Board Organizational Meeting Module

Presenter's Notes

These notes are intended to be used as a general discussion outline and not as a script to be read.

Slide #1

The organizational meeting provides an opportunity to review board member responsibilities and learn more about issues important to successful board function.

Slide #2

Items to be reviewed.

Slide #3

Kansas Cooperative Extension law was first passed in 1951. The most recent significant amendment, passed in 1991, established a process to create extension districts. The purpose of the extension council is to conduct educational programs in specific program areas.

Slide #4

Program development committees (PDCs) are specified in the law. They recommend priority programs to the board.

Slide #5

The law allows extension councils and districts to hire agents, in conjunction with Kansas State University, to conduct educational programs. Agents are responsible to both the board and the university.

Slide #6

The board develops an annual budget in conjunction with a representative of the director. Extension council budgets must be submitted to the local county commission by July 15 for consideration and approval.

Slide #7

The director of extension is responsible for all expenditures, so policies guide budget management and operation. The board must approve all local expenditures.

Slide #8

Since the extension district law passed in 1991, many extension councils have formed extension districts. More councils are discussing the possibility of improving efficiency and effectiveness by forming districts.

Slide #9

(Provide *Memorandum of Understanding Summary* handout.)

The Division of Extension at Kansas State University and local extension councils/districts have developed a memorandum of understanding that outlines the cooperative working relationships of each partner in developing and conducting local educational programs; employing extension agents; and approving budgets, accounts and expenditures.

Slide #10

(Provide Responsibilities and Duties of Executive Board/Governing Body handout.)

The Handbook for County Extension Councils and District Governing Bodies provides a list of board duties.

Slide #11

More duties.



Slide #12

USDA, Kansas and Kansas State University civil rights laws and policies establish responsibilities in program access and employment practices for K-State Research and Extension. Each local office has a civil rights file, and an on-site compliance review is conducted every four years.

Slide # 13

(Provide the following handouts: Plan for Public Notification, All Reasonable Effort, Guidelines for Expanding PDCs, Written Notification to Organizations of Civil Rights Policy, Policy Statement on Disability and Title IX.)
Extension councils and districts must provide Equal Program Opportunity (EPO) to all potential programming recipients.

(Spend some time looking over each handout and explaining board responsibilities.)

Slide #14

(Provide the following handouts: *Policies Prohibiting Discrimination and Harassment, Ombudspersons and Grievance Procedure.*) Equal Employment Opportunity (EEO) is a requirement for council and district employees and applicants. Policies protect employees from harassment and discrimination and provide a grievance process for employer/employee issues. Policies help boards properly observe EEO guidelines for employment decisions.

Slide #15

(Provide *Kansas Open Meetings Act* handout.) Public boards in Kansas are required to follow the provisions of the Open Meetings Act. Meetings must be open to the public. Boards must provide advance notice of board and PDC meeting locations and times. (Review the handout.)

Slide #16

The public must be allowed to attend board meetings, but they are not entitled to speak or otherwise participate. Boards may develop a policy to set aside time for public comment.

Slide #17

Boards may recess into executive session for limited reasons. Extension boards typically do so to discuss employee or volunteer personnel matters, including evaluations, salary or other instances where it is necessary to protect the privacy of staff members.

Slide #18

The motion to go into executive session must give the reason for the session (i.e. to discuss employee evaluations), the time and place the meeting will resume, and the names of any individual(s) to be invited to participate with the board. Nothing else may be discussed, and no action may be taken until the board resumes regular session.

Slide #19

(Provide *Kansas Open Records Act* handout.) Each board names a Freedom of Information Officer and Custodian of Public Records. Requests for access to open records must be acted upon within three business days of the request date.

Slide #20

Requests for records should be in writing. Some boards establish a policy of not allowing e-mail requests and charging (i.e. 25 cents per copy) for each copy of records requested.

Slide #21

The Custodian of Public Records should understand the Open Records Act and the kinds of records that are subject to the act.

Slide #22

(Provide *Extension Grant Policy* handout.)
K-State Research and Extension policy requires the board and the area director to review and approve grant proposals before they can be submitted.
Additional items must be in place and approved by the board before it can administer the grant.

Slide #23

(Provide GAAP Waiver handout.)

Kansas law requires local units of government to use generally accepted accounting principles (GAAP). However, extension councils and districts use the cash basis of accounting. The law allows the board to adopt a resolution waiving GAAP requirements.

Slide #24

Extension boards should adopt office and personnel policies to direct office operations. Examples are available from area directors or the Extension Field Operations Office.

Slide #25

(Provide copies of agent job descriptions, agent professional development plans, agent action plans, and the county/district extension director job description.)

Board members should get to know each agent, understand the scope of the job and the action plan the board has approved for the agent. The action plan is a five-year plan, and agents should explain the status of the current plan. Agents should share professional development plans with board members.

Slide #26

Professional scheduling is defined as the responsibility of arranging one's work schedule to best achieve the responsibilities of the position and meet the needs of constituents, while achieving a balance of professional and personal time that is productive and healthy for the organization and the individual.

Slide #27

Action items for the January board meeting include designating a bank for extension funds, appointing the Freedom of Information Officer and Custodian of Public Records, considering the adoption of a GAAP Waiver Resolution and adopting a holiday schedule for the year. The board can adopt the state holiday schedule or another appropriate schedule, such as the county schedule (particularly if housed in a county building). The state discretionary day is granted only if the state holiday schedule is adopted. The annual budget should be reviewed.

The board will need to establish monthly meeting dates and times. (Provide a copy of the handout Suggested Calendar for Routine Agenda Items.)

All board members are encouraged to participate in the annual Partnership Meeting. The board should discuss the Partnership Meeting agenda. (Partnership Meeting dates and the agenda can be found on the Extension Board Leadership Web site.)