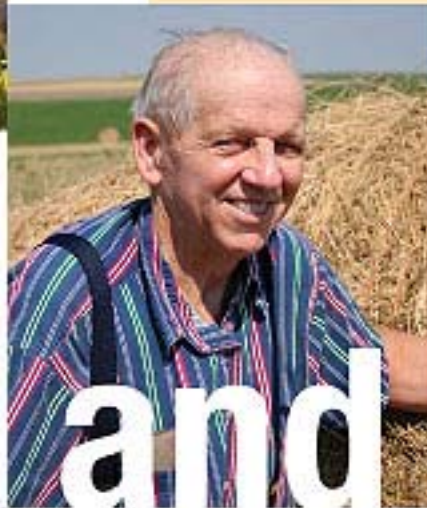


PROGRAM PLAN

July 1 2006 - June 30 2007

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UNIVERSITY OF MISSOURI EXTENSION
ADAIR COUNTY EXECUTIVE SUMMARY

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2006-07 Adair Program Plan Executive Summary

The following educational programs are planned for citizens of Adair in the coming year. In some cases, Adair County residents may need to travel to a nearby county to take advantage of the program offering.

AGRICULTURE AND NATURAL RESOURCES (ANR)

Program, Description, Personnel

Profit Focused Agriculture: Team effort of state and regional University of Missouri Extension faculty partnering with private businesses, agencies focused on enhancing economic viability and sustainability of Missouri agriculture. Accomplished through high quality, research based, frontier educational programs. For beginning, primary, secondary income and transitioning farmers, landowners and agribusiness agencies.

Personnel: Darla Campbell, Joseph Koenen, Karisha Devlin, Bruce Lane

Annie's Project - An interactive risk education course for farm women provides training in the fields of production management, financial management, marketing, legal issues, and human resources. It fosters a learning environment for ages 19-84. **Personnel: Darla Campbell, Joseph Koenen, Karisha Devlin, Mary Sobba**

Farm and Small Business Estate Planning - Targeted at farmers and small businesses, this program provides basic estate planning concepts as well as helps participants seek out professional help.

Personnel: Darla Campbell, Joseph Koenen, Karisha Devlin

Value Added Agriculture – Interactive programming that prepares producers and producer groups to evaluate the potential marketability of a value added idea. Entrepreneurial-focused approach to developing possible new ideas and products for producers. **Personnel: Karisha Devlin**

Community Food Systems - Broadens consumer awareness of the community benefits of locally produced foods. Expands the development of community food systems through educational and outreach activities.

Personnel: Darla Campbell, Jennifer Schutter, Joseph Koenen

Business Management - Educates farmers and ranchers to plan and undertake a business-like approach to the use of land and resources in agriculture or farm endeavors. Programs focus on financial resources, record keeping, computer use, marketing, and legal issues. **Personnel: Darla Campbell, Parman Green**

Your Farm, Your Resources, Your Business - Provides information through classroom presentations on possibilities, feasibility, and legal issues related to beginning a farming operation or managing your resources. Topics include financial resources, business planning, soils, matching livestock, proper equipment, horticulture production and legality. **Personnel: Darla Campbell, Joseph Koenen**

MOS Excel Training: Excel training offers an opportunity for farmers and other community members to learn basic and more complex aspects of the Excel spreadsheet program. **Personnel: Karisha Devlin**

Legal Concerns for Rural Landowners: Rural Landowner Legal Concerns is designed to be a 6 or 7 session workshop or can be divided into individual sessions or topics. Rural legal issues that will be addressed are: Missouri's Fence & Boundary Laws, Land Leases and Contracts, Government Programs impacting landowners, Employers, Employees & Others (including liability questions,) Environmental

Regulations and Issues, Livestock Ownership Concerns & Overall Risk Management Strategies **Personnel: Darla Campbell, Joseph Koenen, Karisha Devlin**

Sustainable Agriculture - Provides programming for educators to educate producers to increase sustainable farming practices and procedures that are economically profitable, environmentally sound and socially responsible. **Personnel: Darla Campbell, Bruce Lane**

MO Crop Management System - Sustainable crop production programs for 21st century. Focuses on techniques that minimize environmental impact, and offers research on selecting the best crop genetics, as well as proper crop management decisions. **Personnel: Leon McIntyre**

Plant Protection for the 21st Century - Educational experience that covers the fundamental concepts of pest control (weeds, disease, and insect damage.) Provides a focused examination of identification, pesticide regulations, safety, and Integrated Pest Management (IPM.) **Personnel: Leon McIntyre, Jennifer Schutter**

