COUNTY AGENDA REQUEST

Department:	County Extension	Presenter(s):	Sheldon Hammond
Meeting Date:	Thursday, July 26, 2012	Type of Request:	Consent

Wording for the Agenda:

Approval of staff's recommendation that the County renew its annual Agreement with the University of Georgia for the provision of Extension Office Programs in Fayette County for a period beginning July 1, 2012 through June 30, 2013; and authorization for the Chairman to execute said agreement.

Background/History/Details:

For decades, the University of Georgia has provided counties in Georgia with a host of services and programs through what is commonly known as the Cooperative Extension Office. Originally, the Extension Service focused primarily on agriculture needs of property owners and farmers throughout the state. Over time, those needs have changed and so has the Cooperative Extension. The Extension programs and services have evolved over time to help meet the needs of the communities in which they serve. Some of those changes are based on agriculture, horticulture, natural resources, and water management. Youth programs have also been added and they too have evolved to help teach leadership, interpersonal, familial, service-based, and overall life skills to school age children. In Fayette County, the Cooperative Extension Office provides programs for 4-H Youth Development, Georgia Performance Standards School Enrichment, horse club, two award winning shooting clubs as well as an active middle and high school leadership and community development program. We also provide educational components for the County's Water Permit. Urban agriculture education includes programs like the Maser Gardeners, pesticide certification, water utilization, and soil and water testing.

Each year, the County must renew its notification to the University of Georgia that Fayette County wishes to maintain its relationship which provides these services and more.

What action are you seeking from the Board of Commissioners?

Approval of staff's recommendation that the County renew its annual Agreement with the University of Georgia for the provision of Extension Office Programs in Fayette County for a period beginning July 1, 2012 through June 30, 2013; and authorization for the Chairman to execute said agreement.

If this item requires funding, please describe:

Funding included in the Fiscal Year 2013 budget.

Has this request been considered within the past two years?	Yes	If so, when?	Annually
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	Yes

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

The University of Georgia

College of Agricultural and Environmental Sciences
Cooperative Extension

CAES Griffin Campus
1109 Experiment St.
Flynt Bldg., Room 227
Griffin, GA 30223
March 15, 2012

TO: Sheldon Hammond
CEC, Fayette County

FROM: Greg Price

Greg Price
District Extension Director
Northwest District

Enclosed is the county contract renewal for the Fayette County Board of Commissioners. Attached is the budget. Once the budget is approved, please have your Chairman sign two copies of the **contract letter**, **mou** and the **budget sheet** and return to my office. Two completed signed documents will be returned to your office for the Board of Commissioners files and your files.

bd

enclosure

Northwest District Extension
1109 Experiment St.
Flynt Bldg., Room 227
Griffin, GA 30223

Dear Mr. Price,

The purpose of this letter is to notify you that we wish to renew the agreement between the Fayette County Board of Commissioners and the Board of Regents of the University System of Georgia, on behalf of the University of Georgia Cooperative Extension, for the provision of Extension Programs to our County. The term of this agreement shall be from July 1, 2012 through June, 2013. An annual budget is attached.

Sincerely,

Chairman
Board of Commissioners
Fayette County, Georgia

_____
County Extension Coordinator Date

_____
District Extension Director Date

_____
Associate Dean for Extension- CES, UGA Date

_____
Dean & Director of Agriculture and Environmental Sciences, UGA Date

_____
Vice-President for Public Service & Outreach, UGA Date

Northwest District Extension
1109 Experiment St.
Flynt Bldg., Room 227
Griffin, GA 30223

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Sincerely,

Chairman
Board of Commissioners
Fayette County, Georgia

_____
County Extension Coordinator Date

_____
District Extension Director Date

_____
Associate Dean for Extension- CES, UGA Date

_____
Dean & Director of Agriculture and Environmental Sciences, UGA Date

_____
Vice-President for Public Service & Outreach, UGA Date

COUNTY EXTENSION PERSONNEL CONTRACT/MEMORANDUM OF UNDERSTANDING
Between
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
On Behalf of
THE UNIVERSITY OF GEORGIA COOPERATIVE EXTENSION
And the
_____COUNTY BOARD OF COMMISSIONERS

In accordance with the Smith-Lever Act of the U.S. Congress of 1914, an agreement between The Board of Regents of the University of Georgia system on behalf of the University of Georgia Extension and the U.S. Department of Agriculture to conduct Extension work in Georgia, and by virtue of the authority conferred upon the governing authority of the county under Article 9, Section 4, Paragraph 2, of the Constitution as amended in 1983, as implemented in the O.C.G.A. #20-2-62 and O.C.G.A. #48-5-220, 10, the _____ County Board of Commissioners hereinafter referred to as the **COUNTY** and the Board of Regents of the University of Georgia by and on behalf of the UGA Extension hereinafter referred to as the **UGA EXTENSION** do hereby agree to cooperate in the operation of an Extension education program in agriculture, natural resources and environmental management, family and consumer science, 4-H/youth work, and subjects related thereto in _____County.

