



GOODHUE COUNTY MINNESOTA

TO EFFECTIVELY PROMOTE THE SAFETY, HEALTH, AND WELL-BEING OF OUR RESIDENTS

GOODHUE COUNTY PERSONNEL COMMITTEE

ADMINISTRATION CONFERENCE ROOM
GOVERNMENT CENTER, RED WING

NOVEMBER 19, 2019
7:30 A.M.

1. Southeast Service Coop Internship Opportunity

Documents:

[INTERN.PDF](#)

2. Request To Replace Highway Maintenance Worker.

Documents:

[REQUEST TO REPLACE HWY MAINT WORKER.PDF](#)

3. Extension Program Assistant 2020.

Documents:

[EXTENSION POSITION MEMO - 2020.PDF](#)



Scott O. Arneson
County Administrator
Goodhue County

~~509 W. Fifth St.~~
Red Wing, MN 55066
Office (651) 385.3001
Fax (651) 385.4873

To: Board of Commissioners

From: Scott O. Arneson

CC: John Smith

Date: November 12, 2019

Re: Southeast Service Coop- Summer Internship Program

The Southeast Service Cooperative, which Goodhue County is a member, recently announced their summer internship program being offered for member cities and counties throughout southeast Minnesota. The program allows for reimbursement of up to a maximum of \$6/hr at 40 hours per week for the duration of the internship within a semester. Interns must be enrolled in a post-secondary higher educational institution and be considered full-time by the institution for the duration of the internship.

The program was discussed at a recent Management Team meeting and two offices expressed interest in participating, County Administration and IT. Based on the county's current rate of pay for summer interns, if either of the applications are approved, the cost to the county would be as follows:

Intern Pay Rate	SE Coop Reimbursement	County Cost
\$13.50/hr	\$6/hr	\$7.00/hr

Assuming the intern would work a maximum of 30 hours each week for 20 weeks:

County Cost Per Position			
Hrs	Salary (7.50/hr)	Benefits (FICA & Medicare)	Total Cost to the County
600	\$ 4,200.00	\$ 321.30	\$ 4,521.30

Recommendation:

Goodhue County has benefited significantly in many departments through the hiring of summer interns. The opportunity to obtain reimbursement of up to almost 50% of their salary would be a substantial benefit to the county. Staff recommends the Board approve budgeting \$4,521.30 in the Administration AND the IT Budget to cover the cost of participating in the SE Service Coop Internship Program. The intern would only be hired if the application for reimbursement is approved.



Southeast
Service
Cooperative

Internship Program

New Opportunity!

Southeast Service Cooperative is pleased to announce a new Internship Program for Member Cities and Counties in southeast Minnesota. Funding has been secured through a collaboration of the Minnesota Service Cooperatives, our statewide network of service cooperatives. The program allows for financial support, up to 50% of the intern wage (maximum of \$6/hour) at 40 hours/week for the duration of the internship within a semester. The program can place up to 18 internships in Region 10. Interns must be enrolled in a post-secondary higher educational institution and be considered full-time by that institution for the duration of the internship.

Eligibility Requirements

Your agency must be a member of Southeast Service Cooperative. The program is only available for city and county local government agencies in Region 10. Program participation is available on a first come, first served basis and applications are accepted year-round. Agencies will be limited to one internship per year unless additional spots are available.

Program Checklist

1. Complete the Intent to Participate and send to Katie Schmitt.
2. Post your internship position, interview, and select an intern.
3. Complete the Participation Agreement prior to the intern's start date. Review the requirements for the Internship Program including, enrollment status and the Reflection form with your intern.
4. Track intern hours.
5. Complete the Internship Program Report and submit with invoice for hours per reimbursement terms.
6. Remind intern to complete the Internship Program Reflection form and send to Southeast Service Cooperative.
7. Receive reimbursement from Southeast Service Cooperative.



Program Contact:

Katie Schmitt

Development & Innovation Specialist

kschmitt@ssc.coop

507-281-6676



The Internship Program is a collaborative project of the
Minnesota Service Cooperatives.

Frequently Asked Questions

Why is SSC providing an internship program for cities and counties?

