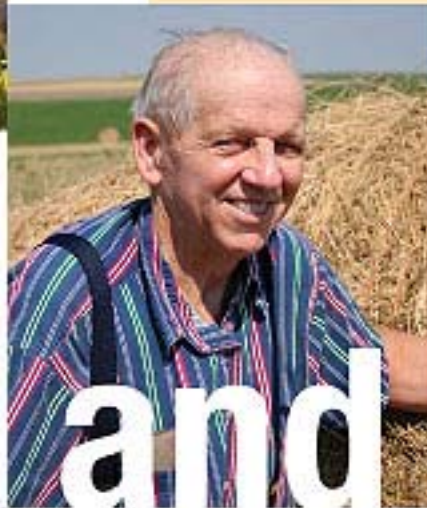


PROGRAM PLAN

July 1 2006 - June 30 2007

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UNIVERSITY OF MISSOURI EXTENSION
CLARK COUNTY EXECUTIVE SUMMARY

live. and learn.

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UNIVERSITY OF MISSOURI
 Extension

Clark County

2006 – 07 County Program Plan

Overview

“Live as if you were to die tomorrow. Learn as if you were to live forever.” – Mahatma Gandhi

It is the vision of University of Missouri Extension to improve people's lives through relevant lifelong learning.

University of Missouri Extension is your local link to the University of Missouri campuses and to a nationwide network of land-grant universities. Education that meets high-priority needs is our focus. MU Extension uses science-based knowledge and engages people to understand change, solve problems and make informed decisions. Extension is funded through federal, state and county tax dollars. In addition, grants, contracts, fees and private gifts support our educational program efforts.

County Extension Council. In Clark County, our volunteer advisors – members of the county extension council -- play a vital role in identifying community needs; providing counsel to regional and campus faculty about educational programs and personnel; and assisting in finding resources to support the local educational program. The extension council is statutorily created to work with the University of Missouri in carrying out the local extension program (*Sections 262:550 to 262:620, Revised Statutes of Missouri*).

Plan of Work Process. During fall 2005, University of Missouri Extension embarked on a five-year plan of work process by conducting statewide needs assessments, which included:

- A random-sample telephone survey with 1,005 Missourians;
- Conversations on economic development in 16 locations;
- Conversations with extension councils in every county, including the voices of the [name of county] Extension Council; and
- Conversations with the eight regional extension councils.

The campus Program Directors also reviewed research literature and demographic and economic trends and identified emerging issues for educational programming.

To ensure that the input was representative, we also conducted discussions among underserved audiences across the state. As a publicly funded institution, University of Missouri Extension is responsible for serving diverse populations and for providing access to educational programs for all. Special efforts will be made to reach underserved audiences as identified in the following program descriptions.

Results of all the needs assessments have been reviewed by state and regional extension specialists, extension administrators and county extension councils to determine program directions for the future. The ultimate goals are to determine extension program needs statewide and, on the county level, to match those needs with appropriate, limited resources.

2006 – 07 County Program Plan. After careful consideration of educational needs and available resources, the regional faculty serving Clark County plan to provide the programs listed in the following pages to residents of Clark County during 2006-07. The names of specialists slated to deliver the programs and intended program outcomes on a statewide level are indicated. Given limited resources, it is not possible to

deliver programs for all the needs identified during the plan of work process. When possible, we will work with you and others on campus and in the community to find additional resources and plan for ways to deliver needed programs in the future. In some instances, needs may be referred to other agencies, organizations or educational institutions that are better equipped to meet those needs. With your support and the support of the Clark County Commission, every effort will be made to meet high-priority needs and to deliver programs that enhance the lives and livelihood of the residents of Clark County.

Thank you for all you do to support extension programs in Clark County.



2006-2007

**Clark County Program Plan
Executive Summary**

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

AGRICULTURE AND NATURAL RESOURCES (ANR)

Program Name – 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, Joe 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, Joe Koenen, Karisha Devlin

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, Joe 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

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: Clinton Meinhardt, Alix Carpenter

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: Clinton Meinhardt

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: Clinton Meinhardt**

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: Clinton Meinhardt

Dairy Production Systems - Provides information about dairy management, facilities and herd management, expansion, labor, improved dairy cattle genetics and health, waste management, reproductive health, and techniques in management of dairy records.

Personnel: Clinton Meinhardt, Joe Koenen

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

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**

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: Bruce Lane

Energy Conservation, Efficiency and Alternatives – Educational programming for agricultural producers and the public on such issues as energy production, biofuels, alternative cropping systems, and to promote responsible management of energy through conservation, efficiency, and renewable fuels.

Personnel: Bruce Lane

Individual Water Systems - Provides installers, real estate professionals, and home-loan inspectors with research-based information on the function of on-site septic systems, use of alternative systems, and how soils play an important role in site selection.

Personnel: David Hill

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 that have responsibility for protecting water resources.

Personnel: Bruce Lane

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: Joe Koenen

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: Clinton Meinhardt, Jennifer Schutter

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

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: Bruce Lane

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, Joe Koenen

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: Al Kennett

HUMAN ENVIRONMENTAL SCIENCES (HES)

Program Name – Description - Personnel

Successful Aging - provides educational resources to support successful aging and to strengthen the aging family.

Personnel: Sherry Nelson

Focus on Kids - helps divorced and separated parents learn how to support their children through the divorce process and how to work together in co-parenting their children. Focus on Kids satisfies the Missouri law that requires parents who are divorcing or filing a motion to modify the original divorce decree to attend an educational parenting program.

