Kentucky Extension Councils and District Boards

Orientation for Members
Extension’s Purpose: KRS 164.610

- To provide for aid in disseminating among the people of KY useful & practical information on subjects relating to Ag, Home Economics, rural and community life and to encourage the application of the same in the several counties of the Commonwealth through extension work to be carried on in cooperation with the University of Kentucky College of Agriculture
Cooperative Extension:

- A public funded, non-formal educational system
- Links education and research resources of USDA, land grant universities, and county governments
CES Enabling Legislation

- **Morrill Act of 1862**
  - Created the “College Land Bill” or the “Land Grant Colleges”
- **Hatch Act of 1887**
  - Created the Agricultural Experiment Stations
- **Morrill Act of 1890**
  - More complete endowment of land grant colleges and created 17 predominantly black land grant colleges (KY State)
- **Smith–Lever Act of 1914**
  - Providing for a comprehensive Extension education program in each state
  - A cooperative partnership between three levels of government – federal, state and county
In Kentucky

- 1910 – Kentucky formed an Extension Service and joined other states in campaigning for a nationwide system to extend education from the land grant schools to the people of the states.

- 1916 – Kentucky officially joined this 3-way partnership when the General Assembly enacted legislation (KRS–164.110)
Cooperative Extension --

Outreach Partner of Land Grant Institutions
FUNDING SUPPORT FOR EXTENSION PROGRAMS

- FEDERAL –
- STATE –
- LOCAL –
FUNDING SUPPORT FOR EXTENSION PROGRAMS

UK COOPERATIVE EXTENSION FUNDING SUMMARY
2015

- Federal, $11,229,181, 9%
- State, 31,883,222, 25%
- County - local ops, $37,288,615, 29%
- County Grants Secured, 3,109,787, 2%
- UK Grants, Gifts, Contracts, $22,264,068, 17%
- County - Salary & Benefits, 23,547,981, 18%
- UK COOPERATIVE EXTENSION FUNDING SUMMARY
Cooperative Extension Emphasizes:

- Valuing diversity and capitalizing on its potential to strengthen programs
- Being locally-driven, flexible, and responsive
- Empowering people to solve problems, make decisions, and embrace change
- Applying knowledge and research-based information
- Accomplishing work through collaboration, volunteerism, and leadership development
Cooperative Extension is guided by the principle of “helping people help themselves” – working with people and not just for them.
The Kentucky Cooperative Extension Service is the result of a unique cooperative agreement between –

- University of Kentucky
- Kentucky State University
- U.S. Department of Agriculture
- Each Kentucky county
As a grassroots organization, the success of the Kentucky Cooperative Extension Service relies on the active participation of Kentuckians in carrying out programs.
The primary mechanism for securing input in the support and direction of local Cooperative Extension programs will be with the County Extension Council.
Importance of Councils

- Program Councils/Committees
- County Extension Council
- State Extension Council
State Extension Advisory Council

- State Ag Advisory Council
- State 4-H Advisory Group
- State FCS Council (TBA)

Multi-County Coordinating Committees

County Extension Council

- County Ag/Hort Advisory Councils/Committees
- County 4-H/YD Council/Committee
- County FCS Council/Committee
- Extension District Board

Clientele
- General Public
- Community Economic Development Committees
- Government Representatives
- Educational Organizations
- Community Collaborators
- Civic/Community Organizations
- Other Grassroots Organizations

Area Homemakers Council
- Co. Extension Homemakers Council

Civic/Community Organizations

Community Collaborators

Government Representatives

Educational Organizations

Community Economic Development Committees

Clientele
- General Public

State 4-H Advisory Group

Multi-County Coordinating Committees

Multi-County Coordinating Committees

State Extension Advisory Council

Council on Ag Research, Extension, Teaching (CARET)

Representatives chosen to represent districts/counties

State Extension Homemakers Council

State FCS Council (TBA)
Each county Extension Agent will coordinate programming with a county program council/committee that will, in turn, coordinate overall efforts with the County Extension Council.
Purposes and Goals of CEC

- **Needs Identification** – issues awareness, priority setting, goals

- **Program Implementation** – plan, program development, implementation and evaluation

- **Promotion** – communication, advocacy

- **Program Participation** – ensuring broad-based programs available to all
CEC Membership

- 15–40 members (KRS 164.625).
- Representatives of program councils/committees
- Individuals representing the broader community
- Diversity of membership (geographically, age, gender, race, etc.)
- A rotation system implemented to allow new membership
Each agent will have a county program council (or committee).
Program councils are subordinate to the County Extension Council.
Representatives from the program councils will be on the County Extension Council.
All program councils may not have the same structure beyond the county level.
Contact agents may be assigned to work with multi–county, region, or district program coordination.
Courage happens when people unite.
–Anonymous

