

Eastern Region County Director's Meeting

September 19 & 20, 2005

via Centra

1. Agriculture

- Home Kitchen Certification
 - * TN Legislature working on bill to allow individuals to make (at home) and sell food items at farmers markets
 - * Will require some type of training

 - * *Home canned good will probably be included.*
 - * *This may be a fee-based program.*
 - * *Agents may provide the training.*

- In-service Training
 - * Website up in October – email
 - * Each training will include description, location and date

- Electronic ID
 - * Mandatory in 2009 - *Maybe 2008?*
 - * Expect to require some animal classes to use electronic ID in 2006 - market lambs and steers
 - * Farms need to register Premise ID
 - * Shows will need to register as Premise - *All Areas - Good way to trace breeding animals*

2. 4-H

- 4-H Inservice Training – May 1 - 3, 2006 - *Montgomery Bell State Park*

- Hurricane Relief
 - * Account created by 4-H foundation
 - * Encourage 4-Her's to write Letters of Hope
 - * Creative ideas to raise money – *"Ideas"*
 - * 4-H night Dec 29 Men's Basketball Game

- TN Valley Fair
 - * Judging Events – went well
 - * Healthy Lifestyles big hit
 - * Dairy Show on Saturday am – good
 - * 4-H and FFA Dairy Judging – long (reduce reasons for FFA next year)
 - * Decorate Hay Bales – Excellent (7)
 - * Craft Demonstrations – Low interest - *Discontinue?*

- Fall Judging – State Senior High
 - * Saturday, October 15, 2005 – Hollingsworth Auditorium
 - * 1:00 p.m. Registration – 2:00 p.m. Starts – Banquet 5:30 p.m.

- Fall Judging - State
 - * Qualifying Events
 - Forestry (4 top teams from region)

Outdoor Meat Cookery (3 top teams from region)

Non – Qualifying Events (no limit to # teams)

Dairy Foods Products

Poultry

Plant and Seed ID

- * Fall Judging Pre-Registration
- * Forestry and Outdoor Meat Cookery DO NOT have to pre-register
- * October 3 deadline to Steve Sutton
- * Completed 615 form
- * Include team members, coaches and agents attending
- * \$8 per person price for Banquet
- * “Ideas” on Sept 9 has details

- In – School Plans

- * County Directors Need to review
- * Education / Program Based - *Center on*
- * Too many were simply activities & contests - *Note: these less*

- Action Agendas

- * Agents with 4-H Responsibility *will* include 2 Action Agendas

3. Family & Consumer Sciences

- In-service training

- * Tai Chi Training – Sept. 22 & 23, 2005 – Central United Methodist Church, Lenior City – Fee-based program
- * Girl Talk In-service – Sept. 29 – 166 Ag. Engineering – Fee-based program
 - * *Encouraged to bring a partner*
- * TNCEP Policy & Procedures – October 26 – Hollingsworth Plant Sciences auditorium – 9:30 am EST
 - * *For agents only*
- * Co-Parenting – October 27 – Hollingsworth Plant Sciences auditorium – 9:30 am EST

- TNCEP

- * FY 2004-05 ends September 30
- * All invoices or copies of receipts for procurement card purchases must be received by Christi in time to turn in on Sept. 30. If not received, TNCEP will not pay.
- * Travel – all TNCEP travel for this year must be in the **IRIS system by Sept. 30**
 - * *Linda to check on change in mileage rate and will send out information*
- * Oct. 3 is the deadline for Program Activity Report forms to be entered into the database
- * In-kind must be received by Christi by Oct. 3. In-kind without a signed page 2 will be deleted from the database
- * No signed contract yet
- * Policy & Procedures meeting – Oct. 26 - *Agents only. No program assistants*

- FCE Leader Training

- * Specialists developing four FCE leader lessons
 - Tough Times – financial management
 - Medicare, New Choices
 - Move More

- Food Safety – Making Safe Choices
 - * Training will be in December in Smart Classroom locations
 - * *Training will be on Monday, December 5th at 4 sites. More information to follow.*
 - * *FCE Conference rescheduled for one day on Monday, September 26th at the Cumberland County Fairgrounds*
- FCE Civil Rights Forms
 - * FCE listing of members
 - * Summary sheets
 - * Camp attendance
 - * Summary Report
 - * *Will still be using old forms for 2006*
 - * *Super system will be used for 2007*
- Fee-Based Programming
 - * Agents participating in training for fee-based programming – must offer classes for a fee
 - * Statewide curriculum implemented – portion goes to the state
 - * Not all programming should be fee-based

4. County Director's Meeting

- eXtension - *This is for nation-wide Extension*
 - * Community of practice
 - * Frequently asked questions
 - * Each Agent to participate
 - * 5 – 10 questions with answers - *Similar questions will be meshed*
 - * Questions limited to 256 characters
 - * Answer no length limit
 - * Complete by October 31, 2005
 - * Email from Dr. Norman (9/14/05) with links
 - * *Questions should be from the last 3-4 years.*
 - * *This will be for public usage*
 - * *Agent's name will be recorded*
 - * *Able to update other agents' questions*
- Long-term disability insurance
 - * New plan
 - * <http://utdisability.hildrethins.com>
 - * *Plans are the same, just a different carrier - Hartford Company is our new carrier. They have all the policies with lower rates.*
 - * *Premiums are 25% lower.*
 - * *New worker can be covered after working 31 days*
- Revision of UT Fiscal Policies – Email sent – Read and review
 - * *County Directors need to be familiar with policies, as they are responsible for their decisions.*
- Postage Meters & Sealers
 - * *Pitney Bowes contract is current until 3-31-06 with the option to extend 4 additional years*

