possible.

VIII. Don Black's Proposal

Strafford County answers their phone, "Strafford County UNH Cooperative Extension," to ensure that they are a part of the Strafford County family of county government. He suggests every county include the county name to the phone answering response. It's important to have both the county name and "UNH" in our phone answering.

IX. Graphic Identity

Action: We will have current logos and other material on our web site and easily found. It needs to be quality.

Action: We will have county logos on our site as well.