SECTION I

The UGA EXTENSION shall:

1. - employ and supervise County Extension personnel. It shall be the responsibility of the UGA EXTENSION to establish minimum qualifications for County Extension personnel, certify the qualifications of all applicants, and to determine the total salary applicants are to be paid.

2. - appoint County Extension personnel in compliance with Equal Employment Opportunity regulations and subject to the approval of the COUNTY.

3. - in the event the work of any County Extension staff member becomes unsatisfactory to the COUNTY, it shall be the responsibility of the COUNTY to communicate this dissatisfaction to the District Extension Director of the UGA EXTENSION. It shall then be the responsibility of the UGA EXTENSION to appropriately deal with the dissatisfaction and advise the COUNTY of action taken, if any. The UGA EXTENSION shall have the right to terminate or transfer personnel from the county. In either case, a replacement will be selected for the county, following the procedure described above.

4. - keep at all times an accurate record of all funds received and disbursed under this agreement including all support documents. The UGA EXTENSION shall retain such records for a period of three (3) years unless an audit has begun but not been completed or if the audit findings have not been resolved at the end of three (3) year period. In such cases, the records shall be retained until the audit is complete or until the resolution of the audit findings.

5. - carry out all work under this agreement in accordance with the administrative and other requirements, including personnel matters, established by the University of Georgia, federal and state laws, regulations, and standards.

6. - provide County Extension personnel with the necessary stationery, envelopes, publications and other educational materials needed for an effective program. The UGA EXTENSION also agrees to plan, implement and conduct training as necessary to keep County Extension personnel adequately prepared to conduct effective, relevant Extension programs.

7. - pay a portion of the salary and associated benefits of County Extension personnel at a rate in compliance with the Board of Regents and the UGA EXTENSION salary administration policies.

8. - reimburse all County Extension personnel directly for expenses incurred on behalf of the UGA EXTENSION for officially designated travel outside _____County as authorized by the District Extension Director.

9. - support County Extension personnel and the Extension program in _____County with necessary assistance of district and state subject matter and supervisory personnel and other resources as available from the University of Georgia, the University System of Georgia, and other agencies and organizations with whom the UGA EXTENSION cooperates.

10. - report to the _____County Board of Commissioners at regular intervals on the nature of the County Extension program and progress being made.

SECTION II

The COUNTY shall:

1. - provide a suitable County Extension office; the suitability of the office to be agreed on by all parties. The COUNTY further agrees to provide sufficient funds to pay for necessary office supplies, office equipment, telephone, utilities, postage, demonstration materials, janitorial service and other items necessary for the operation of an effective Extension education program.

2. - provide a portion of the salaries and associated benefits of County Extension personnel as shall be agreed upon by UGA EXTENSION and the COUNTY. Salary and benefits, including leave, shall be calculated according to policies established by the Board of Regents. The UGA EXTENSION will provide monthly statements to the COUNTY reflecting the COUNTY

portion of benefits and/or salary. COUNTY reimbursement for county portion of benefits will be made to the UGA EXTENSION in the full amount upon receipt of the statement. COUNTY reimbursement for county portion of salary shall be paid monthly by the COUNTY directly to County Extension personnel unless some other method is agreed upon in writing by the UGA EXTENSION and the COUNTY.

3. - when an individual terminates employment through resignation or retirement, and chooses to take a lump-sum payment for accumulated annual leave, the COUNTY agrees to pay their share of the annual leave payment in accordance with UGA leave policy.

4. - reimburse the travel expenses of County Extension personnel for official travel on behalf of _____ County. The reimbursement shall be paid monthly by the COUNTY directly to County Extension personnel unless some other method is agreed upon in writing by the UGA EXTENSION and the COUNTY.

5. - approve or disapprove appointment recommendations of County Extension personnel.

