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:

County 51%	49% County 51% NCSU	County 51%	County 50.60%	County 53.18%	County 54.20%	County 51%	County 51%	County 51%	County 34%	County 51%	County 51%	County 51%	10014
Extension Director	Extension Agent – Agriculture 1	Extension Agent Agriculture 2 Eliminate position / Combine ED duties	Area Agent – Agriculture 1	Area Agent – Agriculture 2	Area Agent – Agriculture 3 (Livestock)	Extension Agent – Family Consumer Science	Nutrition Program Assistant Eliminate currently vacant position	Extension Agent – 4-H Program	4-H Program Assistant	Administrative Secretary	Secretary 1	Secretary 2 Eliminate currently vacant position	O

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.

\$84,918

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%	
Extension Agent - Agriculture 2 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% 28.41%	
Extension Agent – Family Consumer Science	49%	
Nutrition Program Assistant Eliminate currently vacant position	49%	\$ 12,928
Extension Agent – 4-H Program	49%	
4-H Program Assistant Reduction in Co. funding to 49%	49% 66%	\$ 5,929
Administrative Secretary	49%	
Secretary 1	49%	
Secretary 2 Eliminate currently vacant position	49%	\$ 19,986
Secretary 3 Position eliminated by NCSU	49%	
Estimated Savings in Personnel Expenses to be Reallocated		\$ 79,618
10% Operational Reallocations for ½ Fiscal Year	(See Budget Amendment Pg 4)	\$ 5,300

Total Estimated Reallocations

LINE-ITEM TRANSFER REQUEST HENDERSON COUNTY



What expense line-item is to be increased? Account	Department:	Cooperative Extension					
Account Line-Item Description Amount \$84,918 What expense line-Item is to be decreased? Or what additional revenue is now expected? Account Line-Item Description Amount 115495-518900 Personnel Expenses \$79,618 115495-522600 Printing & Binding \$200 115495-522600 Printing & Binding \$200 115495-52300 Departmental Supplies \$4,000 115495-532100 Telephone & Communications \$500 115495-537100 Travel & Staff Development \$500 115495-53710 Travel & Staff Development \$500 115495-53710 Tr	Please make the	e following line-item tranfers:					
### Authorized by Budget Office Maccount	What expense	line-item is to be increas	sed?				
Account Line-Item Description Amount 115495-518900 Personnel Expenses \$79,618 115495-522600 Printing & Binding \$200 115495-523300 Publications \$1400 115495-526000 Departmental Supplies \$4,000 115495-532100 Telephone & Communcations \$500 115495-537100 Travel & Staff Development \$500 115495-537100 Travel & Staff Development \$500 Justification: Please provide a brief justification for this line-Item transfer request. Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # Batch # Batch Date							
Account Line-Item Description Amount 115495-518900 Personnel Expenses \$79,618 115495-522600 Printing & Binding \$200 115495-523300 Publications \$1400 115495-526000 Departmental Supplies \$4,000 115495-532100 Telephone & Communcations \$500 115495-537100 Travel & Staff Development \$500 115495-537100 Travel & Staff Development \$500 Justification: Please provide a brief justification for this line-Item transfer request. Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # Batch # Batch Date							
115495-518900 Personnel Expenses \$79,618 115495-522600 Printing & Binding \$200 115495-523300 Publications \$100 115495-524000 Departmental Supplies \$4,000 115495-532100 Telephone & Communcations \$500 115495-537100 Travel & Staff Development \$500 115495-537100 Travel	What expense	line-item is to be decreas	sed? Or what additional revenue is now	expected?			
115495-518900 Personnel Expenses \$79,618 115495-522600 Printing & Binding \$200 115495-523300 Publications \$100 115495-524000 Departmental Supplies \$4,000 115495-532100 Telephone & Communcations \$500 115495-537100 Travel & Staff Development \$500 115495-537100 Travel		Account	Line-Item Description	Amount			
115495-522600 Printing & Binding \$200 115495-523300 Publications \$100 115495-526000 Departmental Supplies \$4,000 115495-532100 Telephone & Communcations \$500 115495-537100 Travel & Staff Development \$500 115495-537100 Tr							
115495-523300							
115495-526000 Departmental Supplies \$4,000 115495-532100 Telephone & Communcations \$500 115495-537100 Travel & Staff Development \$500				<u></u>			
Telephone & Communcations \$500							
Justification: Please provide a brief justification for this line-item transfer request. Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # BA # Batch Date							
Justification: Please provide a brief justification for this line-item transfer request. Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # Batch Date Batch Date			Telephone & Communcations				
Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # Authorized by Budget Office Date BA # Batch Date		115495-537100	Travel & Staff Development	<u>\$500</u>			
Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # Authorized by Budget Office Date BA # Batch Date							
Amendment reflects position revisions to Coop Ext MOU and 10% reductions in line items for 2nd half of fiscal year. Funds reallocated to Agri-Business function. Board of Commissioners approval of budget amendment on November 17, 2010. Authorized by Department Head Date For Budget Use Only Batch # Authorized by Budget Office Date BA # Batch Date							
Authorized by Budget Office Date Batch # Batch Date Batch Date	Amendment re year. Funds rea	flects position revisions to allocated to Agri-Business	o Coop Ext MOU and 10% reductions in lir				
Authorized by Budget Office Date Batch # Batch Date Batch Date							
Authorized by Budget Office Date BA # Batch Date	Authorized by [Department Head	Date				
	Authorized by E	Budget Office	Date	BA #			
	Authorized by (County Manager	Date	Battii Date			