Private Pesticide Applicator Training - Initial training and recertification of private pesticide applicators. Trains in methods of safe and proper use of agricultural pesticides on farmland. **Personnel: Leon McIntyre, Jennifer Schutter**

Forage Production and Management - Targeted program to teach producers how to improve forage production economic return while protecting the environment. Techniques include management intensive grazing, pasture based dairying, seasonal feeding systems, and fescue toxosis. The program inspires increased economic development and social viability in rural Missouri. **Personnel: Leon McIntyre, Darla Campbell, Bruce Lane**

Home Horticulture and Environment - Focused program that provides research-based horticulture information for gardeners and homeowners. They will learn techniques through workshops, demonstration plantings, newsletters, and horticulture training. Recaps the benefits of maintaining healthy turf, ornamental, or fruit and vegetable plantings. **Personnel: Leon McIntyre, Jennifer Schutter**

Master Gardener - Provides in-depth horticulture training for Missourians who wish to spread their knowledge of gardening. Prepares volunteers for horticulture questions frequently asked by citizens around the state, based on unbiased research based gardening information. **Personnel: Leon McIntyre, Jennifer Schutter**

Garden and Grow - Summer volunteer gardening program for 9 to 13 year old youth. Participants learn not only vegetable gardening, but also develop science, math, team building, and language skills. **Personnel: Clinton Meinhardt, Jennifer Schutter**

Missouri Grown - Geared towards small farm families, educational program that focuses on successful techniques, and marketing high horticulture value crops best suited to Missouri's climate conditions. **Personnel: Jennifer Schutter**

Pasture Based Dairy Systems - Program promotes, enhances, and develops concepts in economically viable and sustainable forage-based dairy production. Participants acquire skills in financial management, high quality pasture foraging, and animal husbandry through monthly pasture walks and classroom meetings. **Personnel: Tony Rickard**

Beef Production Systems - Provides producers with a wealth of information on beef production. Topics span disease prevention, sanitation, vaccinations, site evaluations, appropriate feed rations, nutrition, and reproductive physiology. **Personnel: Bruce Lane**

Show-Me-Select - Beef production educational experience examining breeding/mating, herd health management, methods of reproduction, and production economics. Participants come from a wide range,

different sizes in herds, forage availability, and experience, and leave with a vast knowledge of beef production.

Personnel: Bruce Lane

Missouri Show Me Quality Assurance – Programming covers information on daily care and management, reading feed labels, withdrawal times and bio-security for livestock. Also focuses on animal health products, and carcass quality. Program that leads to PQA certification. **Personnel: Bruce Lane**

Equine – Programming aimed at equine owners related to horse management issues such as feeding, health management, training, breeding, and management issues. Limited on-site service and seminars geared towards pleasure owners. **Personnel: Bruce Lane**

Sheep and Goat Production - Provides knowledge, skills, practices and policies that enhance economic viability and profitability. Strives to improve the competitiveness and diversity of Missouri production enterprises. Topics covered will range from management, genetic improvement, nutrients, health assessment, to marketing strategies. **Personnel: James Humphrey, Bruce Lane**

Watershed Management and Planning - Works with local watershed communities to evaluate, plan and implement locally designed watershed management programs. Develop and expand collaboration and partnerships with agencies, individuals, elected officials, and organizations that have responsibility for protecting water resources. **Personnel: Darla Campbell, Bruce Lane**

AgrAbility Program (Assistive Technologies for Farmers With Disabilities: Missouri) - Education, networking, and assistance for agricultural operators with disease, disabilities, or disorders. Targets rural farm families and collaborative partners. **Personnel: Beverly Maltzberger**

BUSINESS DEVELOPMENT (BD)

Program, Description, Personnel

Starting a Business: The First Steps – Provides an overview of the critical first steps associated with starting a business. The program is designed specifically for those who are thinking about a new business venture. Participants will assess their strengths and weaknesses in terms of business ownership, learn about the importance of planning, discuss legal and regulatory requirements and identify sources of funding. This is an introductory course for 3 hours. **Personnel: Wendy Harrington**

The Basics to Writing a Business Plan – Educational experience for current and future business owners and entrepreneurs who have little or no knowledge of writing a business plan. Participants will learn the importance of business plans, the key required elements of a basic plan and data that must be included. **Personnel: Wendy Harrington**

FastTrac - New Venture – Is designed to for new businesses and introduce you to the key elements of successful entrepreneurship. Offers essential business information to help you develop your entrepreneurial skills and build your business on a strong foundation. Areas of study include concept analysis, and business planning. **Personnel: Wendy Harrington**

