

Northwest Missouri Regional Council Meeting
Farm Services Credit Building - Riverside Road & Highway 36, St. Joseph, MO
October 16, 2003 – Minutes

Kendell Misemer*
Chairman
Gentry County

Call to Order: Kendall Misemer, Chair 7:32 p.m.
Introduction of Guests: None
Introduction of Staff: Jim Crawford, Rebecca Travnichek, and Bob Kelly
No Additions or Deletions to the Agenda
Roll Call

Randy Cole*
Vice President
Andrew County

Becky Dalbey*
Secretary
Nodaway County

Minutes Approval of July 17, 2003 meeting:
Motion by John Murphy Seconded by Jayla Smith

Karma Metzgar*
Ex officio
Regional Director

MECCLC Board Report: Sandy Sands
Nominations for President's Award to be given at Legislative Day in Jefferson City, February 25, 2004.

Sandy Sands*
MECCLC
Representative
Kansas City

2004 Legislative Day Display – Waiting for information from regions, staff, and county councils. Councils have major input on displays for Legislative Day.

Extension Week will be held the entire month of May.

Tony DeLong
MECCLC Chair
Columbia

By-laws are needed for each Regional Council Entity.

John Cowger, Andrew
Mary Salmund, Atchison*
Debra Brownell, Buchanan*
Jerry Creason, Caldwell
Bud Motsinger, Caldwell*
Dwayne Groebe, Clinton
Terry Mathena, Clinton
Jayla Smith, Daviess*
John Murphy, DeKalb*
Don Altes, Grundy*
Charles Crabtree, Harrison*
Leon Hicks, Harrison*
Greg Biermann, Holt
Tom Hare, Holt*
Marcia Putnam, Livingston
Marcia Parkhurst, Mercer
Don Null, Worth
Bill Calhoon, Worth*

Regional Director Update:

2004 Budget Guidelines have been distributed to county councils along with a recommendation that each county submit two to three year budget plans if they are below target for their assigned FTEs. Each county reported on their 2004 funding status. As positions open, allocations may increase leverage for more funding.

The *Unified Calendar* should go “live” in October. A sample of the calendar was distributed for review. Entries of events and activities are from the local county level. All faculty, staff and support staff have directions.

Council Development

Regional Council Leadership Team will go through orientation training Oct. 24 with West Central Region. Rollout planned for early next year. Becky and Kendell will not be available to attend. Randy Cole will be attending. Please let Karma know if anyone else is interested in attending. Faculty attending will be Dean Larkin, Don Miller and Karma Metzgar.

Carol West*
Administrative Associate
Regional Office

* Indicates those present

Check out the *New Council Member Orientation Manual* for a brief position for council members to use with recruiting new council members.

Handouts regarding work styles and dress for the work place were distributed to council members.

The Missouri Ruralist article about extension was given to members to take back to their councils for discussion.

NW Region County and Staffing Status

Current Specialist Vacancies – Vacancy maps were reviewed. Fourteen (14) positions opened statewide with five (5) of those positions being in Northwest Missouri. The positions that were opened were based on need and county funding guidelines.

- (2) Buchanan, 4-H and Horticulture – Opened Internally
- (1) Holt, Agronomy - Pending
- (1) Nodaway, Nutrition – Closes November 10
- (1) Worth, Agronomy – Interviews next week

Youth Education Assistant (YEA) Transition Options. The requests for proposals (RFP) to fill youth program development positions (formerly known as youth education assistants) was reviewed. Updated youth staffing maps and resources were reviewed. Counties wanting to make a request for a position must complete the RFP and submit the proposal at the next regional council meeting for consideration. Those proposals approved will be forwarded for Round 2 of consideration by administration. The positions have been reclassified to meet concerns of high turnover of the paraprofessional positions. Position descriptions, pay scales, and additional resources were distributed to those in attendance. Karma will send an e-mail to all staff and counties following the regional meeting so all will be informed of the change in process. The guiding principals for filling the positions were reviewed using a PowerPoint presentation. These guidelines include:

- ***Guiding Principals/Consideration (see scorecard for more details)***

- Statewide staffing recommendations--0.5 in each county minimum
- New position titles & responsibilities apply to all vacancies regardless of funding source
- Includes all current vacant youth paraprofessional positions
- Employee First options for internal transfers
- Benefit eligible positions (.75 FTE or +)
- Cash match
- Local commitment
- Need, risk factors
- Vacancy rate of professional and paraprofessional position in region
- County partnerships to achieve guiding principals
- Agreements for support cash and in-kind
- 4-H Youth Development Specialist Supervisor(s)
- Position priorities
- Regional Council approval

Council members are to take the handouts and information from the work session back to their councils to see if they want to partner, and if so, contact Karma immediately. Use the blue sheets distributed for information that should be submitted. Youth Specialists and county program directors also will have electronic copies of the information.

Committees

Regional Rolling Resource (Staffing) Committee Report

Rolling Resource Plan Considerations—committee continues to gather information and will meet in November to review next steps.

Regional Postage/Newsletter/Marketing Committee—Bob Kelly

Person to Person, Ag Digest, 4-H Newsletters will be included with county councils paying the cost for a fifteen-page document that will be distributed to interested recipients on the current mailing lists for each county. Buchanan County will use their Not-for-Profit bulk rate permit, which will reduce the cost of the mailing to \$.33 per issue. This will be cost savings of approximately \$300. Each county needs to

check their mailing lists each month to insure correct mailing addresses and submit them to Katie Cook at Buchanan County. Samples of the newsletter were distributed for review.

New Business

Sandy Sands discussed the Alumni Alliance and asked that information be submitted from each region. Tammy Gillespie has all information regarding mini-grants.

Announcements:

John Murphy was voted the Chili Cook-off King during an extension marketing promotion in Maysville that the DeKalb County University Outreach and Extension Council sponsored.

Meeting Adjourned at 9:15 p.m.

**Next Meeting, Thursday, January 15, 7:30 p.m., St. Joseph Farm Credit
Refreshments – Becky Dalbey and Kendell Misemer**

Motion by: _____ Seconded by: _____

Motion: _____