Personnel: Sherry Nelson

Building Strong Families: Challenges and Choices Program (<http://extension.missouri.edu/bsf>) - designed to help families find their strengths, build on those strengths, and learn skills to create stronger families, improve relationships, and increase communication. The Program draws from an interactive, 13-module curriculum to provide a series of life skills workshops that are supported by strength-based research.

Personnel: Debby Whiston

Building Strong Families for Youth - designed to help youth ages 5 to 12 find their strengths, build on those strengths, and learn skills to create stronger families, improve relationships, and y Adults and provides youth with interactive experiences that are supported by strength-based research. Building Strong Families for Youth is a joint effort by Human Environmental Sciences Extension and 4-H.

Personnel: Debby Whiston

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: Leanne Spengler

Family Meals - an interdisciplinary program for parents and other family members caring for children. The program focuses on improving family relationships, nutrition, and family finances through family meals.

Personnel: Judy Soper

Child Nutrition - this program, developed by University of Missouri Extension, addresses creating a healthy nutrition environment in child care settings and focuses on foods, the mealtime environment, appropriate adult behavior, and nutrition education activities.

Personnel: Judy Soper

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: Judy Soper

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: Deann Turner, Mary Smyser

Expanded Food and Nutrition Education Program (EFNEP) is a nutrition and physical activity program targeted to limited resource audiences. This program provides education in homes and community settings. Program participants receive 6-12 lessons over the course of the program. The primary audience for EFNEP is adults.

Personnel: Judy 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

Pregnancy and STD/HIV Prevention – Curricula from The Center for Sexuality, Pregnancy and Prevention which offers several programs on pregnancy and STD/HIV prevention, all that has been field tested and evaluated to show safer sexual decision making result among youth. **Personnel: Sherry Nelson**

Children, Youth & Families At Risk (CYFAR) - targeted to strengthen families of incarcerated adults.

Personnel: Sherry Nelson, Debby Whiston

Eat Well, Be Well with Diabetes (Dining With Diabetes) - a four-session series that provides people with type 2 diabetes, their family and friends, with tools for the self-management of diabetes. The series focuses on nutrition, the cornerstone of diabetes management, but also reviews other self-management strategies that can help individuals avoid diabetes complications. Food demonstrations and tasting are included.

Personnel: Judy Soper

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: Debby Whiston

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: Debby Whiston**

Women's Financial Issues - focuses on the specific financial education needs of women. **Personnel: Debby Whiston**

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: Debby Whiston

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: Debby Whiston

Health for Every Body - a multi-session workshop designed to move adults away from diets to a non-diet or health promotion approach to living in a healthy body. Using a variety of educational strategies individuals gain new attitudes, learn new information and develop new skills related to appreciating self and others, healthful eating, and active living.

Personnel: Judy Soper

Parenting Pointers – program designed to address a local need to provide parenting information to a ready-made, low income audience. The subject matter is generally coordinated with the WIC program staff and includes program from the Basic Parenting program.

Personnel: Judy Soper

Fitness & Wellness for a Lifetime - a video series that teaches basic physical fitness and health principles for adults. Also included is programming for the Clark County Walking Coalition and numerous programs to promote health and wellness for Clark County citizens.

Personnel: Debby Whiston

Living healthy With Chronic Conditions - a program to assist participants in maintaining quality of life when faced with certain medical conditions.

Personnel: Judy Soper, Wendy Brumbaugh

BUSINESS DEVELOPMENT (BD)

Program Name – 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

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

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

Computer Technology – focuses on computer technology course which allows individuals and businesses to better use technology in the efficiency and profitability of their businesses. **Personnel: Wendy Harrington**

Information Transfer Clients – assist in prospective business owners in considering the process to start a business.

Personnel: Wendy Harrington

COMMUNITY DEVELOPMENT (CD)

Program Name – Description - Personnel

Enabling Effective Local Government - Provides assistance and training for local governments to improve government decision making and operations.

Personnel: Joe Koenen, Debby Whiston, Darla Campbell

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 where there are no optimal solutions and, which require public input.

Personnel: David Hill

Community Enterprise and Entrepreneurial Development (CEED) - A cross-disciplinary program to stimulate entrepreneurial communities and foster a climate of entrepreneurship locally, regionally and statewide. It comprises a fresh approach in particular to rural community revitalization through a special partnership between the University of Missouri Extension and the Rural Policy Research Institute (RUPRI) and its focus on place-based development.

Personnel: David Hill

Strengthening Community Non-Profit Organizations - Supports small, community-based groups and nonprofits and they develop their capacity to address important community issues. The program assists groups on a range of development topics including incorporation, planning, collaboration, financial management, marketing, and others.

Personnel: David Hill

4-H YOUTH DEVELOPMENT

Program Name – Description – Personnel

Safety - Safety is everyone's concern and business. Local 4-H clubs and units should examine the safety needs in their community and develop a safety education program based on these needs. Possible topics might include: abandoned well identification and proper closing, fire alarms, seat belts, water safety, safety with pets, etc.

Personnel: Linda Gordy, Pat Wiggins

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, fairness, respect, caring, responsibility and citizenship. **Personnel: Pat Wiggins, Debby Whiston**

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: Don Nicholson, Debby Whiston, Linda Gordy

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

Personnel: Don Nicholson, Linda Gordy

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: Linda Gordy

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: Don Nicholson, Linda Gordy

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: Bruce Lane

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: Michelle Klem

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: Darla Campbell

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: Don Nicholson