Understanding Financial Statements – Designed for business owners, managers, accountants, bankers and consultants who need to know how to turn financial statements into useful management tools. Learn how to identify key business information that is captured on the income statement and balance sheet to help you make more informed decisions. **Personnel: Wendy Harrington**

How to Control Cashflow – Second in a series of financial management offerings that are specifically designed to help the small business owner get a handle on the financial side of the operation. Identify cash flow strategies that you can use in your organization. **Personnel: Wendy Harrington**

Predicting Future Cash Needs – Third in a series of financial management offerings that are specifically designed to help the small business owner get a handle on the financial side of the operation. Learn to create a Cash Budget. Make decisions about making new investments, taking money out of the business, taking on new products or services to grow your business and other important financial decisions. **Personnel: Wendy Harrington**

Introduction to QuickBooks Pro – **Personnel: Mary Horvath, Wendy Harrington**

Business Performance: Measure, Manage, and Succeed – Provides an overview of the benefits of using a balanced set of measures to evaluate the performance of a business or organization. Teaches a nine-step process that an individual or team can use to develop a balanced scorecard for their business or organization. **Personnel: Wendy Harrington**

HR for Small Businesses: Compensation and Employee Retention – Designed for small businesses on the complicated topic of human resources management. Develop a job analysis and classification program in order to design compensation plans. **Personnel: Wendy Harrington**

HR for Small Businesses: Ethics and Liability Management – Designed for small businesses on the complicated topic of ethics and liability management. Learn the guiding principles of business ethics and how they apply to your business. Other topics include establishing a positive work environment, managing workplace discrimination, substance abuse, harassment and violence. **Personnel: Wendy Harrington**

HR for Small Businesses: Government Compliance (part 1) – Covers government compliance requirements for all employers. Topics covered include requirements related to minimum wages, overtime pay, employment of children, hours worked, equal pay, HIPAA privacy rules, Form I-9, required federal and state posters and employment security for military service. **Personnel: Wendy Harrington**

HR for Small Businesses: Government Compliance (part 2) – Second installment of government compliance. Offers a closer examination of topics covered in part one, and examine case studies to help the educational process. **Personnel: Wendy Harrington**

HR for Small Businesses: Managing Employee Benefits and Payroll – Learn about viable health care options that include typical options for dental, vision, prescription drug plans, short and long-term disability plans, employee assistance programs and life insurance. Qualified retirement programs, particularly SEPs and SIMPLEs will be covered. **Personnel: Wendy Harrington**

HR for Small Businesses: Recruitment and Selection – Key features for job descriptions are analyzed in order to establish effective methods of candidate sourcing. Managing employer risk during the selection process from initial review to final selection, when employment testing is appropriate, issues around drug and alcohol testing are all covered in this module. You will also learn the mandatory periods you must keep employment records. **Personnel: Wendy Harrington**

Customer Satisfaction and Beyond – **Personnel: Wendy Harrington**

Marketing: Think Before You Spend – Educational program focusing on the elements of marketing, and strategies for return customers. Program focuses on three elements: Marketing Research, Competitive Analysis, and Customer Service. **Personnel: Wendy Harrington**

Small Business Development Counseling/Coaching – Personnel: Wendy Harrington

Information Transfer – Personnel: Wendy Harrington

COMMUNITY DEVELOPMENT (CD)

Program, Description, Personnel

Community Decision Support - Enhances local capacity to make sound policy choices. Rapid changes in technology, economic and social patterns require a greater depth of analysis and understanding if local decision makers are to make sound policy choices. Tools include economic models, demographic analysis, Geographical Information System (GIS) mapping, -fiscal impact tools, and local government support. **Personnel: David Hill**

Missouri Communities Deliberate - Assists communities in building their knowledge about and engaging difficult public issues through dialogue. The process helps to mitigate conflict, polarization and stalemates which commonly result over issues where there are no optimal solutions and, which require public input. **Personnel: David Hill**

Alianzas - An extensive partnership that assists immigrants and communities in accommodating and learning from each other. The goal of Alianzas is to enhance the ability of communities to collaborate with the growing immigrant Hispanic populations through a Hispanic, university and community partnership, using a community-based, co-learner approach. **Personnel: Beverly Maltzberger, Don Miller**