6. -notify the District Extension Director of the UGA EXTENSION if the work of any County Extension staff member is unsatisfactory to the COUNTY.

7. - evaluate financial support to the UGA EXTENSION annually, make adjustments as necessary for continued effective support, and to notify the UGA EXTENSION of these adjustments. The evaluation should include salary dollars for cost-of-living and/or merit increases.

SECTION III

1. This Contract/Memorandum shall take effect when it is executed by the _____ COUNTY BOARD OF COMMISSIONERS and the UGA EXTENSION.

2. The term of this Agreement shall be from (date)_____ until rescinded. It may be terminated by either party by written notice of such intent provided ninety (90) days in advance.

3. This Agreement may be modified by mutual written agreement of the parties hereto.

4. This Agreement may be renewed annually by letter of agreement signed by the parties hereto.

5. Neither party to this agreement will discriminate against any employee or applicant for employment or against any applicant for enrollment at any school or college or against any student in his/her course of study or training because of race, color, sex, creed, national origin, age, disability, or veteran status.

_____ Date

_____
Chairman, Board of Commissioners, _____ County

_____ Date

_____
County Extension Coordinator, _____ County

_____ Date

_____
District Extension Director

_____ Date

_____
Associate Dean for Extension, Cooperative Extension
University of Georgia

_____ Date

_____
Dean and Director, College of Agricultural and Environmental Sciences
University of Georgia

_____ Date

_____
Vice President for Public Service and Outreach
University of Georgia

Fayette County
Board of Commissioners
July 1, 2012-June 30, 2013
Fiscal Year 2013

ANNUAL SALARY

April Nasworthy, 4-H Agent (object code 51110)	26,000
Kimberly Jackson, ANR Agent (object code 51110)	14,000
Jeanette Martin, Secretary (object code 51120)	13,419
Sara Kahley, Program assist (object code 51120)	21,022
	74,441

ANNUAL BENEFITS

Teacher's Retirement (11/41%) (object code 51900)	
April Nasworthy, 4-H Agent	2967
Kimberly Jackson, ANR Agent	1597
Jeanette Martin, Secretary	1531
Sara Kahley, Program assist	2399
	8,494
Social Security (7.65%) (object code 51900)	
April Nasworthy 4-H Agent	1989
Kimberly Jackson, ANR Agent	1071
Jeanette Martin, Secretary	1027
Sara Kahley, Program assist	1608
	5,695
Yearly Total	88,630

Please note Contracts and Grants:

Please send Fayette County BOC the final bill no later than 30 days from the end of the contract of June 30th.

*UGA will disperse all payroll, tax and insurance payments for employees and will bill Fayette County monthly for Fayette County's actual contribution to total.

Please send the bill to the following address:
Mary Holland Finance Director
140 Stonewall Avenue West
Fayetteville, GA 30214

Chairman
Board of Commissioners
Fayette County, Georgia

FAYETTE COUNTY, GA

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 2013 FY 2013 Budget

ACCOUNTS FOR: COUNTY EXTENSION	VENDOR	QUANTITY	UNIT COST	2013 APPROVED
10070130 521316 - TECHNICAL SERVICES				88,633.00
Annual contract for 4-H youth development agent	0	1.00	26,000.00	26,000.00
Annual contract for the Agricultural and Natural Resources Agent	0	1.00	14,000.00	14,000.00
Annual contract for the County extension office professional	0	1.00	13,419.00	13,419.00
Annual costs for the 4-H agents TRS program	0	1.00	2,967.00	2,967.00
Annual contract for the ANR agents TRS program	0	1.00	1,598.00	1,598.00
Annual contract for the office professionals TRS program	0	1.00	1,532.00	1,532.00
Annual const for Social Security for the 4-H agent	0	1.00	1,989.00	1,989.00
Annual cost for the Social Security for the ANR Agent	0	1.00	1,071.00	1,071.00
Annual Cost for Social Security for the Office Professional	0	1.00	1,027.00	1,027.00
Annual cost for 4-H program assistant TRS program	0	1.00	2,399.00	2,399.00
Annual cost for Social Security for the 4-H program assistant	0	1.00	1,609.00	1,609.00
Annual Contract for 4-H program assistant	0	1.00	21,022.00	21,022.00
The University of Georgia has a contract with Fayette County for technical services.				
TOTAL COUNTY EXTENSION				88,633.00
GRAND TOTAL				88,633.00

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