

DRAFT
Minutes County Management Team (CMT)
Merrimack County Office, Boscawen, NH
September 16, 2009

Present were: Jim Grady, Geoffrey Njue, Tina Savage, Thom Linehan, Charlene Baxter, Lisa Townson, Deb Cheever, David Foote, Alice Mullen, Wendy Brock, Sue Cagle, Chuck Hersey, Darrel Covell, Kathy Jablonski, Paul Bonaparte-Krogh, Sue Buteau, Dan Reidy, and Carl Majewski

Meeting convened at 9:30 by Jim.

Reviewed agenda:

Jim asked about using PicTel for some future meetings. We received a positive response. The next meeting for the CMT is December 2, 2009. Think of topics for State Advisory Council on October 15, 2009.

Round table:

Merrimack - Deb – We are just starting the budget process. We have met with our new Commissioner Leslie Hammond (UNH Grad.) He is very interested in the County Forestry project Tim is working on. We will have the staff give a program overview when they meet with him. We are having a problem with Fair Point because of new fees, more costly. The US Post Office has new bulk rules for their forwarding costs. The budget process is still too early, mostly status quo.

Hillsborough - Dan – The budget is done for this year. We had a department heads meeting. The County Administrator is trying to get everyone together to talk about future budgets. Dan is working on a land use planning project with the county. The Advisory Council is talking about hot topics at their meetings. This seems to be very successful at engaging the AC members. We have new younger members and a faculty member from UNHM Library.

Carroll - Tina – We started out with a flat budget. Extension needs to make cuts to keep the budget flat - no increase. The phone issues have been solved but, we still have busy signals all the time. Public Awareness Team working with Claus and AC members. The staff are trying to connect with the County Commissioners by attending meetings. The nursing home plan is still in the works. A green building plan may be incorporated, by reusing old building.

Strafford - Geoffrey – The budget issue is starting up. The funding is currently through stimulus funds. The first payment was received in July. We have what we need to cover bills right now. We are not sure when we will get the rest of the money. Last month we received some money and we hope that will continue. In June, we requested one administrative assistant back. We have received the approval to hire but must do it through the University. The UNH fringe cost is much more than the county. We have received 78 applicants so far. We have a full AC plus a new youth member and the new members need more training.

Grafton - Kathy – The budget was completed on July 1. Work begins in January on the next budget. A high speed internet line is being looked at. The video conference equipment is appreciated by the county. This will save money on the new arrangement and save on travel. The county changed the distribution of insurance costs. P.A.T. has good legislative participation. The weekly column is written by each educator. Heather saved the county potato crop through her recommendations. The Advisory Council is full, however, the members need more training. A recent farm tour with Hatchland was good visibility. The county annual report was sent to all towns. The County Commissioners get a report each month and they do read them.

Sullivan - Chuck –The July 1 budget passed on time. The delegation inquired about Forestry money. The advisory council has 4 vacancies that need to be filled soon. The council will have a new chair. Seth has hosted an event with Farm Bureau. 4-H is very busy. Forestry will have a Tree Farm event this fall. The staff are looking at Significant Issues and working as a team with AC.

Cheshire - Carl – The budget process has started. The original request was up 3%. The Commissioner and delegation reps said it should be level funding. We hope the budget restoration will work. We requested an increase in funding for support staff. The County Commissioner suggested a draft budget, then adjust at a later date. The budget deadlines are coming up. There is an AC meeting on Monday. There will be discussion from AC on the need to explain the impact of restrictive funding. The staff came up with a list of what didn't happen and what did get done. Ryan made a good list of impacts due to limited funding. UNH cannot fund the county share. Maybe a cover letter is needed outlining impacts for final budget submission?

Belknap - Sue – The proposed budget is going in Friday. County government recommended that support staff should be UNH employees. Our view is - they are county employees, and have been for a long time. The budget letter will note this request is not our wish. The costs are lower under county. Other personnel issues will need County Commissioner input.