Our goal is to support workforce recruitment and development in local government. We want to promote the career opportunities in our region to college students - especially in local government, where we expect workforce challenges including retirements and a lot of competition in the job market. Careers in local government are often overlooked by young students, but provide some of the best opportunities to contribute meaningful impact in communities. Additionally, we want to encourage civic engagement and better understanding of how cities and counties operate. This program reduces the financial challenges in hosting interns.

Where can my agency find interns?

Contact career centers at local and regional colleges. You may also consider reaching out to department chairs for specific programs. Don't forget schools across the WI and IA borders. Post on social media. Tell your staff as they may know a good candidate.

Link: [Minnesota State Colleges and Universities \(MNSCU\)](#)

Link: [Minnesota Private Colleges](#)

Link: [University of Minnesota](#)

What areas of study should we consider?

Students majoring in Public Administration and Political Science are good fits for the internship program. Other areas that would align well for local government interns are: Finance, Business, Economics, Accounting, International Relations, Health Sciences, Nursing, Psychology, Sociology, Social Work, Administrative Assistant degree programs, Criminal Justice, Marketing, and Art & Design.

What are best practices in managing an intern?

- Get to know your intern. Develop rapport and understand what he/she is looking to gain as part of the internship experience. Consider your on-boarding process for interns.
- Help them draw connections for menial tasks. Talk with them about how they are contributing to the goals of the organization.
- To manage your time, schedule weekly meetings and prepare an agenda.
- Draft deadlines for projects and clearly outline expectations for projects, dress, behavior, and social media/cell phone use.
- Divide work into three levels: 1) short term project for first 1-2 weeks, 2) long term project, more complex, and 3) create a list of filler work.

Internship
Program



Southeast
Service
Cooperative

210 Wood Lake Drive SE
Rochester, MN 55904
507-288-1282



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: County Administration Date: 11/12/19

Submitter Name: Scott Arneson

Position Title: County Admin- Intern Position Reports To: County Administrator

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? _____ New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern – paid

How does Goodhue County staff in this position compare to similar sized counties?

the intern position would be provided opportunities to work with seasoned staff and perform special projects in County Administration, Building Maintenance, Economic Development, Finance, Legislative and Human Resources.

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
 New position in budget
 New position not in budget

Has this job classification been evaluated by the Hay Group?

Yes No

FLSA Status: Exempt (salaried) Non-Exempt (hourly)

Starting Pay Grade / Step: \$7/hr / \$4,200

Anticipated Benefit Cost: \$ 321.30 (FICA/Medicare)

Use this link for help calculating salary & benefits:
[Total Comp & Benefits Calculator](#)

Total Cost*: \$ 4,521.30

Total Budgeted: \$ _____

*Salary & Benefits

ADDITIONAL INFORMATION

Please explain all options and alternatives considered including mergers, transfers of duties, position elimination, impacts on county services and overtime, etc.

Southeast Service Coop is offering an internship opportunity where they allow for financial support up to 50% of the intern wage (max \$6/hr) at 40/week for the duration of the internship within a semester. The county would be responsible for the remaining wage \$7/hr (based on summer help rate of pay)

Job Posting Type: Internal only Internal & External

Advertising Requested:

- ADP Career Center (includes indeed.com) County website (includes Facebook & Twitter)
 Lake City Shopper/ Graphic Republican Eagle (includes JobsHQ online)
 Cannon Falls Beacon Zumbrota Shopper
 Assoc. MN Counties (AMC) website League of MN Cities (LMC) website

Other Advertising Requested: _____

Send completed form & job description to Human Resources Director.