In every community, there is work to be done. In every nation, there are wounds to heal. In every heart, there is the power to do it.
–Marianne Williamson
Extension District Boards

Orientation for Extension District Boards
Extension Board: KRS 164.635 – Membership, Appointment, Term, Vacancy, & Removal of Member

- Appointments shall be made by the County Judge Executive, with approval of the fiscal court, from nominations submitted by the County Extension Council. The County Extension Council to be eligible to submit nominations, shall be organized and functioning in accordance with procedures approved by the Director of Extension.
Extension District Law

- KRS 164.605 – 164.675: Sections of Kentucky Statutes that authorize and direct how Extension Districts will be managed and their purposes
Extension Board: KRS 164.635 – Membership, Appointment, Term, Vacancy, & Removal of Member

- On or before **November 1** of each year the County Extension Council shall submit to the County Judge Executive a list of two nominees for each member to be appointed to the Extension District Board.
- On or before **December 1** of each year the County Judge Executive shall from this list appoint and “swear in” the required board members.
After initial District establishment all board member appointments shall be for three years.

Each member shall serve until their successor is appointed & qualified.
Each board member shall, by virtue of their membership on the board, become a member of the County Extension Council.

Board members may be removed from office as provided by KRS 65.007.
The Extension Board is specifically directed to cooperate with the Extension Service and the United States Department of Agriculture in the accomplishment of the District Cooperative Extension Education Program.

The Director of Extension shall coordinate the cooperative extension education programs in the several extension districts.
Boards are to serve as an agency of the Commonwealth and to manage and transact all of the business and affairs of its district and have authority to acquire property necessary for the conduct of the business of the district.
KRS 164.655: Extension Board Powers & Duties

- To enter into an annual memorandum of agreement with the Extension Service and the Extension District. This memorandum of agreement shall set forth the policy pertaining to (a) appointment of personnel to serve in the district, (b) financing of extension work in the district, (c) responsibilities of the cooperating parties in planning & executing the program.
Shall as soon as possible following the first meeting in which officers are elected and annually thereafter, file in the office of the clerk a certificate signed by its chairman and secretary, certifying the names, addresses, and terms of office of each member & the names and addresses of the officers of the Extension Board with the signatures of the officers affixed thereto, and said certificate shall be conclusive as to the organization of the extension district, its extension board and as to its members and its officers.
KRS 164.655: Extension Board Powers & Duties

- With the advice of the Extension Council, make and adopt such rules & regulations not inconsistent with the law as it may deem necessary for its own government in the transaction of the business of the Extension District.
KRS 164.655: Extension Board
Powers & Duties

- To cooperate with Extension Service and the Extension Council in conducting an Extension program in agriculture, home economics, youth work and related subjects in the Extension District. Said program shall be planned and executed upon the advice, recommendations and assistance of the Extension Council.
KRS 164.655: Extension Board Powers & Duties

• To cooperate with other Extension Districts in the employment of personnel, conduct of programs & sponsorship of activities for the mutual benefit of each.

• To cooperate with all Extension Organizations, farm organizations, state & federal agencies, civic clubs, and any other organizations who may be interested in and willing to cooperate in conducting the Extension programs in the Extension District.
KRS 164.655: Extension Board
Powers & Duties

- To prepare annually not later than April 15 of each year in cooperation with the Director of Extension and Extension District Budget for the ensuing year. This budget shall be prepared with consideration being given to the advice and recommendations of the Extension Council, must be consistent with financing policies of the Extension Service and shall reflect the agricultural, home economics, youth and related subject matter needs of the people in the Extension District.
KRS 164.655: Extension Board Powers & Duties

- To deposit all District Extension Education funds in a bank or banks approved by it in the name of the Extension District. These receipts shall constitute a fund known as the District Cooperative Extension Education Fund which shall be disbursed by the treasurer of the Extension Board in accordance with the annual budget and the annual memorandum of agreement between the board and the Extension Service.
To from time to time when necessary and on approval of the fiscal court, borrow such funds as may be required to meet the financial obligations of the Extension District; provided, however that the Extension Board cannot in any fiscal year incur indebtedness in an amount which would be in excess of the anticipated revenue of said district for the fiscal year. The amount of the anticipated revenue shall be certified to said board by the fiscal court.
To expand the District Cooperative Extension Education Fund for salaries and travel expense of Extension personnel, rental, office supplies, equipment, communications, office facilities, services and property acquisition and in payment of such other items as may be necessary to carry out the Extension District Program.
KRS 164.655: Extension Board
Powers & Duties

