



Board of County Commissioners Agenda Request

6D
Agenda Item #

Requested Meeting Date: September 12, 2017

Title of Item: U of MN Extension Contract Addendum

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Jessica Seibert, County Administrator	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 10 Min.
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Summary of Issue:

Approve/Deny proposed addendum to the current University of Minnesota Extension contract (see attached).

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve/Deny proposed addendum to the current University of Minnesota Extension contract

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$ 18,048

Is this budgeted? Yes No *Please Explain:*

Increased request is currently included in the preliminary budget as presented earlier.



BUDGET PROPOSAL

Growing 4-H in Aitkin County

To bring excellent learning experiences to local youth, the Aitkin County Extension Office staffs a 4-H Program Coordinator who provides leadership and support to the county's 4-H programs and clubs. For over 10 years, the 4-H Program Coordinator position has been approved by the Aitkin County Board at 0.75 FTE (30 hours per week). While the current staffing level is adequate for maintaining basic program functions, the Aitkin County Extension Committee recommends increasing it to full-time status (1.0 FTE) for 2018 and beyond to help build upon the success of the existing program and expand its growth. Additionally, with job opening rates reaching record levels¹, the committee believes that a full-time position will be more attractive to potential candidates and also result in better retention upon hire.

IMPACTS ON PROGRAM SCOPE

4-H Program Coordinators lead the full range of 4-H programs offered in a county. Staffing levels impact the attention a Program Coordinator can give to leading and managing the program and building relationships with volunteers, members and community partners to ensure a robust positive youth development program. Nearby Itasca and Kanabec counties recently chose to increase 4-H Program Coordinator staff time, and making a similar investment in Aitkin County would serve to provide the additional resources needed to expand the program in the following ways:

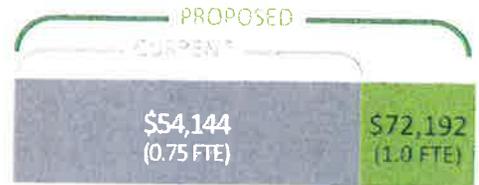
EXPANDED SCOPE OF WORK for Full-Time (1.0) 4-H Program Coordinator

PROGRAM MAINTENANCE TASKS
(covered by 0.75 FTE)

plus

- ✓ **Develop additional after-school programs** to engage youth in growing areas such as STEM (Science, Technology, Engineering, & Math) and Science of Agriculture.
- ✓ **Expand volunteer recruitment and training** to be able to connect youth with mentors who can provide rich learning experiences.
- ✓ **Grow number of youth leaders** so that area youth can benefit from "learning through leading".
- ✓ **Create new project-based learning opportunities** to support youth in exploring different areas of interest.
- ✓ **Increase focus on program quality** by spending more time observing and coaching club leaders.

BUDGET AMOUNTS for 2018 MOA



In addition to covering staff member salary, the Memorandum of Agreement (MOA) amounts listed above include the following University-covered expenses and benefits:

- Comprehensive benefits package (health/dental/retirement)
- Reimbursement for qualifying mileage, meals & lodging
- Professional development and training
- Program guidance and staff supervision
- University Payroll and Accounting Services
- Connection to current University of Minnesota research and resources

PUBLIC BENEFITS OF INVESTING IN 4-H

The 4-H youth development program helps foster vibrant, sustainable communities through building a force of engaged young people who are able to learn and lead in a global society. Currently, only 7 percent of youth in Aitkin County participate in 4-H². Funding the Program Coordinator position at full-time status would allow for additional staff time to dedicate to program outreach and recruitment, in turn providing increased opportunity for Aitkin County youth to experience the benefits and positive impacts of 4-H.

Aitkin
County
4-H
enrollment

177
members

Findings from recent program-impact studies³ reveal a wide range of positive outcomes seen among 4-H youth compared to their non-4-H peers, including those shown across the following areas:

My son received job experience and interpersonal communication skills that were invaluable. The connections he made in the community will be very helpful.

-4-H Parent, 4-H First Year Member Study

- **ACADEMIC ACHIEVEMENT.** MN 4-H youth consistently attend school more regularly, show higher achievement on standardized tests, and graduate high school at higher rates than their non 4-H peers. Graduation rates for higher education are also higher among 4-H Alumni.
- **CIVIC ENGAGEMENT.** 4-H youth are four times more likely to contribute to their communities and twice as likely to be civically active. 4-H Alumni reported that leadership skills they gained while in 4-H prepared them for what they are doing after high school.
- **HEALTHY LIVING.** 4-H'ers are nearly two times more likely to make healthier choices.

AMPLIFYING IMPACT AND LEVERAGING RESOURCES

Beyond the expansion of program offerings, increased staff time for the Aitkin County Program Coordinator position will also allow for new opportunities to generate financial support through grant-writing and seeking out other external funding sources.

Additionally, a full-time Program Coordinator will be able to expand volunteer recruitment and training to fully leverage the value of donated volunteer time and resources. According to the Independent Sector, the average value of volunteer time in 2016 was \$24.14/hour. 4-H volunteers spend an estimated 7.9 hours per month in service, or 95 hours annually. With 45 Aitkin County 4-H volunteers, this amounts to a contribution of \$2,293 per volunteer and **\$103,185 in total volunteer contribution in 2016** to the youth of Aitkin County and the community.

