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University of Missouri Extension does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or status as a Vietnam-era veteran.
“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 Lewis 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 Lewis 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 Lewis County plan to provide the programs listed in the following pages to residents of Lewis 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 Lewis 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 Lewis County.

Thank you for all you do to support extension programs in Lewis County.
2006-07 Lewis County Program Plan
Executive Summary

The following educational programs are planned for citizens of Lewis County in the coming year. In some cases, Lewis 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, Joseph Koenen, Karisha Devlin

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

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 though educational and outreach activities. Personnel: Alexandra Carpenter

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

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

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: Joseph Keonen

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

Quicken for Farmers: Software tool that integrates financial and Ag production records, Quicken is a popular, inexpensive record-keeping package that is user friendly. Quicken is easy for people unfamiliar with accounting terms to use, making it a good place to start when changing from a hand-kept cash accounting system to computerized records. Quicken can readily be adopted for large and small farms and businesses. 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

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: Karen Funkenbusch

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: Alexandra Carpenter

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

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: Alexandra Carpenter

Nutrient Management Planning - Provides animal feeding operation owners and operators with knowledge and skills to manage manure and organic by-products. Addresses natural resource concerns, soil erosion, and by-product impact on water quality. Personnel: Alexandra Carpenter

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: Alexandra Carpenter, Albert Kennett, Darla Campbell, Karisha Devlin

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: 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: Jennifer Schutter, Clinton Meinhardt, Alexandra Carpenter

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

Dairy Production Systems - Provides information about dairy management, facilities and herd management, expansion, labor, improved dairy cattle genetics and health, waste management, reproductive heath, and techniques in management of dairy records. Personnel: Clinton Meinhardt
**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: Albert Kennett**

**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: Albert Kennett, Norman Lane**

**Premier Beef** - Educate small-herd beef producers in concepts of value-based feeder calf marketing. Focuses on herd health, growth, uniformity, and marketing skills necessary to capture the full value of feeder cattle. **Personnel: Albert Kennett**

**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**

**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

Foundations of Marketing: Customer Relationships and Satisfaction – Covers topics in enhancing their marketing efforts through customer relationships, and satisfaction. Examines skills techniques in customer care as well as tactics to enhance sales. Focuses on customer relationships and satisfaction with product sales. Personnel: Wendy Harrington


COMMUNITY DEVELOPMENT (CD)

Program Name – 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
Enabling Effective Local Government - Provides assistance and training for local governments to improve government decision making and operations.  Personnel: Darla Campbell, Deborah Whiston, Joseph Koenen

Vision to Action: Take Charge Too - Provides a community planning structure and inclusionary and participatory process for groups, organizations, and communities to develop a vision, identify priorities, develop an action agenda, and successfully develop and implement programs and projects. 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

Fostering Healthy Communities - Enhances Missouri communities’ capacity to address local health systems issues at the community and local level. This program recognizes that healthy populations are at the heart of healthy and economically viable communities and helps communities build capacity to analyze their local health data and systems issues in the broader policy and economic arena. 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

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

Poll Worker Training - Provides comprehensive statewide training for those who work in local polling sites during elections. The training is the responsibility of local election authorities and is available in multiple formats (including an online module) and based on HAVA (Help America Vote Act) regulations, election laws, and administrative rules. Personnel: available in multiple formats (including an online module) and based on HAVA (Help America Vote Act) regulations, election laws, and administrative rules. Personnel: Ronald Higginbotham

HUMAN ENVIRONMENTAL SCIENCES (HES)

Program Name – Description - Personnel
Healthy Homes - a national program educating consumers about sources, health risks, and control measures related to common residential pollutants, and toxins help consumers reduce their health risks. Personnel: Marsha Alexander

RentSmart - a consumer education program that stresses information that can help participants succeed as tenants and avoid confrontations and legal hassles with landlords. Personnel: Wendeline Brumbaugh
**Home Maintenance and Care** - assists new and existing homeowners in protecting their investment by learning about basic home repairs, maintenance, life-cycle costs, and routine inspections necessary to successfully keep a home for long term. **Personnel: David Hill**

**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**

**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: Wendeline Brumbaugh**

**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: Sherry Nelson**

**Building Strong Families: Challenges and Choices** Program ([http://extension.missouri.edu/bsf](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: Deborah 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**

**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: James Meyer**

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

**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: Deborah Whiston, Wendeline Brumbaugh**

**Women’s Financial Issues** - focuses on the specific financial education needs of women. **Personnel: Deborah Whiston, Wendeline Brumbaugh**

**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: Deborah Whiston, Wendeline Brumbaugh**

**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: Deborah Whiston, Wendeline Brumbaugh**

**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**

**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, James Meyer, Mary Smyser, Judith Soper**

**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: Karen Elliot**

**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: James Meyer, Mary Smyser**

**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**

**4-H YOUTH DEVELOPMENT**

**Program Name – Description – Personnel**

**Physical Activity and Recreation** - Health is the fourth “H” in the 4-H Clover and a common topic for youth today. Nutrition, physical fitness and emotional well-being are just some of the health issues that contribute to healthy lifestyles for all individuals. **Personnel: Christine Coy**

**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**

**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: Christine Coy, Deborah Whiston**

**Program Management** – Volunteers demonstrate the ability to involve others in providing the structures necessary to deliver positive 4-H programming in a community. **Personnel: Christine Coy, Donald Nicholson**
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: Christine Coy, 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: Donald Nicholson

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: Albert Kennett

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

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

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: Patricia Wiggins
NON-NAMED PROGRAMS:

**Business Development Programs**
Hotline Calls – Mary Horvath
Introduction to Quickbooks Pro – Mary Horvath and Wendy Harrington
Information Transfer – Wendy Harrington
DHSS – Starting and Managing a Small Business in Missouri – Chris Thompson and Jacqueline Rasmussen
Database Development and maintenance – Mary Horvath
Web resources – Mary Horvath
Conferences and Training Programs – Mary Horvath
HR for Small Businesses: Compensation and Employee Retention – Wendy Harrington

**Human Environmental Sciences**
Dining with Diabetes – Judith Soper
Living Healthy with Chronic Conditions – Wendeline Brumbaugh
Emerging Issues in Nutrition and Health – James Meyer
Home Buyer Financial Education – Wendeline Brumbaugh
School Wellness – James Meyer
Local Level Issues in Nutrition and Health – James Meyer
Identity Theft – A loss that hurts – Wendeline Brumbaugh

**Community Development**
Extension InfoNet – Cynthia Zluticky
Marketing and Media – Roberta Jenkins
Community Tourism Development – David Hill

**4-H Youth Development**
Empowering Youth Citizens – Mary Patten and Michele Kroll
Camp Counselor – Donald Nicholson
Camp Food and Fitness – Donald Nicholson
Shooting sports – Donald Nicholson
Workforce and Career Readiness – Nancy Coleman
Good Grief Camp – Michele Kroll
Embryology – Christine Coy and Donald Nicholson