



## 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 and identify issues and priorities.

#### Slide #5

The law allows extension boards to hire agents, in partnership 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. District Governing Bodies must develop, approve and file budgets by August 25.

#### Slide #7

The director of K-State Research and 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, effectiveness, and sustainability by forming districts.

#### Slide #9

(Provide *Memorandum of Understanding Summary* handout.)

The Division of Extension at Kansas State University and local extension boards 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 the Extension Board* handout).

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

#### Slide #11

More duties.

#### Slide #12

As an organization receiving federal, state and local tax dollars, K-State Research and Extension is committed to providing equal access to educational programming and employment for all residents. There are a number of steps each office is to take to work toward this goal.

#### Slide #13

Those steps include civil rights reviews to assess efforts in assuring equal access. The annual civil rights review is a self-assessment conducted by the office staff and board. Area directors conduct periodic on-site reviews. Offices may also have an occasional review by USDA civil rights staff.

#### Slide #14

(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 #15

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 #16

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 the individuals being discussed.

#### Slide #17

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 #18

Local offices of K-State Research and Extension are subject to the Kansas Open Records Act. The KORA states that “public records should be open for inspection by any person.” The law also specifies a process for the public to use in requesting records as well as a list of records that are exempt. Open records requests for any office affiliated with Kansas State University should be directed to the Designated Records Custodian in the Division of Communications and Marketing at Kansas State University.

#### Slide #19

(Provide *Extension Extramural Funds 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 and administered by the local board.

#### Slide #20

(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 #21

Extension boards should adopt office and personnel policies to direct office operations. Examples are available from the Employee Resources web site under *Local Unit Director Resources*.

#### Slide #22

(Provide copies of agent job descriptions, agent professional development plans, agent action plans, and the local unit 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.

Slide #23

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 #24

Action items for the Organizational Board Meeting include designating a bank for extension funds, 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 regular 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.)