REQUEST TO HIRE FORM

APPROVALS PAGE

Department: _____

Date: _____

Submitter Name: _____

Position Title: _____

Position Reports To: _____

HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

Comments: _____

HR Director Signature: _____

Date: _____

COUNTY ADMINISTRATOR USE ONLY

Disposition: Approve Hire Deny Hire Require to go to Board

Comments: _____

County Administrator Signature: _____

Date: _____

After final determination is made, this form should be sent to:

Person/ Department	Date & Initial	Method
<input type="checkbox"/> Human Resources Director	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice
<input type="checkbox"/> Department Head	_____	<input type="checkbox"/> Email <input type="checkbox"/> Interoffice



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: Information Technology Date: 11/12/19

Submitter Name: John Smith

Position Title: IT Intern Position Reports To: IT Director

Has the job description been reviewed by the department head? Yes No

Type of Hire: Replacement (backfill) Replacing Who? _____ New Position

Classification: Full Time Part Time

Status: Permanent Temporary (67 day) Seasonal Intern – paid

How does Goodhue County staff in this position compare to similar sized counties?

An IT Intern would be provided the opportunity to gain real-world experience working with county government technology related projects in areas such as Law Enforcement, Public Health, County Administration, and Public Works.

BUDGET & SALARY INFORMATION

Budget Impact

For new positions, please indicate whether or not the position has been budgeted for the current year.

- Replacement position in budget
 New position in budget
 New position not in budget

Has this job classification been evaluated by the Hay Group?

Yes No

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Starting Pay Grade / Step: \$7/hr / \$4,200

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Total Cost*: \$ 4,521.30

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Submitter Name: _____

Position Title: _____

Position Reports To: _____

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Did HR review job description? Yes No

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GOODHUE COUNTY DEPARTMENT OF PUBLIC WORKS



Gregory Isakson, P.E.
Public Works Director/County Engineer

HIGHWAYS ♦ PARKS ♦ SOLID WASTE

2140 Pioneer Road
Red Wing, MN 55066
PHONE 651.385.3025
FAX 651.267.4883
www.co.goodhue.mn.us

TO: Personnel Committee
Melissa Cushing, HR Director

FROM: Greg Isakson, Public Works Director

RE: 19 Nov 19 Sep 18 County Board Meeting
Highway Maintenance Worker Position

Date: 13 Nov 19

Summary

It is requested that the County Board authorize the replacement of a Highway Maintenance Worker.

Background

An existing Highway Maintenance Worker has submitted his notice of retirement.

The determining factor for the size of the highway maintenance crew is the snow and ice removal level of service. The number of equipment operators defines the number of routes, which impacts the length of the plow routes and the time it takes to service the system as a whole.

The highway maintenance workers perform highway maintenance functions throughout the year which include crack filling and washing corrosive salt from expensive bridges in the spring, mowing highway shoulders to improve visibility of animals before they dart across the road, clearing intersection site corners so vehicles can see each other, repairing bituminous surface failures, repairing drainage failures in the road ditches, regrading the County's gravel roads, and dozens of other maintenance activities to preserve the large investment made in constructing the County's highway and bridge system. They also maintain the county parks and the county public works equipment.

This is a request to replace an existing employee, so there will be no additional funds required to grant this request. The new employee will be hired at a lower starting wage, providing some payroll savings.

The replacement of this employee will allow the County to continue the current level of service in providing a safe highway system and maintaining the County's assets.

Alternatives

- Authorize hiring a Highway Maintenance Worker to replace the current employee.
- Authorize the hiring of two Highway Maintenance Workers to improve the level of maintenance service provided on the County's Public Works assets mentioned above. This would provide a replacement for the third Highway Maintenance Worker in the Kenyon shop that was not replaced in 2010.
- Take no action, drop the existing level of service, increase the time to fight ice and snow on the highway system, reduce highway maintenance work and allow the backlog of highway maintenance work to continue to grow.

Recommendations

It is the recommendation of staff that the County Board authorize the hiring of a Highway Maintenance Worker to continue the current level of service maintaining the County's roads and bridges, equipment, and parks.



REQUEST TO HIRE FORM

DEPARTMENT & POSITION INFORMATION

Department: _____ Date: _____

Submitter Name: _____

Position Title: _____ Position Reports To: _____

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Classification: Full Time Part Time

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How does Goodhue County staff in this position compare to similar sized counties?

