



Board of County Commissioners Agenda Request

5A

Agenda Item #

Requested Meeting Date: Sept. 10, 2024

Title of Item: University of Minnesota Extension Budget Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Jessica Seibert		Department: Administration
Presenter (Name and Title): Jessica Seibert		Estimated Time Needed: 20
Summary of Issue: Tony Hansen, University of Minnesota Extension Regional Director - Northeast Region, will be on site to present the 2025 proposed budget and new Memorandum of Agreement. Attached are the 2025 budget documents and agreement.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Discussion Only.		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



MEMO FROM REGIONAL DIRECTOR

2025 Extension Department Budget

To: Aitkin County Board of Commissioners and Administration

Date: June 3, 2024

On behalf of the Aitkin County Extension Committee (CEC), this memo provides an overview of their recommendations for 2025 Extension Department budget.

As part of the annual budget process, the 2025-2027 Memorandum of Agreement (MOA), which provides for Extension programs locally and employing Extension Staff, was discussed with the CEC. The MOA will be presented to the county board at a future meeting date. The MOA includes the calculated package price for local staff working in this county. The package price is all-inclusive and includes employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. The funds counties pay also cover indirect costs such as human resources (e.g. employment searches, payroll, and performance management), finance and planning (e.g. accounting, expense reimbursement, oversight for risk management and contract management) and administrative support provided at the regional and state level for local programs.

The CEC is recommending maintaining the 2025 department budget to be consistent with the 2024 final budget except as noted below:

- Account Code 6262: U of MN Professional Contracts– 2025 represents year 1 of the 2025-27 Memorandum of Agreement (MOA) between Aitkin County and the University of Minnesota, which includes an increase of \$20,300 for 2025.
- Account Code 6360: Mileage- Extension Comm- Requesting an increase from \$250 to \$600 for reimbursing Extension Committee member mileage when they attend committee meetings

I would welcome the opportunity to meet with the Aitkin County Board to discuss this budget request. Thank you for your ongoing support as you consider these recommendations.

RESPECTFULLY SUBMITTED BY

Tony Hansen

hans8122@umn.edu 218-828-2286



Aitkin County Extension 2025 Budget Proposal

Account Number	Account Description	2023	End of 2023 Actuals	2024	2025	Difference from 2024	Notes
01-601-000-0000-5559	4-H Program Reimbursements		2000				
01-601-000-0000-6205	Postage	600.00	356.00	600.00	600.00	0.00	
0-601-000-0000-6230	Printing, Publishing & Adv	100.00	0.00	100.00	100.00	0.00	
01-601-000-0000-6231	Services & Charges	0.00	0.00	0.00	0.00	0.00	
01-601-000-0000-6250	Telephone	50.00	49.86	50.00	50.00	0.00	
01-601-000-0000-6262	U of Mn Professional Contracts	82,349.00	78,681.00	85,092.00	105,392.00	20300.00	Increased position costs- Extension Staff & Intern- See 2025-27 MOA Proposal
01-601-000-0000-6330	Transportation (employees)	0.00	0.00	0.00	0.00	0.00	
01-601-000-0000-6332	Hotel/Motel Lodging	0.00	0.00	0.00	0.00	0.00	
01-601-000-0000-6340	Meals	0.00	0.00	0.00	0.00	0.00	
01-601-000-0000-6350	Per Diem – Extension Committee	850.00	840.00	850.00	850.00	0.00	
01-601-000-0000-6360	Mileage – Extension Comm	250.00	535.80	250.00	600.00	350.00	
01-601-000-0000-6405	Office Supplies	2,000.00	0.00	2,000.00	2,000.00	0.00	
01-601-000-0000-6625	Office Equipment	0.00	0.00	0.00	0.00	0.00	
	TOTALS	86,199.00	78,463.00	88,942.00	109,592.00	20,650.00	

6262- U of MN Professional Contracts

Item	2024	2025
Fair Entry	300.00	300.00
Quickbooks	500.00	500.00
1.0 FTE 4-H Educator	80,648.00	100,000.00
Summer Intern	3,644.00	4,592.00
Total	85,092.00	105,392.00

4-H Internship Details

	2024	2025
Rate per hour	\$15.72	\$22.56
Hours (25/week for 8 weeks)	200 hours	270 hours
Total County Funded	\$3,644.00	\$4,592.00
Total 4-H Federation Funded	\$1,500.00	\$1,500.00
Total	\$5,144.00	\$6,092

Agreement
Between the Regents of the University of Minnesota
And
Aitkin County, Minnesota
For providing Extension programs locally and
employing Extension Staff

This Agreement (“Agreement”) between the County of Aitkin, Minnesota (“County”) and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University’s state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and the grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.

