

**REQUEST FOR BOARD ACTION**

**HENDERSON COUNTY  
BOARD OF COMMISSIONERS**

**MEETING DATE:** November 17, 2010

**SUBJECT:** Cooperative Extension MOU Revisions & Budget Amendment

**ATTACHMENTS:** Yes

**SUMMARY OF REQUEST:**

As you are aware, Henderson County has seen many challenges since 2006 when the current Cooperative Extension Memorandum of Understanding (MOU) was executed. Of these, the most significant has been the downturn in the economy. The current economic environment has required County government, like private businesses, to examine how it utilizes its resources for maximum benefit for its customers, the citizens.

With the goal of better adapting to the County's needs and strengthening the agricultural economy, the Commissioners, during budget deliberations, asked staff to enter into negotiations with NCSU officials to revise the Cooperative Extension MOU to shift more of the focus towards agriculture and identifying other areas within the Cooperative Extension budget for potential cost reallocations to agricultural development.

Attached you will find recommended changes to the Cooperative Extension MOU with regard to positions funded partially by the County, as well as specific areas where operational funds may be reallocated to achieve the Board's goals for agricultural development.

**BOARD ACTION REQUESTED:**

Staff recommends that the Board of Commissioners approve the revisions to the MOU as presented and ask that NCSU Cooperative Extension officials incorporate these changes into the final MOU and return it to the County for execution and immediate implementation. Further staff recommends that the Board authorize the attached budget amendment reducing specified operational expenses to be reallocated for agricultural development purposes.

**Suggested Motion:**

*I move that the Board approve the revisions to the MOU as presented by staff and formally ask that NCSU Cooperative Extension officials incorporate these changes into the final MOU and return it to the County for execution and immediate implementation. I further move approval of the attached budget amendment reducing operational expenses within the Cooperative Extension budget to be reallocated for agricultural development purposes.*

**RECOMMENDED REVISIONS TO MEMORANDUM OF UNDERSTANDING (MOU)**

**1. Position Revisions**

[Page 9 of the MOU]

8.3 Option B. Each position shared per the list of detailed percentages below:

Extension Director	49%	County	51%	NCSU
Extension Agent – Agriculture 1	49%	County	51%	NCSU
<del>Extension Agent – Agriculture 2</del> Eliminate position / Combine ED duties	<del>49%</del>	<del>County</del>	<del>51%</del>	<del>NCSU</del>
Area Agent – Agriculture 1	30.36%	County	50.60%	NCSU
Area Agent – Agriculture 2	29%	County	53.18%	NCSU
Area Agent – Agriculture 3 (Livestock)	10%	County	<del>54.20%</del>	NCSU
Extension Agent – Family Consumer Science	49%	County	51%	NCSU
<del>Nutrition Program Assistant</del> Eliminate currently vacant position	<del>49%</del>	<del>County</del>	<del>51%</del>	<del>NCSU</del>
Extension Agent – 4-H Program	49%	County	51%	NCSU
4-H Program Assistant	49%	County	<del>34%</del>	NCSU
Administrative Secretary	49%	County	51%	NCSU
Secretary 1	49%	County	51%	NCSU
<del>Secretary 2</del> Eliminate currently vacant position	<del>49%</del>	<del>County</del>	<del>51%</del>	<del>NCSU</del>
<del>Secretary 3</del> Position eliminated by NCSU	<del>49%</del>	<del>County</del>	<del>51%</del>	<del>NCSU</del>

**2. Additional Provision within the MOU:**

A Provision that North Carolina State University Cooperative Extension will involve a member from the Agriculture Advisory Committee to participate in the selection process for future Henderson County Extension Director positions.

An example provision may be: *“North Carolina State University Cooperative Extension will include a member of the Agriculture Advisory Committee for full participation in review of applications, interviewing of applicants and selection of future Henderson County Cooperative Extension Director position.”*

## ESTIMATED COUNTY SAVINGS WITH REVISIONS TO MOU & COST REALLOCATIONS

Reflects Personnel and Operational Amendments to the FY 2010 – 2011 Cooperative Extension Budget

Position	% County Funding	Est. MOU Revision Savings
Extension Director	49%	
Extension Agent – Agriculture 1	49%	
<del>Extension Agent – Agriculture 2</del> Eliminate position / Combine ED duties	49%	\$ 40,775
Area Agent – Agriculture 1	30.36%	
Area Agent – Agriculture 2	29%	
Area Agent – Agriculture 3 (Livestock)	10%	<del>28.41%</del>
Extension Agent – Family Consumer Science	49%	
<del>Nutrition Program Assistant</del> Eliminate currently vacant position	49%	\$ 12,928
Extension Agent – 4-H Program	49%	
4-H Program Assistant Reduction in Co. funding to 49%	49%	\$ 5,929
Administrative Secretary	49%	
Secretary 1	49%	
<del>Secretary 2</del> Eliminate currently vacant position	49%	\$ 19,986
<del>Secretary 3</del> Position eliminated by NCSU	49%	
<b>Estimated Savings in Personnel Expenses to be Reallocated</b>		<b>\$ 79,618</b>
<b>10% Operational Reallocations for 1/2 Fiscal Year</b>	(See Budget Amendment Pg 4)	<b>\$ 5,300</b>
<b>Total Estimated Reallocations</b>	(See Budget Amendment Pg 4)	<b>\$ 84,918</b>