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ADDITIONAL INFORMATION

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HUMAN RESOURCES USE ONLY

Did HR review job description? Yes No

Recommendation: Approve Hire Deny Hire

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Disposition: Approve Hire Deny Hire Require to go to Board

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UNIVERSITY OF MINNESOTA

University of Minnesota Extension

Goodhue County

*102 Government Center
509 West 5th Street
Red Wing, MN 55066-2540*

*651-385-3100
800-385-3101
Fax: 651-267-4884
www.extension.umn.edu
mnext-goodhue@umn.edu*

11/12/19

To Whom It May Concern,

At the April 12th, 2019 County Extension Committee meeting it was recommended by the committee that additional staff be hired to assist the 4-H Youth Development office with their workload. The increased workload is due to increasing enrollment numbers, and working with school districts to provide programming to underserved communities of youth throughout the summer. This has increased programming hours significantly, and is over the capacity of the current staffing load.

The search was unsuccessful due to the short time frame, and was tabled to re-post in December for the summer of 2020.

In 2018, Goodhue County paid just under \$2,000 out of budget line 6103 of the Extension budget for part time staffing. This was budgeted at \$5,500 for the 2019 FY.

We are asking to increase this budget line from \$5,500 to \$9,500 for FY 2020 to successfully accommodate both this short term position, and the current part time Administrative Assistant position. This allows for Erica, our current part time Administrative Assistant, to continue her work at her current schedule, as well as provide the 4-H Youth Development program with an additional Program Assistant up to 40 hours a week. The estimated length of this position would be 10 weeks, or until the funds have been exhausted.

This position would be a University hired and supported position that is billed to Goodhue County (much like the 4-H Extension Educator position). The position will pay 15.45/hr to the employee, and will be billed to the county at the approximate rate of 16.64/hr (this rate will be confirmed at the time of hire).

For your reference, we have included the following materials.

- 1 – County Extension Committee meeting minutes from April 12, 2019 and November 8th, 2019
- 2 – Position Description
- 3 – Copies of the 2018 budget for Extension, as well as the YTD 2019 Extension budget

At the November 8th, 2019 Extension Committee Meeting, the Extension Committee re-affirmed their support for this request, and the need for additional staffing.

Thank you for your consideration. Please be in touch with any questions you may have.

Alyson Kloeckner, Extension Educator, 4-H Youth Development
Goodhue County
schw1348@umn.edu , 651-385-3091

Tammy McCulloch, Extension Regional Director
tammym@umn.edu , 612-735-6161

Nathan Pelz, CVSO | Legislative Liaison | Extension Director
nathan.pelz@co.goodhue.mn.us , 651-385-3256



University of Minnesota Extension – Goodhue County

Short Term Youth Development Program Assistant

DESCRIPTION OF POSITION AND RESPONSIBILITIES

The program assistant will build new 4-H youth programs in culturally diverse communities within Goodhue County, as well as recruit adult volunteers and community partners to provide leadership to the programs as part of Goodhue County 4-H. 4-H Youth Development is an out-of-school, hands-on learning program for youth ages 5-19 where youth choose a project of interest to them and explore it with peers and caring adults. It is part of the University of Minnesota Extension Center for Youth Development. The program assistant will receive training and will work collaboratively with community partners and Extension colleagues to develop and implement programming that is responsive to community needs and assets. This position will run from Late May – through August 2020, with start and end dates flexible.

JOB RESPONSIBILITIES

Specific responsibilities include:

- Engage with youth, families, and community stakeholders of diverse communities within Goodhue County to determine their interests for new youth programs
- Recruit adult volunteer leaders and youth participants for new 4-H programs
- Cultivate partnerships with community organizations and businesses to support the development and sustainability of 4-H programs
- Identify and secure appropriate locations to host programs
- Co-lead initial programs with a volunteer or community partner
- Establish a welcoming and safe group setting for the program site
- Collaborate with Extension colleagues to integrate new youth and volunteers into leadership opportunities and learning experiences offered by the broader 4-H Youth Development program
- Work in partnership with FT Goodhue County 4-H Program Coordinator and the 4-H team to support 4-H experiences and to make them inclusive and accessible for all.
- Enroll youth and adult volunteers and responsibly maintain program, attendance, evaluation, and activity documentation
- Participate in training appropriate to the role
- Maintain consistent, proactive communication with Extension colleague, community partners, 4-H volunteer leaders and participants