2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.
3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.
4. County agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend technology needs (Exhibit C).
5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.
6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.
7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

Aitkin County Auditor
307 2nd St. NW, Room 121
Aitkin, MN 56431
auditor@co.aitkin.mn.us

If to University:

University of Minnesota
Minnesota Extension
Attn: Dean Beverly R. Durgan
240 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
E-mail: mnext@umn.edu

11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

– Signature Page Follows –

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

County of Aitkin

BY _____
Chair, County Board of Commissioners

DATE _____

Approved as to form:

BY _____
County Attorney

DATE _____

Regents of the University of Minnesota

BY _____
Dean, University of Minnesota Extension

DATE _____

Agreement between the Regents of the University of Minnesota through its Extension And Aitkin County, Minnesota

Exhibit A: Extension Programs and Positions Supported by the County

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

Table A: Programs

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program/Position	2025		2026		2027	
	FTE	Price	FTE	Price	FTE	Price
Extension Educator- 4-H Youth Development	1	\$100,000	1	\$103,000	1	\$106,100
Total		\$100,000		\$103,000		\$106,100

Table B: Short-term Temporary Casual Program Staff (e.g. College Intern; Summer Coordinator)

County agrees to provide the funds identified below to support University-hired short-term temporary casual program staff. Salary and fringe vary by classification and experience. Unless otherwise noted, the University has the flexibility to hire individuals into the classification that matches the employee's qualifications and best serves the county Program needs. Funds provided will be used to cover salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Temp-Casual Staff: 4-H	2025 Total Funds	2026 Total Funds	2027 Total Funds
Rate per hour	\$22.56	\$23.24	\$23.94
Hours	270 hours	270 hours	270 hours
4-H Federation Funded	\$1,500	\$1,500	\$1,500
County total each year	\$4,592	\$4,775	\$4,964
Total	\$6,092	\$6,275	\$6,464

Table C: Grant/Partner Funded Positions

County is not obligated to provide funds and the University shall not bill for the following grant or partner-funded positions. County agrees to provide “local support” as specified in paragraph 4 of the Agreement unless otherwise specified. University agrees to provide salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced “Agreement.”

Program	Position/Working Title	Grant/Funding Partner	Local Support
Family, Health, and Wellbeing	SNAP-Ed Health & Wellness Coordinator	MN Dept of Human Services	As specified in the Agreement, paragraph 4 except for a computer

Agreement between the Regents of the University of Minnesota through its Extension and Aitkin County, Minnesota

Exhibit B: Program Deliverables

The University of Minnesota Extension offers the County four options for augmenting Extension programming locally. Deliverables within a county depend on the Program(s) selected (Exhibit A - Table A) and the level of investment in the Program.

4-H Youth Development:

1. The county 4-H program will be delivered to promote youth learning, leadership and service with research-based curricula and educational methods.
2. All 4-H'ers will have opportunities to showcase their learning, leadership and service at public events.
3. All 4-H'ers will have opportunities to participate in regional, state and national 4-H programs and events.
4. A volunteer system will be in place to recruit, train and engage adults to support the delivery of the county 4-H program.
5. Community needs and opportunities will be discussed and 4-H program plans, program calendar, impact reports and other communications will be shared with the County Extension Committee, 4-H membership and families, and other stakeholders.

Family, Health and Wellbeing:

1. Extension Educators and SNAP Ed/EFNEP Health and Wellness Coordinators will promote health through education in family nutrition, family resource management/finances, family mental health, substance use and recovery, and/or parent education.
2. Extension Educators and SNAP ED/EFNEP Health and Wellness Coordinators will work with, adapt, and deliver programs for new, diverse, and historically underserved audiences.
3. Extension educators will develop, train, consult, implement, and evaluate educational programs based in scholarly/scientific research and community needs/assets.
4. Extension Educators will conduct applied research in collaboration with campus faculty and county partners, if applicable to local needs and demographic trends.
5. Extension will communicate with the County Extension Committee and other stakeholders by discussing community needs, sharing program goals to meet community needs, sharing impact reports, and discussing feedback for future programming.

Agreement between the Regents of the University of Minnesota through its Extension and Aitkin County, Minnesota

Exhibit C: University Recommendations

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for technology support for Extension employees located in county Extension offices.

1. Technology recommendations for Extension employees located in county Extension offices

- Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
 - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
- Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
 - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
 - Microsoft Office is used to create documents, spreadsheets, and presentations.
 - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
 - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
- Website Access:
 - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
- Social Media Access
 - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
- Access to electronic county forms/documents required for the position.
- Support from County IT.

Department of Youth Development

Jennifer Skuza
Associate Dean

Leah Larson Program Leader Central Region	Jan Derdowski Program Leader Northeast Region	Kari Robideau Program Leader Northwest Region	Kristen Hurley Program Leader Southeast Region	Nancy Hegland Program Leader Southwest Region
Anoka	Cook	Kittson	Goodhue	Martin
Carver	Lake	Roseau	Wabasha	Watsonwan
Chisago	St. Louis	Lake of the Woods	Winona	Jackson
Scott	Carlton	Marshall	Houston	Cottonwood
Dakota	Pine	Polk	Fillmore	Redwood
Hennepin	Mille Lacs	Pennington	Olmsted	Renville
Washington	Kanabec	Red Lake	Dodge	Kandiyohi
Stearns	Morrison	Clearwater	Mower	Swift
Benton	Todd	Hubbard	Steele	Pope
Sherburne	Crow Wing	Wadena	Freeborn	Stevens
Isanti	Aitkin	Becker	Rice	Big Stone
Wright	Cass	Otter Tail	LeSueur	Lac Qui Parle
McLeod	Itasca	Douglas	Blue Earth	Yellow Medicine
Ramsey	Koochiching	Grant	Waseca	Lincoln
Meeker	Beltrami	Traverse	Faribault	Lyon
		Wilkin	Sibley	Pipestone
		Clay	Nicollet	Murray
		Becker	Blue Earth	Rock
		Mahnomen	Brown	Nobles
		Norman		Chippewa



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