Cambio de Colores Conferences - Focus on the issues that Missouri confronts as a result of new Latino urban and rural settlers in every region of Missouri. The conferences connect researchers with the people, organizations, and communities that can benefit from their research; provides a forum for the professional development of people working with the Hispanic community; and identifies best practices and knowledge and service gaps. **Personnel: David Davis, Elver Pardo, Virginia Hopp**

Global Leadership Education (GLE) - Devoted to building the leadership capacity of Missouri and Thai community members, community leaders and professionals in a number of sectors—government, education, civic and business, religious, non-profits and others. In partnership with the Community Development Department (CDD) of the Royal Thai Government, this exchange program builds mutual understanding and contributes to this collaborative learning between the people of Missouri and Thailand. **Personnel: Mary Horvath**

The Community Emergency Management Program - Provides resources, personnel and educational programs and materials to support the mission of the Governor’s Disaster Recovery Partnership (established 1993) and assist communities and citizens in all areas of emergency management, including preparedness, response, and recovery. **Personnel: Leon McIntyre**

HUMAN ENVIRONMENTAL SCIENCES (HES)

Program, Description, Personnel

Homeownership/HOME - a homebuyer education class that explains the process to prospective first time home-buyers. **Personnel: Catherine Oesterling**

Aging In Place - educates older adults, their families, and caregivers to ensure that older adults can remain in their homes and independent living situations. **Personnel: Jane Hunter**

Successful Aging: Provides educational resources to support successful aging and to strengthen the aging family. **Personnel: Jane Hunter**

Step by Step - helps couples with children from previous relationships build communication skills and develop their family strengths. The program focuses on the following topics: What Every Stepfamily Needs to Know (stages of stepfamily development, myths vs. realities of stepfamilies, building strong couple relationships), Stepparent-Stepchild Relationships, and Financial and Legal Issues. **Personnel: Jane Hunter**

Basic Parenting - helps parents with children of all ages learn how to better manage personal stress, understand, guide, nurture, and motivate their children, in order to become more effective parents. **Personnel: Judith Soper**

Adolescent Journaling Program (AJP) - an eight-session program to help adolescents reduce stress through journaling and expressive art activities (drawing, scribbling, jewelry-making, photography, cartooning, etc.). The goal is to teach them strategies that can be used as alternatives to verbal and physical violence as well as to learn more about self. **Personnel: Jane Hunter**

Families and Divorce - in-service training for teachers and childcare providers on children's responses to divorce and remarriage at different developmental stages and how educators can support children and their families through family transitions. **Personnel: Jane Hunter, Leanne Spengler**

Tackling The Tough Skills - a fun, innovative, and highly interactive life skills curriculum to help hard-to-reach adults or teens prepare for success in work and life. **Personnel: Deborah Whiston**

DESE Pre-K Standards - these workshops, developed by University of Missouri Extension, teach child care providers to create learning opportunities that foster children's literacy, math, and science understanding. **Personnel: Jane Hunter**

Building Strong Families - University of Missouri Extension's *Building Strong Families* Program for child care providers. Helps individuals find their strengths, build on those strengths, and learn skills to improve relationships and increase communication. **Personnel: Jane Hunter**

Child Care Program Administration - emphasizes the entry level administrative skills necessary for operating a quality child care program and includes 6, 2-hour workshops: leadership, business, staff relations, working with parents, community resources, and working with children with special needs and their families. **Personnel: Jane Hunter**

Child Physical Activity - this workshop, developed by University of Missouri Extension, addresses national concerns with children's inactivity and centers on the importance of physical activity, one's personal activity beliefs and behaviors, children's motor skill development, and age-appropriate activities to encourage children's movement and motor development. **Personnel: Judith Soper**

Food Power - elementary school students travel the path food takes from the farmer's field to the sports field and learn where the food they eat comes from and how it gives them the energy to grow and play. **Personnel: Mary Smyser**

Family Nutrition Program (FNP) - a nutrition and physical activity education program targeted to limited resources audiences. This program provides education in schools, community settings, and through media campaigns. The average participant receives six lessons. The primary audience for FNP is youth and the adults who support them. **Personnel: James Meyer, Judith Soper, Jill Lane, Mary Smyser**

Living Healthy With Chronic Conditions - a program to assist participants in maintaining quality of life when faced with certain medical conditions. **Personnel: Judith Soper**

Food Preservation is a program designed to assist clients in safely preserving their foods. **Personnel: Judith Soper**

