

How to Use County Funding Documents

Below is an outline of the intended use of the County funding documents provided and information regarding decision points of councils and extension administration. Review this document in its entirety. The intent is to assist counties assessing their financial situation and plan for the future. This document moves our guidelines into a progressive work rather than static fiscal expectations. The funding guidelines and the measure of how an extension council is doing provide both numbers and general information for decision making. The action plan at the end of this document will provide councils with an opportunity to plan and will assist regional directors with pertinent information in cases where lack of adequate funding requires action.

- **A Measure of How County Extension Councils are Doing: A tool for assessing the local support for Extension programs—Appendix A**
 - This document looks at how counties are doing in terms of programs, support, and funding. The format is tiered—“at risk”, “minimum/safe” and “target/thriving” indicators are used for descriptors for a county to make a self assessment of how well they provide/support extension operations in a particular county. This document contains no dollar amounts—however, the “minimum” and “target” indicators can be associated with the funding guidelines—as the level of service/programming that can be provided for the corresponding budget amount.
 - Any county that experiences an “*at-risk*” ranking in the following criteria would immediately be reviewed and the appropriate decision-point actions implemented.
 - A. Programs—1. Programming**
 - B. Funding—1. Local Funding (source of funds etc.)**
 - Funding—2. County Commission Support**
 - Funding—3. Operating Reserves**
 - Funding—4. Council Operations—Bonds, Insurance**
 - C. Office—1 Council Paid Receptionist and Office Support**
- **Funding Guidelines for 2009 Narrative and Spreadsheet and Narrative—**
 - This document is to be used with county commissions and partners in securing funding to fund local extension operations and programming. The values are based upon statewide averages submitted through financial reports by county councils. The accompanying narrative describes each of the line items in the suggested budget.

Resources to contact with questions about County Funding: County Program Directors, Regional Directors, Director of Off-Campus Operations, County Council Coordinator for Membership and Marketing

Decision points and actions in regards to extension programming, services and personnel.

When local funding does not meet the need of the local operation, there are several decisions that must be made. These decisions will be based on both fiscal and operational factors. These decision points will determine what actions the University and the local partnership will take.

Decision points may involve the

- Relocation, replacement or removal of programs
- Relocation, replacement or removal of services
- Relocation, replacement or removal of University of Missouri Extension personnel.

The following criteria will be used in making these decisions and will be evaluated on a **case-by-case basis** by the regional director and the director of off-campus operations in consultation with the local extension council.

- **What if a county extension council's funding/situation is such that there are multiple "at-risk" factors evident as measured by the "A Measure on How County Extension Councils are Doing."**
 - For each criterion that was in the "at-risk" rating, a plan of action (short-term and long-term) will be developed by the council for movement into the minimum/safe criteria. They must demonstrate sustainability in funding to house faculty.
 - In counties with multiple specialist positions, when the at-risk factors are such that the Regional Director and Director of Off Campus Operations determine the county can not support the current staffing level, extension will develop a plan to remove positions to a level where local funds can support the staffing level.
- **What if a county extension council receives *only the state statute minimum* in county appropriations?**
 - The County Extension Council will review its financial resources (in addition to the statute minimum) and determine their best mix for investment to *sustain programming*.
 - Faculty in the region will continue to be assigned to program in the county as resources are available to support programming.
 - If the budget does not sustain the FTE assigned to the county, the regional director will work with the county council and the county program director to reassign faculty and staff, if possible, within the region.
- **What if a county extension council receives *below state statute minimum* in county appropriations?**
 - There will be no county-based extension programming or services—offered locally, regionally or by state personnel.

- No extension county-based faculty will be headquartered in the county and no faculty in the region will be assigned to serve the county. The regional director will work with the county council and will reassign faculty within the region, if possible.
 - There will be no extension county-based faculty.
 - Residents may participate in extension programming and access services through other counties or through the world-wide web.
 - A county program director will be assigned by the Regional Director to work with the county council.
- **What if a county extension council reestablishes it's funding (from below state statute minimums) at or above the state statute minimum for the county?**
 - The County Extension Council will review its financial resources and determine their best mix for investment to *sustain programming*.
 - No faculty will be headquartered in the county until the county can sustain a level of funding at the minimum/safe level referencing the "Funding Guidelines for County Extension Councils" and "A Measure on How County Extension Councils are Doing" for 12 to 18 months.
 - A county program director will be assigned to the County Extension Council,
 - The County Extension Council should prepare an action plan for sustainable funding.
 - Upon reestablished funding, program efforts in the county will be renewed.

Following are two tools that could be used in the assessment process:

A Measure on How County Extension Councils are Doing

Complete for each area that received an “At-Risk” rating.

Criteria: _____

Short term actions (next 6 months) needed to move the criteria from “At-Risk”

Situation:

Action: (What actions will be taken to move from “At-Risk” category?)

Time frame:

Persons responsible: (Who is responsible for implementing appropriate actions?)

Long term actions (6 months to 3 years) needed to move the criteria from “At-Risk”

Action: (What actions will be taken to move from “At-Risk” category?)

Time frame:

Persons responsible: (Who is responsible for implementing appropriate actions?)

Worksheet for Improving Council Funding

Action Needed	When the Action will be Completed	Who Will Take Responsibility for Implementing the Action

Reviewed by Council Chair _____
Signature Date

Reviewed by County Program Director

Signature Date

Reviewed by Regional Director

Signature Date