REQUIRED QUALIFICATIONS:

- High school graduation or equivalent
- Two years of experience working/volunteering with youth and adults from a diverse range of experiences, cultures, and backgrounds
- Demonstrated success in working with youth development programs
- Ability to initiate and complete programs and projects as outlined
- Ability to work independently

- Flexibility and dependability
- Willingness to learn new skills and ability to give and receive feedback
- Computer skills (emails, internet, word processing, spreadsheets)
- Skills in verbal and written communication and strong organizational skills
- Must have reliable access to a vehicle and a valid driver's license

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish, Somali, etc.)
- Two years of paid employment in a youth program working with diverse youth and adults
- Two years of higher education

HOURS:

30-40 hours per week (some evenings and weekends). This includes 15-18 hours per week of program delivery, plus outreach, program planning, volunteer recruitment, partnership development, and communicating with colleagues.

WORK LOCATIONS:

The Goodhue County 4-H office is located at 509 W 5th St, Room 102, Red Wing MN 55066. Programming will happen at multiple locations within Goodhue County.

COMPENSATION:

\$15.45 + depending on qualifications.

APPLICATION PROCESS:

Please email your resume and cover letter with hours/days of availability to the contact below. Final hiring is contingent upon successful completion of a background check.

Alyson Kloeckner
Extension Educator - 4-H Youth Development
Goodhue County
Schw1348@umn.edu

Questions: 651-385-3100

Goodhue County

REVENUES & EXPENDITURES BUDGET REPORT

Report Basis: Cash

01 Fund
County General Revenue
601 Dept
Extension

Account Number	Description	Status	11/2019 Amount	Selected Months	2019 Budget	% Of Budget
--- Revenues ---						
01-601-000-0000-5859	Publication Sales		.00	199.85-	600.00-	33
--- Expenditures ---						
01-601-000-0000-6101	Salaries & Wages - Permanent		.00	46,736.87	55,307.00	85
01-601-000-0000-6103	Salaries & Wages-Part Time w/o Benefits		.00	1,511.64	5,500.00	27
01-601-000-0000-6106	Per Diem in Lieu of Salaries		.00	0.00	300.00	0
01-601-000-0000-6151	Group Health Insurance		.00	7,740.00	9,288.00	83
01-601-000-0000-6152	HSA Contribution		.00	1,142.24	1,350.00	85
01-601-000-0000-6153	Family Insurance Supplement		.00	0.00	20,405.00	0
01-601-000-0000-6154	Life Insurance		.00	52.00	62.00	84
01-601-000-0000-6161	PERA		.00	3,618.63	4,583.00	79
01-601-000-0000-6171	FICA		.00	2,818.72	3,789.00	74
01-601-000-0000-6174	Mandatory Medicare		.00	659.24	886.00	74
01-601-000-0000-6202	Cell Phone		.00	461.62	300.00	154
01-601-000-0000-6203	Postage		.00	932.57	1,200.00	78
01-601-000-0000-6232	Publications & Brochures		.00	0.00	500.00	0
01-601-000-0000-6270	Software Licensing		600.00	600.00	29.00	2069
01-601-000-0000-6284	Contracted Services		.00	55,334.97	73,780.00	75
01-601-000-0000-6297	Contracted Services-Intern		.00	2,272.64	0.00	0
01-601-000-0000-6302	Copies/Copier Maintenance		.00	3,196.71	3,400.00	94
01-601-000-0000-6331	Mileage & Transportation		.00	78.30	0.00	0
01-601-000-0000-6335	Motor Pool Vehicle Usage		.00	109.20	300.00	36
01-601-000-0000-6357	Conferences/Schools		.00	0.00	100.00	0
01-601-000-0000-6358	Training & Seminars (For Others)		.00	0.00	600.00	0
01-601-000-0000-6401	Printing Services		.00	240.60	150.00	160
01-601-000-0000-6402	Copy Machine Paper & Toner		.00	143.92	350.00	41
01-601-000-0000-6405	Office Supplies		.00	371.30	1,100.00	34
01-601-000-0000-6420	Other General Supplies		.00	699.21	300.00	233
601 Dept	TOTALS Extension			199.85-	600.00-	33
	Revenue		600.00	128,720.38	183,579.00	70
	Expend. Net		600.00	128,520.53	182,979.00	70
01 Fund	TOTALS County General Revenue			199.85-	600.00-	33
	Revenue		600.00	128,720.38	183,579.00	70
	Expend. Net		600.00	128,520.53	182,979.00	70