The program is growing tremendously. There are so many positive things going on right now. We want to promote it and keep it going! - 4-H Parent

These are just a few examples of ways a full-time 4-H Program Coordinator would be able to leverage funding resources to maximize program impact.

REFERENCES

¹ "U.S. job openings at record high levels," Pew Research Center. Retrieved from <http://pewrsr.ch/2r18LQZ>.

² Based on 2016 enrollment numbers and population estimates from the U.S. Census Bureau (www.census.gov).

³ Piescher, Hong, Blyth & Nippolt (2014). Academic achievement of youth in 4-H program. Learner & Learner (2009) 4-H Study of Positive Youth Development, Tufts University; and 4-HOnline, University of Minnesota.

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The Memorandum of Agreement between the University of Minnesota Extension and counties across the state covers the following key components of local positions:

- Staff Salary and Benefits Package
- Mileage, Meals and Lodging when in travel status
- Professional Development and Training
- Program Area and Staff Supervision
- University Payroll and Accounting Services
- Connection to latest and ongoing University of Minnesota Research

Pricing for the Memorandum of Agreement is set by the AMC Extension Committee. Pricing for 2018 is:

Extension Educator	\$92,771
4-H or Horticulture Program Coordinator	\$72,192

For any of the positions listed above, key components of the MOA can be allocated according to the ranges:

Breakdown of MOA structure in approximate percentages	
Salary	70%
Fringe	22%
Non-Salary (Mileage & travel costs, professional development, etc.)	8%

The wage range for 4-H Program Coordinator Classification is as follows:

Wage Range for 4-H Program Coordinator position	Hourly	Yearly Salary
Minimum Salary	\$20.01/hr	\$41,614/year
Maximum Salary	\$33.98/hr	\$70,677/year

Attachment I
Addendum to Memorandum of Agreement Between the University of Minnesota
and Aitkin County for providing Extension programs locally and Employing
County Extension Staff

This addendum replaces Table A in the Memorandum of Agreement. This Addendum will remain in place for the term of the Memorandum of Agreement and will be effective as of January 1, 2018.

Aitkin County agrees to provide the funds identified below to support the following Extension programs and positions:

<u>Program</u>	<u>Position</u>	<u>FTE</u>	<u>Amount</u>
4-H Youth Development	County 4-H Program Coordinator	1.0 FTE	\$72,192

Total \$72,192

The parties by their respective authorized agents or officers have executed this addendum.

COUNTY of Aitkin

Regents of the University of
Minnesota

BY _____
Chair, County Extension Committee

By _____

DATE _____

DATE _____

BY _____
Chair, County Board of Commissioners

DATE _____

**Agreement
Between the University of Minnesota
And
Aitkin County
For providing Extension programs locally and Employing
Extension Staff**

This Agreement ("Agreement") between the County of Aitkin Minnesota ("County") and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 ("University") is effective January 1, 2016, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2016 and ending on December 31, 2018, unless earlier terminated as provided in paragraphs 8 and 9.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University's Director of Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University's state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program	FTE	2016 Price	FTE	2017 Price	FTE	2018 Price
4-H Program Coordinator	0.75	\$51,661	0.75	\$52,823	0.75	\$54,144
Total	0.75	\$51,661	0.75	\$52,823	0.75	\$54,144

* For multiple Educators, list program area of responsibility:

2. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University will be responsible for providing salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

4. University will bill the County on a quarterly basis and the County will submit payment within 35 days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four equal quarterly payments.

5. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.

6. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

7. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. The parties acknowledge that County extension educational programming includes University's Nutrition Education Program educational programming.

8. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of 90 days' notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

9. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of 90 days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

If to University:

University of Minnesota
Minnesota Extension
Attn: Director of Field Operations
240 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Facsimile No.: 612-625-6227
E-mail: byrne007@umn.edu

10. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

11. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

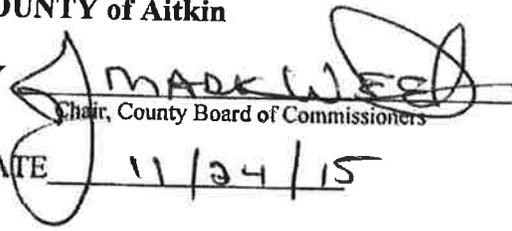
12. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

13. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of Aitkin

BY

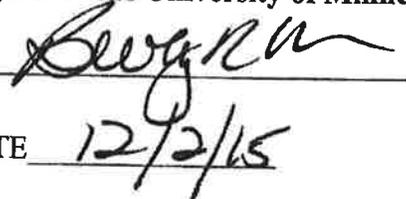

Chair, County Board of Commissioners

DATE

11/24/15

Regents of the University of Minnesota

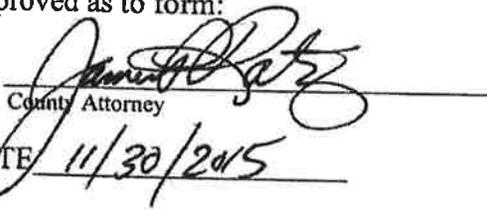
BY


DATE

12/2/15

Approved as to form:

BY


County Attorney

DATE

11/30/2015

BY _____

DATE _____