

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of Commissioners
FROM: WSU Jefferson County Extension

DATE:

**SUBJECT: Annual renewal of the Appendix A to the Memorandum of Agreement
between Jefferson County and Washington State University.**

STATEMENT OF ISSUE:

Enclosed for your review and consideration is the 2011 Appendix to the 1987 MOA to continue the partnership with Washington State University and renew the MOA for County support of WSU Extension activities. A copy of the Memorandum of Agreement is enclosed for your reference. This year an Interim Director has been named for a period of six months. The Interim Director also maintains the position of 4-H Coordinator. Funding for the WSU Director position is temporarily eliminated.

ANALYSIS:

Washington State University Extension has served Washington Counties since 1914 and continues to engage citizens in the most critical issues affecting our communities; supporting community resource development, agriculture, natural resources; family living, and 4-H / youth.

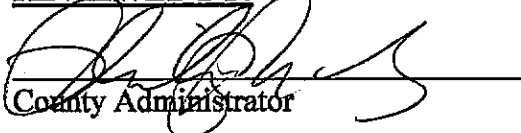
FISCAL IMPACT:

The annual amount of this Appendix A is \$51,790. This amount has been included in our 2011 budget. The \$20,185 originally budgeted to fund the Director position will be used to provide local operations and administrative support.

RECOMMENDATION:

We request that this agreement be approved and signed in triplicate by the Jefferson County BOCC.

REVIEWED BY:


County Administrator

3/1/11
Date

Contract No. 14F-4130-0116

County Jefferson

MEMORANDUM OF AGREEMENT

Between

WASHINGTON STATE UNIVERSITY COOPERATIVE EXTENSION

and

Jefferson County

I. Background

The mission of Washington State University Cooperative Extension is to assist the people of Washington State in making informed decisions through research and experience-based educational programs, to improve agriculture and natural resources, to improve capabilities of individuals and families, to aid communities in developing and adapting to changing conditions, and to provide developmental opportunities for youth. Washington State University Cooperative Extension conducts educational programs in all 39 counties in the state of Washington. Faculty members and support staff are employed to plan, conduct, and evaluate these programs. Counties maintain close coordination and cooperation with Washington Cooperative Extension to provide clientele with educational programs in the four Cooperative Extension program areas of Agriculture and Natural Resources, Family Living, Community Resource Development, and 4-H/Youth.

II. Purpose

The purpose of this agreement is to formalize the longstanding relationships between Washington State University Cooperative Extension and Jefferson County. This also continues a longstanding, joint funding relationship for county/area Extension agents and designated support staff. It is the intent of this Memorandum of Agreement to provide clientele in Jefferson County with educational programs in the four Cooperative Extension program areas of Agriculture and Natural Resources, Family Living, Community Resource Development, and 4-H/Youth.

III. Under terms of this Memorandum of Agreement, Washington State University Cooperative Extension agrees to:

- A. Recruit, employ, and establish salaries for county/area Extension agents and designated WSU support staff for Jefferson County. Employment concurrence will be sought from County Commissioners before an individual is hired and assigned to the County.

- III. B. Assure that annual salary increase monies will be available for Cooperative Extension agents and designated support staff that matches the average percentage appropriated for such purpose by the Washington State Legislature. Annual salary adjustments for Jefferson County Extension agents will be based on merit or whatever criteria is established by the Washington State Legislature.
- C. Supplement the funds received from the Jefferson County personal services contract and pay total salary and fringe benefits for each county/area agent and designated staff members.
- D. Submit to Jefferson County at the beginning of each month a monthly invoice for one-twelfth (1/12) of the amount of the personal services contract appearing in Appendix A of this agreement.
- E. In cases where position vacancies occur during a contract period, overpayment to be refunded at year-end reconciliation.
- F. Provide fringe benefits to county/area Extension agents as outlined in the WSU Faculty Manual and provide fringe benefits to support staff as outlined by the Higher Education Personnel Board.
- G. Grant annual leave, sick leave, professional leave, other leave, and holidays as outlined in the WSU Faculty Manual Personnel Board handbook for jointly funded or fully WSU funded support staff.
- H. Provide in-service education for county/area Extension agents.
- I. Provide Jefferson County the expertise of Cooperative Extension state specialists of Washington State University to support county/area Extension agents plan and implement educational programs.
- IV. Under terms of this Memorandum of Agreement, Jefferson County will:
- A. Through a personal services contract, pay the amount agreed upon monthly to Washington State University for Extension education services to be rendered in Jefferson County.
- B. Promptly pay the invoice voucher from Washington State University. Current month invoice to be billed by the 10th and payable on the 25th of the month. Monthly invoice to be for 1/12 of the contract amount. Year-end reconciliation will be made and any overpayment will be refunded to the county.

- IV. C. Furnish office facilities for agents and support staff.
- D. Provide an adequate operating budget to carry out Cooperative Extension educational programs for citizens of the County. This budget will cover secretarial and support staff salaries not covered by this Memorandum of Agreement, and telephone, office equipment, teaching and office supplies, and travel costs.
- V. Washington State University and Jefferson County jointly agree that:
- A. Additional program support staff positions may be employed and fully funded by either party to assist in carrying out Cooperative Extension educational programs in the County.
- B. This Memorandum of Agreement is effective upon being signed by appropriate representatives of the two organizations. It may be periodically reviewed and amended or supplemented as may be mutually agreed upon in writing.
- C. This Memorandum of Agreement may be modified by the parties when mutually agreed upon in writing. This Agreement shall continue in effect until terminated following mutual discussion and agreement except in the following circumstance. Should the parties be unable to agree on the level of support for Extension agents and jointly funded staff in future years, either party may terminate the contract. Written notice of termination must be received before October 1 for termination effective January 1 of the next year.

APPROVED:

J. Langston 12/08/87
Interim Director, Date
Cooperative Extension

Barry M. Morrison 7/13/87
Chairman, Date
County Commissioners/Council

Vincent Hutnak AUG 14 1987
Vincent Hutnak Date
Finance Officer/Sponsored Programs