Goodhue County

REVENUES & EXPENDITURES BUDGET REPORT

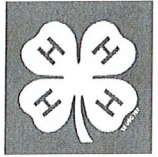
Report Basis: Cash

01 Fund
County General Revenue
601 Dept
Extension



From: 01/2018 Thru: 12/2018
Percent of Year: 100%

Account Number	Description	Status	12/2018 Amount	Selected Months	2018 Budget	% Of Budget
--- Revenues ---						
01-601-000-0000-5859	Publication Sales		.00	144.54-	600.00-	24
--- Expenditures ---						
01-601-000-0000-6101	Salaries & Wages - Permanent		4,131.20	53,655.21	53,706.00	100
01-601-000-0000-6103	Salaries & Wages-Part Time w/o Benefits		.00	1,929.33	7,500.00	26
01-601-000-0000-6106	Per Diem in Lieu of Salaries		.00	0.00	300.00	0
01-601-000-0000-6152	HSA Contribution		207.60	2,700.00	2,700.00	100
01-601-000-0000-6153	Family Insurance Supplement		786.45	17,301.90	18,876.00	92
01-601-000-0000-6154	Life Insurance		5.20	62.40	62.00	101
01-601-000-0000-6161	PERA		309.84	4,168.83	4,613.00	90
01-601-000-0000-6171	FICA		214.81	2,737.15	3,813.00	72
01-601-000-0000-6174	Mandatory Medicare		50.23	640.12	892.00	72
01-601-000-0000-6202	Cell Phone		46.16	429.84	300.00	143
01-601-000-0000-6203	Postage		4.60-	867.11	1,200.00	72
01-601-000-0000-6232	Publications & Brochures		361.35	361.35	500.00	72
01-601-000-0000-6270	Software Licensing		.00	0.00	29.00	0
01-601-000-0000-6284	Contracted Services		18,048.00	72,192.00	72,192.00	100
01-601-000-0000-6302	Copies/Copier Maintenance		230.54	3,404.51	2,800.00	122
01-601-000-0000-6335	Motor Pool Vehicle Usage		.00	143.40	300.00	48
01-601-000-0000-6357	Conferences/Schools		.00	0.00	100.00	0
01-601-000-0000-6358	Training & Seminars (For Others)		100.00	100.00	1,000.00	10
01-601-000-0000-6401	Printing Services		.00	364.16	200.00	182
01-601-000-0000-6402	Copy Machine Paper & Toner		162.40	357.28	350.00	102
01-601-000-0000-6405	Office Supplies		.00	403.46	1,100.00	37
01-601-000-0000-6420	Other General Supplies		64.71	359.83	200.00	180
601 Dept	TOTALS Extension			144.54-	600.00-	24
	Revenue		.00	162,177.88	172,733.00	94
	Expend.		24,713.89	162,033.34	172,133.00	94
	Net		24,713.89	144.54-	600.00-	24
01 Fund	TOTALS County General Revenue			162,177.88	172,733.00	94
	Revenue		.00	162,033.34	172,133.00	94
	Expend.		24,713.89	144.54-	600.00-	24
	Net		24,713.89	162,177.88	172,733.00	94
FINAL TOTALS:	23 Accounts			162,033.34	172,133.00	94
	Revenue		.00	144.54-	600.00-	24
	Expend.		24,713.89	162,177.88	172,733.00	94
	Net		24,713.89	162,033.34	172,133.00	94



Friday, April 12, 2019

Bob Eppen called the meeting to order at 2:03 pm.