• To carry over unexpended District Cooperative Extension Education funds into the next fiscal year so that funds will be available to carry on the program; provided, however, that such anticipated carry-over funds shall be taken into consideration in the formulation of the Extension District budget for the ensuing year.
KRS 164.655: Extension Board Powers & Duties

• To file with the county fiscal court or board of commissioners and Directors of Extension and to publish in one newspaper of general circulation in the county before October 1 of each year a report under oath of all receipts and expenditures of such District Cooperative Extension Education funds showing from whom received, to whom paid and for what purpose for the last fiscal year.
KRS 164.655: Extension Board
Powers & Duties

- To be remunerated from the District Cooperative Extension Education Fund for actual expenses incurred in the performance of services for the Extension District; provided, however, that payment for expenses must be approved by the Extension Board.
KRS 164.655: Extension Board Powers & Duties

- To accept contributions from fiscal courts & of education for use in conducting Extension work in the Extension District – as provided for under KRS 247.080.

- To accept private funds for the use in conducting Extension work in the Extension District provided, the acceptance of all such contributions are approved by the Director of Extension.
KRS 164.655: Extension Board
Powers & Duties

- To collect reasonable fees for specific services which require special equipment or personnel such as soil testing services, seed testing services or other services in support of the educational program of the Extension District.
The Extension Board and all persons employed in the Extension District shall in planning and executing the Extension Program provide opportunities for all citizens of the district regardless of race, creed or status to cooperate with and receive free the educational benefits from such programs.
KRS 164.660: Equal Opportunity – Board Member Restrictions

- No near relative of a member of an Extension Board may be employed in Extension work in the Extension District in which the member is serving.
- Extension Districts shall not engage in commercial activities or enterprises except as provided for in subsection (17) of KRS 164.655.
KRS 164.660: Equal Opportunity – Board Member Restrictions

- No member of the Extension Board, excepting the County Judge Executive, shall at the same time serve in any elective office in the county, city, state, or federal governments.
The officers of the board shall consist of a chairman, vice chairman, secretary and treasurer.

The positions of secretary and treasurer may be held by the same person and this person may be other than a board member, with the approval of the Director of Extension.
KRS 164.650 Duties of Officers
Chairman

- The chairman **shall preside** at all meetings of the board.
- Have **authority to call special meetings** of the board upon the written request of the majority of the members of the board.
- Implement the duties imposed upon them by KRS 164.605 – 164.675
- Perform and exercise the usual duties performed and exercised by a chairman or president of a board of directors of a corporation
In the absence or disability of the chairman or his refusal to act, shall perform the duties imposed upon the chairman and act in their stead.
KRS 164.650 Duties of Officers

Secretary

- Shall perform the duties usually incident to this office.
- Keep the minutes of all meetings of the board.
- Shall sign such instruments and papers as provided for in KRS 164.605 – 164.675.
- And as may be required from time to time by the board.
Within 10 days of their election and before entering upon the duties of their office, shall execute to the Extension Board a corporate surety bond of 125% of the largest amount on hand at any one time.

The cost of the bond shall be paid by the district Cooperative Extension Education Funds.

After the bond is executed they shall receive, deposit and have charge of all the funds of the board.

They shall pay and disburse said funds a provided by KRS 164.605 – 164.675 as may be required from time to time.
KRS 164.650 Duties of Officers

- All members of the Extension District Board shall take and sign the usual oath of public office.
- In addition, KRS 65A requires that District Board members either:
  - a) Abide by the County Government Code of Ethics/Financial Disclosure or
  - b) Establish a Code of Ethics no less stringent than the County Government code.
The Extension board shall meet annually during the month of January for:
- The election of officers
- Transaction of other necessary business

Other meetings during the year shall be determined and fixed by the Extension Board.
Open Meetings

- “Meeting” means all gatherings of every kind, including video teleconferences, regardless of where the meeting is held, and whether regular or special and informational or casual gatherings held in anticipation of or in conjunction with a regular or special meeting.

