

Extension Board Leadership
K-State Research and Extension




Board Organizational Meeting

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Items to Review:

- Memorandum of Understanding
- Responsibilities and Duties of the Executive Board
- Guidelines for Expanding PDCs
- Kansas Open Meetings Act
- Kansas Open Records Act
- Extension Extramural Funds Policy
- GAAP Waiver Resolution
- Professional Scheduling Policy
- Suggested Calendar for Routine Agenda Items

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Kansas Extension Law

(See Handbook for County Extension Councils and District Governing Bodies)

- The Kansas County Extension Council Law first passed in 1951.
- Allows for Extension Councils to organize for the purpose of giving instruction in:
 - agriculture
 - marketing
 - family and consumer sciences
 - 4-H youth development
 - community and resource development
 - economic development initiatives

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Extension Law - Programs

- Program Development Committees study community needs and recommend priority programs.
- The Extension Board and the Director of Extension's Representative approve the Action Plans that are to be implemented by Extension Agents.

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Extension Law - Agents

- Extension Agents are jointly hired and are responsible to the local Board and Kansas State University.
- The University contributes salary and benefit dollars for each agent.
- The Board and the Director of Extension's Representative annually evaluate the performance of the agents.

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Extension Law - Budget

- Annual Budget is adopted in the spring and early summer by Extension Board and Extension Director's Representative
- Proposed Extension Council budget is submitted to County Commissioners by July 15 for funding.
- District Governing Bodies must develop, approve and file budgets by August 25.
- Adjustments are made as necessary and an annual budget is determined for the following calendar year.

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Extension Law - Expenditures

- All accounts and all expenditures of funds of the local extension unit, from whatever source derived, are subject to the approval of:
 - The Extension Board
 - The Director of Extension, Kansas State University

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Extension Law - Districts

- The Extension District Law was passed in 1991. The law allows two or more Extension Councils to form an Extension District or join an existing District.
- Primary objectives for districting include improved efficiency, effectiveness, and sustainability.
- Each Extension District is a taxing subdivision of the State of Kansas.

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Memorandum of Understanding

(See Handbook for County Extension Councils and District Governing Bodies)

- The Division of Extension Agrees:
- The Extension Board Agrees:
- The Division of Extension and the Board Mutually Agree:

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Duties of Extension Board

- Review Memorandum of Understanding
- Transact business of the council/district.
- Control property of unit.
- With Area Director:
 - select and appoint agents
 - fix compensation for agents
- Approve all accounts and expenditures.

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Duties of Extension Board

- Fill vacancies of the Council and Board.
- Take oath of public office.
- Conduct Extension elections if an Extension Council.
- Approve Program Action Plans prepared by PDCs.
- Submit proposed budget with agreement of Area Director to the County Commissioners. District Boards and Area Director develop budget and conduct budget hearing.

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Equal Access

K-State Research and Extension is an equal opportunity provider and employer

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Equal Access

- Annual civil rights mini-review
- Periodic on-site reviews
- Federal reviews

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Kansas Open Meetings Act

- Conduct affairs and transact business in meetings which are open to the public.
- Refrain from taking any binding action by secret ballot.
- Provide notice of the date, time and place of any regular or special meetings to anyone requesting such notice.
- Make the agenda for any meeting available to anyone requesting the agenda.

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Public Participation in Meetings

The right of the public to view the workings of the Extension Council/Executive Board should not be confused with a right to speak at the board meetings.

- Visitors do not have the right to express their views or participate in the board meetings.
 - The board/governing body policy may grant this right.

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Executive Sessions

Recess into Executive Session only for those reasons stated in the statute, which are:

- Personnel matters of non-elected personnel
- Consultation with an attorney which would be deemed privileged in attorney-client relationships
- Matters relating to employer-employee negotiations
- (Districts) Preliminary discussion relating to the acquisition of real property
- Matters relating to actions adversely or favorably affecting a person as a student, patient, or resident of a public institution
- Confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts and individual proprietorships.

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The Motion for Recessing into Executive Session

The Motion must contain the following information:

- The justification for Executive Session.
- The time and place at which the open meeting will resume.
- Any individual(s) invited to participate in the Executive Session.
- Discussion shall be limited to subject stated in motion.
- No binding action shall be taken during Executive Session.


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Kansas Open Records Act

- KSRE subject to KORA
- KORA specifies process and exemptions
- Direct requests to designated Records Custodian


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Grant Policy and Approval Process

- An Extramural Funds Approval Form must be reviewed and approved by the Extension Board and the Area Director prior to submission of any grant proposal being submitted.
- If any of the questions on the form are answered "No", then the proposal must be processed through the University and cannot be administered by the local Extension unit.

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GAAP Waiver Procedures

- Kansas law requires municipalities to use generally accepted accounting principles (GAAP) in the preparation of their financial statements and reports.
- Extension Boards, using cash basis and budget laws, may waive this statutory GAAP requirement by adopting a GAAP Waiver Resolution.

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Office and Personnel Policy

- Each local unit should develop an Office and Personnel Policy document.
- The policy should be reviewed annually and updated as necessary.

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Knowing Your Agents

- Agent and Office Staff Job Descriptions
- Agent Professional Development Plans
- Agent Action Plans
- Local Unit Extension Director Policy and Position Description

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Professional Scheduling Policy

- Achieve responsibilities of the position
- Achieve balance of professional and personal time

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Board Organizational Meeting Action Items

1. Designate a bank for Extension funds
2. Adopt GAAP Waiver Resolution for calendar year
3. Adopt Holiday schedule (State, County, Other)
4. Review Annual Budget and make necessary adjustments
5. Authorize Electronic Funds Transfers and Direct Deposit of Employee Pay (if applicable)
6. Set regular meeting dates and times
7. Review items to be discussed at Annual Partnership Meeting

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