High School Financial Planning Program (HSFPP) - uses contemporary materials to teach the basics of personal finance to young people while they are developing habits and attitudes about money that will influence them for the rest of their lives. It is based on the philosophy that learning about money is as important as earning it—and that effective money management results from a disciplined behavior, which is most easily mastered if learned early in life. This practical and objective program is available at no cost to all high schools throughout the country. **Personnel: Catherine Oesterling**

Money Action Plan - a curriculum to address the need for financial management education. A train-the-trainer curriculum, targeting helping professionals who are working with people having money problems. Includes seven modules: introduction to money management, developing a spending plan, record keeping, credit, communication about money, insurance and consumer issues. Each module includes background information as well as activities, handouts and worksheets for one-on-one or group settings. **Personnel: Catherine Oesterling, Wendeline Brumbaugh**

Women's Financial Issues - focuses on the specific financial education needs of women. **Personnel: Catherine Oesterling, Nancy Flood**

The Missouri Taxpayer Education Initiative (MoTax) - offers a gateway to financial education through taxpayer assistance. MoTax offers preparation of federal and state tax returns to low-income families and uses this opportunity to emphasize the importance of financial planning management. MoTax is supported by University of Missouri Extension along with federal and local partners. **Personnel: Catherine Oesterling**

Financial Success - debtor education program will help those facing bankruptcy: Meet your bankruptcy education requirement, Improve your financial management skills; Get more from your money. **Personnel: Nancy Flood, Wendeline Brumbaugh**

Financial Security for Later Life - financial security is the ability to meet future needs while keeping pace with day-to-day obligations. Preparing for retirement and potential long-term care costs takes planning, saving, and debt control. This Cooperative Extension initiative seeks to help people improve personal finance behaviors leading to financial security in later life, enhance the capacity of local educators and their partners to deliver effective programs, and increase economic vitality and quality of life for families and communities. **Personnel: Catherine Oesterling, Nancy Flood**

4-H YOUTH DEVELOPMENT

Program, Description, Personnel

Building Character - Show-Me Character* is a program that teaches young people to make wise ethical choices. It also encourages adults to become more involved in helping youth develop positive character traits, such as trustworthiness, fairness, respect, caring, responsibility and citizenship. **Personnel: Michelle Klem**

Creating Environments for Positive Youth Development - Through workshops, volunteer forums, leadership roles and web-based instruction, state and county extension faculty will help adult and youth volunteer leaders gain knowledge and skills to communicate, manage programs, design and deliver education

events, develop interpersonal skills and create environments that promote positive youth development.

Personnel: Michelle Klem

Program Management – Volunteers demonstrate the ability to involve others in providing the structures necessary to deliver positive 4-H programming in a community. **Personnel: Michelle Klem**

Adult Leadership Roles - Through leadership roles, state and county extension faculty will help adult and youth volunteer leaders gain knowledge and skills to communicate, manage programs, design and deliver education events, develop interpersonal skills and create environments that promote positive youth development. **Personnel: Michelle Klem**

Developing Youth Leaders - Youth join in the dynamic process of learning leadership skills through interactive activities, real life experiences in relationship building, communication group process, and planning and organization. All activities offer a cross-cultural perspective. All activities offer you the ability to become a good leader. **Personnel: Michelle Klem**

Animal Science and Technology – Food Animal Projects - To increase the knowledge and awareness of Missouri youth about food quality issues related to animal production (beef, sheep, swine, goats and meat rabbits). **Personnel: Michelle Klem, Bruce Lane**

Animal Science and Technology – Companion Animal Projects -Youth gain knowledge and skills for life through working with companion animals --- dogs, cats, horses and rabbits. **Personnel: Carol Parmenter, Debra Davis**

Plant Science and Technology -Youth develop knowledge and skills in horticulture, gardening, forestry, soybeans, entomology and beekeeping. **Personnel: Leon McIntyre**

Environmental and Natural Resources Science and Technology - Youth learn knowledge and skills in stewardship of the environment, shooting sports, sports fishing and aquatic sciences, water quality, forestry and conservation. **Personnel: Michelle Klem**

Information Science and Technology - Youth learn through project curricula, camps and educational events knowledge, skills and application of information sciences such as using computers, geospatial technology, digital media and internet sciences. **Personnel: Karen Loyd-Minear, Michelle Klem**

Physical Science, Engineering and Technology -Youth gain knowledge, skills and application of physical sciences such as aerospace, electricity, robotics, small engines, welding, woodworking and the built environment. **Personnel: Michelle Klem**

Embryology - This curriculum brings action and experience to the classroom, using a still-air incubator. Students observe the development of the chick in the egg-hatching and post-hatch care. **Personnel: Michelle Klem**