- All meetings of a quorum of the members of any public agency at which any public business is discussed or at which any action is taken by the agency, shall be public meetings, open to the public at all times.
KRS 61.810 Exceptions to Open Meetings

- Deliberations on the future acquisition or sale of real property by a public agency, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency.
- Discussion on proposed litigation against or on behalf of the public agency.
- Personnel actions (District Boards generally do not have any employees. Usually all employees in an Extension Office are employed through the University of Kentucky.)
KRS 61.815 Requirements for Conducting Closed Sessions

- Notice shall be given in regular open meeting of the general nature of the business to be discussed in closed session, the reason for the closed session, and specific provisions of KRS 61.810 authorizing the closed session.
- Closed sessions may be held only after a motion is made and carried by a majority vote in open, public session.
- No final action may be taken at a closed session.
- No matters may discussed in a closed session other than those publically announced prior to convening the closed session.
KRS 61.820 Regular Meetings

- All meetings of all public agencies of Kentucky and any committees or subcommittees thereof, shall be held at specified times and places which are convenient to the public, and all public agencies shall provide for a schedule of regular meetings by ordinance, order, resolution, bylaws, or by whatever other means may be required for the conduct of business of that public agency. The schedule of regular meetings shall be made available to the public.
Special Purpose
Governmental Entities

Implications of KRS 65A
For Extension District Boards
KRS 65A

Requires Financial Reporting

Requires Annual Registration Fee
Reports required

- Registration
- Budget
- Amendments
- Year-end financial – Actual
- Uniform Financial Information Report
- Audit
Registration/ Fee Payment

- Register only once
- Update District Board Members – Anytime
- Fees required annually – May 1 – July 15,
- Credit Card or Electronic Bank Draft
- Less than $100,000 – $25.00
- $100,000– $500,000 – $250
- Over $500,000 – $500
- Add any budget amendments
  - June 30
Registration (continued)

- Department for Local Government website
- Financial Management and Administration
- Special Purpose Governmental Entities
- Financial Disclosure
- County
Registration (continued)

- When you go to DLG site – If you see your District Board name, you are registered.
- After you are registered and paid fee, you may enter financials.
- Select SPGE Non-enterprise – With taxing authority
- Log in using User Name and Password
- Enter Dashboard
Registration (continued)

- Update Board members or any information as it changes – January 31 of each year
- If contact agent changes or person submitting information changes – make changes when it occurs.
Budget

- Due date July 15
- Go to Extension District Board website – information will prepopulate information needed for DLG
- Print off information
- Re-key information into the DLG site
- Workbook for Non-enterprise on DLG
NOTE:

- Enter Budget Estimates
- Hit “Next”
- Hit “Verification Screen”
  - Once you hit verification screen, YOU CANNOT EDIT.
Amendments

- Due by June 30, 2016
- Budget amendments must be made by same ordinance used to pass the budget – that means go back to Fiscal Court.
- Line item transfers may be done with board approval – budget amendment is not required
- New unbudgeted revenue must be added to the budget by amendment before monies can be spent.
Due date: September 1, 2016 for FY2015–2016
This will be made through the already submitted financial disclosure form on the DLG web-portal
Once you hit verification screen – this will be open to the public
Uniform Financial Information Report

- Due May 1
- REVIEW, REVIEW, REVIEW
- Workbook and instructions on DLG site
- EDITING is available on site and you can print the report.
July 1, 2015

- New requirements take effect and are applicable to FY 2014–15

June 30, 2016

- Deadline for reporting FY2014–15 to DLG
Audits (continued)

- All District Boards complete annual financial statements— which remain in the District. Do not report to DLG
- Less than $100K Attestation every 4 years
- $100K– $500K – Independent audit every 4 years
- Over $500K Independent Audit every year
Audits (continued)

- Upload all audits to DLG site and send a copy to the appropriate District Director.
- Must be in PDF format
Timeline

July 15, 2014

• Fiscal Year 2014–15 budgets are due to DLG

October 1, 2014

• Open date for online portal; open to public
Timeline (continued)

January 31, EACH YEAR

- Update board members and contact agents at DLG site

April 15, EACH YEAR

- Extension budget due to Fiscal Court
Timeline (continued)

May 1, EACH YEAR

- UFIR due to DLG

June 30, EACH YEAR

- Budget amendments due to DLG for FY2014–2015
July 15, EACH YEAR

- SPGE budgets are due to DLG; yearly fees due also

July 1, 2015

- New audit requirements take effect and are applicable to audits of FY2014–15

September 1, EACH YEAR

- Budget to actual due for FY 2014–15
Timeline (continued)

September 1, EACH YEAR

• Publish physical address where public may view adopted budget, financial statements and audits/attestation reports. Give time for reviewing this information.

July 1, 2016

• FY15 audits are due to DLG
Do we still have to submit budget to Fiscal Court? Yes, our statutes say we must submit by April.

Do we still have to publish financial statement in the newspaper? By September 1 of each year we must publish the location where the adopted budget, financial statements and audits/attestation reports may be examined by the public (Extension Office, address, and times for reviewing this information).