Extension Board Leadership
K-State Research and Extension

Board Organizational Meeting

www.ksre.ksu.edu

1

"Knowledge for Life"

Items to Review:

- Extension Council Law
- Memorandum of Understanding
- Duties of the Extension Board
- Civil Rights Responsibilities: Equal Program Opportunity (EPO) & Equal Employment Opportunity (EEO)
- Open Meetings Act
- Open Records Act
- Grant Policy and Approval Process
- GAAP Waiver Procedures
- Office and Personnel Policy Document
- Agent Job Descriptions/Action Plans and Professional Development Plans

2

"Knowledge for Life"

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

3

"Knowledge for Life"

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.

4

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.

5

Extension Law - Budget

- Annual Budget is adopted in the spring and early summer by Extension Board and Extension Director's Representative
- Proposed budget is submitted to County Commissioners by July 15 for funding.
- Adjustments are made as necessary and an annual budget is determined for the following calendar year.

6

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

7

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 and effectiveness.
- Each Extension District is a taxing subdivision of the State of Kansas.

8

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:

9

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.

10

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.

11

Civil Rights Responsibilities: EPO & EEO

- Every local unit is to maintain a file of Civil Rights materials including relevant legislation, regulations and policies from federal, state and university sources.
- Onsite compliance reviews are conducted every four years.

12

Equal Program Opportunity

- Plan for Public Notification
- All Reasonable Efforts
- Guidelines for Expanding PDCs
- Written Notification to Organizations of Civil Rights Policy and Their Response
- Policy Statement on Disability and Title IX

13

"Knowledge for Life"

Equal Employment Opportunity

- Policies Prohibiting Discrimination and Harassment
- Ombudspersons and Grievance Procedure

14

"Knowledge for Life"

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.

15

"Knowledge for Life"

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.

16

"Knowledge for Life"

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.

17

"Knowledge for Life"

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.

18

"Knowledge for Life"

Kansas Open Record Act

- Each County/District Extension Office has a Freedom of Information Officer who may also serve as the Official Custodian of Public Records for that office.
- No original public records shall be removed from the custody of the University/Extension Council Governing Body without the written permission of the official custodian.
- Each request for access to public records shall be acted upon as soon as possible, but no later than the end of the third business day following the date the request is received.

19

Open Records Policy

- The request for inspection or copying of public records shall be in writing, and the requestor shall be required to furnish only his or her name and address, proof of identity, if necessary and the information needed to ascertain the records desired.
- Copies of the records shall be made while the records are in the possession, custody and control of the designated custodian and shall be made under the supervision of the custodian.
- Local units may develop a policy to charge a recommended 25 cents per copy for requested records.

20

Access to Records

- **Personal Data –** Names, positions, salaries, and length of service of University/Extension Council Governing Body employees are examples of information that is subject to the Open Records Act.
- **Budget/Sources of Funds –** Respond to questions regarding budgets and expenses of any Extension appropriated or non-appropriated funds by providing the requested information.

21

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.

22

"Knowledge for Life"

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.

23

"Knowledge for Life"

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.

24

"Knowledge for Life"

Knowing Your Agents

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

25

"Knowledge for Life"

Professional Scheduling Policy

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

26

"Knowledge for Life"

Extension Board Leadership
K-State Research and Extension

January Board Meeting Action Items

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

27

"Knowledge for Life"