- * *Postage machine and meter rental is \$28 per month. Sealer will be additional \$7 per month*
- * *Invoices are sent to the counties quarterly*
- * *Will do additions to the contract beginning October to get them added for the next quarter*

- Regional Conference – Not being held this year - *Save on travel money*

- Reduction in Agent Travel due to Cost
Suggestions for lowering travel cost:
 - * *Schedule 4-H clubs for all agents at same time*
 - * *Travel on TNCEP money when possible*
 - * *Answer questions by phone or e-mail*
 - * *Have clientele bring samples into office*
 - * *Limit out-of-county trips*
 - * *Car pool with other agents*
 - * *Use Centra system*

- Response from agents on County Travel Cost Plan
 - * *Travel and operating supplies - does not include postage*
 - * *Counties can provide money*
 - * *All counties need to have some fee-based programs*
 - Connie noted questions to ask Dr. Norman*
 - Cross-county programs or trainings not considered in-county travel*

- County Salary Distribution
 - * *If any counties have a problem with their budget, they should contact Connie*

- Evaluation of Agents & Staff
 - ALL will be evaluated this year*
 - * *Will be in Lotus Notes this year.*
 - * *Support staff are being evaluated too highly*
 - * *Connie will send out more information*
 - * *Will be discussed at New Agent Meeting*
 - * *Evaluations could be started as early as Sept. 1st and must be in by December 1*
 - New Directors will receive training*

- Centra
 - * *Forms to request a meeting will be posted on the I.T. website*
 - * *They will be submitted electronically to Shirley Irwin. She will send back a confirmation*
 - * *Availability of 40 seats that can be divided in up to 3 meetings at the same time.*
 - * *We may ask Dr. Norman for more seats later on.*
 - * *Counties are highly encouraged to use this system*

- Cost-sharing of equipment
 - * *Continue cost-sharing with counties as long as funds are available*
 - * *Cost sharing at 50% level of computers*
 - * *Will cost share printer if purchased with computer*
 - * *Counties should get in their requests as soon as possible*

- County Budget Certifications – Where in the process is your budget? – Send Connie status if not approved
 - Rural Revitalization Initiative - Claiborne, Grainger and Union counties
 - * *Chair has been funded.*
 - County Extension Director Training – October 19 & 20, 2005
 - * *More information to follow - 1 day only*
 - Secretary's meeting
 - * *Will be limited to one meeting a year*
5. SUPER System (System for University Planning, Evaluation and Reporting)
- Delivery & deployment dates are not firm but training dates are firm
 - Complete an Individual Annual Plan in SUPER
 - * Agent's annual plan consists of no more than two individual action agendas
 - Individual Action Agendas
 - * If using a State Action Agenda - these populate into IAA:
 - Issue - add county needs and data indicators
 - Target audience - can change
 - Outputs - Notes - do a monthly or quarterly timeline
 - Outcome indicators
 - Action Agenda - Independent
 - * Nothing populates
 - * May still use the state topics and indicators
 - * Select topics and their outcome indicators
 - Individual Action Agendas
 - * SUPER Knowledge Areas & Topics
 - For each topic, there are outcome indicators entered into the system
 - Some are listed in more than one knowledge area as they overlap
 - Use the outcome indicators entered into the system in action agendas
 - Links to evaluation tools for the outcome indicators
 - IAA Process
 - * Agent - County Director - RPL
 - * RPL rates, comments and returns
 - * "Finalize my agenda" OR
 - * The Agent may make changes and resubmit
 - Finalize an IAP
 - * 14 days after first return by RPL - *Actual days-not business days*
 - * May exchange any number of times; but locks at 14 days
 - * All IAP are finalized on the state date - *Locked at state deadline*
 - Rating for Individual Action Agendas
 - * Needs assessment

- * Communicating program issue
 - * Networking
 - * Funding
 - * Appropriate delivery methods
 - * Clear implementation steps
 - * Outcomes/impacts
 - * Plans for evaluation /tools
 - * Reaches diverse audience/CR parity - *overall rating*
- SUPER Training schedule
 - * Units up on Sept. 30 – SAA & IAA
 - * Centra training – October 7 – 13 seats per region at this time
 - * Online@UT – beginning October 9
 - Most agents will do training this way
 - Complete an assessment after training
 - All agents must complete training either Centra or Online@UT
- SUPER Staff Instructional Schedule for ER
 - * Units
 - Employee Profile
 - Needs Assessment
 - Data Collection
 - * Training for these units will be face-to-face on Feb. 9 & 10 – all agents must attend one of the (4) four-hour sessions.
 - * Units
 - Training/Registration
 - Enrollment
 - * Training for these units will be – Centra - August 7 – Online@UT starting August 9
 - * Unit
 - Operations – County Directors only
 - * Training for these units will be – Centra - September 7