County Employed vs. University Employed – Less cost, personnel issues are dealt with locally. Jim asked which counties write checks to pay bills:
Carroll, Coös, Belknap, Strafford, Merrimack and Cheshire

FHGEC - Alice – Energy Answers starting in the next few weeks. We are looking for ways to promote/market Energy Answers. A new card for promotion and a new look. We are changing the name to UNH Cooperative Extension Education Center.

Rockingham - David – Filling in for Claudia. We have new AC members and one vacancy left to fill. The very active PAT staff and AC met with new freshman legislatures. This was a good learning experience, getting good feedback but tough budget year ahead.

Coös - Sue – Things are going well in the county. The budget will start soon. The staff met with county delegation members for ideas on promoting the budget. Getting on the agenda of a delegation meeting (11 members) is hard to do. One delegation member, a judge, wanted to talk about what families need. Cooperative Extension had a short time to present to Commissioners and delegation. They addressed their issues, looking for evidence based programming. Think of value of programs not just cost. Larry will attend the next meeting.

Charlene – Reported on office Image Checklist (a hand-out circulated.) Impressions are very important. Use this list to improve your look, make an action plan and submit to Holly by Nov 15, 2009. Charlene presented a Website checklist. Each county should review what should be on their website. Charlene asked what counties had Newsletters: Only Cheshire, Sullivan and Hillsborough (electronic). You need to keep your webpage up-to-date. Stakeholders do view our website. It would be good to have a webinar to go over this information with the administrative staff.

Lisa – Shared the Public Value Statements developed by Strafford County. Use these with AC to better understand the program. Also, use with one-on-one meetings with legislators, AC and staff. Questions arose about what does Extension do for the counties? It was recommended marketing the partnership further.

Jim – Reported on CALS. Question: Who keeps the records?

Volunteers and CE have signed service agreements. Original can be in filed the county. AC database system is working well. Paul Bonaparte-Krogh, Volunteer Specialist, is updating systems and training for COA's and CAL's.

Lunch Break

Jim - Covered the Revenue Generation Expectations. Staff should be going after the grants that are directly related to their program issues. The county staff have not been required in the past to serve as principal

investigators, however, they have and will continue to be involved for cost sharing purposes. Some county staff have been very successful in securing external grants and we would continue to support those efforts as appropriate. All staff need to participate if an appropriate grant is awarded.

Jim handed out spreadsheets on the financial statement. County dollars are down. We need to grow fees, grants and donations. We have on-line giving through UNH Foundation. We are looking at reducing other items such as travel and supplies. We are waiting to hear from the University on budget issues. We are looking at all options. FY10 need solution - FY11 could be worse. All colleges are in tight times. Jim reviewed all finance statements.

Civil Rights Report – Jim Grady

Jim handed out a copy of John's letter of response to Collen Hefferan regarding Extension's Action Plan of Civil Rights Corrective Measures. He then went through the 8/27/09 Action Plan in Response to the Civil Rights audit. Each action was explained and the items directly effecting COA's, County Advisory Councils, etc., were highlighted and reinforced.

Other – State Advisory Council Possible Topics

David Foote brought up the topic of "Public Health" information dissemination that came from a discussion with the Rockingham Advisory Council Meeting. How can Extension help folks aggregate and disseminate health information? Example, there are recent outbreaks of EEE and Lime Disease in Rockingham County and doctors, professionals, and citizens in the region are not getting good information. Discussion: Extension may not be the experts in all public health areas but we can certainly be the conveners. Idea: Let's discuss how we can highlight and improve our information, partnerships and collaboration in the public health arena. Idea: Maybe invite Alan Eaton to speak on the EEE or Lime Disease topic. Suggestion: Keep the presentation portion of meeting short and to the point.

Jim Grady – Will send out the agenda for our next CMT meeting.

Sue Buteau: Motion - Next September 2010 CMT Meeting to be in Coös County - motioned carried unanimously.

Minutes taken by Paul Bonaparte-Krogh and David Foote.