Members Present: Bonnie Mann, Chloe Struss, Cheyann Koehler, Lydia Anderson, Bob Eppen

Staff Present: Robin Hartmann, Robby Robinson, Aly Kloeckner, Tammy McCullough

Commissioners Present: Jason Majerus

Update the Agenda – Robby moved to approve the agenda, Commissioner Majerus seconded the motion, motion carries

Approval of Minutes –Commissioner Majerus moved to approve the minutes, Robby seconded the motion – motion carries

Bonnie Mann moved to appoint Bob Eppen as Chair of Extension Committee and Lydia Anderson as Vice Chair, seconded by Tammy.

Tammy McCullough gave a brief update on March 2019 minutes:

- There were 2018 program updates from Kanko Akakpovi, SNAP-Ed Educator
- Master Gardener and 4-H program reports were handed out
- 2019 budget
- Farm Family of the Year 2019
- Performance review on Aly Kloeckner, 4-H Program Coordinator

2019 Program Updates:

4-H Youth Development:

- Aly handed out an Extension Committee Report.
- Working with HHS (Health and Human Services) and state staff to provide rural mental health and stress resources to area farmers
- Aly has been working on Youth Program Quality Assessments with clubs
- Working with GOT:VIVA and community needs
- Aly did a presentation on the outcomes of the GOT:VIVA process, indicating community need assessment, and asked for discussion regarding staff time and priorities to best move the program forward.

After the presentation it was determined by the Extension Committee that we do indeed need a Summer Program Coordinator to help Aly with the 4-H work load.

Robby will talk to Human Resource to discuss partial funding for the potential 2019 Summer Program Coordinator. Aly will bring a proposal to the 4-H Federation for help funding the position as well.

Master Gardener:

- Bonnie Mann said that they will be starting up the summer programs soon, waiting for the water to recede by the Discovery Garden as it is currently under water.

Home Study:

- No one present

Tammy said we could use one more Extension Committee member. Chuck Schwartau's name was suggested and Tammy will reach out to Chuck to see if he is interested in being an Extension Committee member.

Three families were suggested for 2019 Farm Family of the Year:

1. Steve and Mary Matthees
2. Brad and Nancy Hovel
3. Gerry Webster family

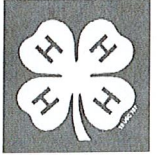
Tammy will reach out to Steve and Mary Matthees to see if they will accept. It was decided to keep the other names for nominees for the following year, 2020.

The meeting was adjourned at 3:35 pm.

The next CEC meeting is scheduled for Friday, June 7.

Submitted by,

Robin Hartmann



Friday, November 8, 2019

Members Present: Virginia Sabin, Chuck Schwartau and Bob Eppen

Staff Present: Robin Hartmann, Aly Kloeckner, Tammy McCulloch, Kanko Akakpovi

Commissioners Present: Brad Anderson came later

2019 Program Updates

4-H Youth Development:

- Aly handed out an Extension Committee Report that includes programs from October 2019 through May 2020. We have 50 first year members and 14 first time families.
- The Extension Office has proposed hiring a summer program assistant in 2020. Commissioner Brad Anderson suggested that Nate Pelz and Aly Kloeckner get together soon to discuss the Extension Budget. Nate and Aly will get together Tuesday am. The Extension Committee expressed support for this proposal.

Home Study:

Virginia Sabin gave an update on the Home Study program. The group went on a three day tour to Amana Colonies in Iowa. They are planning their next trip which will be to the Milwaukee area. There are approximately 250 active members.

SNAP-Ed Program:

Kanko handed out a report that discussed programming in Goodhue County. The prediabetes risk test is already full for 2019, but will be starting up another program in April, 2020.

Robin contacted Nancy Hovel to let her know that we plan to honor the Hovel Family at the 2020 Cannon Valley Fair.

The Extension Committee completed and turned in performance reviews for Aly Kloeckner, 4-H Extension Educator and Tammy McCullough, Regional Director. Robin put them in the mail after the meeting.

The next County Extension Meeting is set for Friday, February 7 at 2:00 pm, Room 303-1.

The CEC agreed to the following meeting dates for 2020: May 1, September 11 and November 6

The meeting was adjourned at 3:05.

Submitted by,

Robin Hartmann