

Approved 1-27-87 Ivan Sand  
Date

MINUTES OF THE House \_\_\_\_\_ COMMITTEE ON Local Government \_\_\_\_\_.

The meeting was called to order by Representative Ivan Sand \_\_\_\_\_ at  
Chairperson

1:30 ~~am~~/p.m. on January 21, 1987 \_\_\_\_\_, 19\_\_ in room 521-S of the Capitol.

All members were present except:

Representative Sawyer, Absent

Committee staff present:

Mike Heim, Legislative Research Dept.  
Bill Edds, Revisor of Statutes' Office  
Sharon Green, Committee secretary  
Ray Hauke, Legislative Research Dept.

Conferees appearing before the committee: Dean Walter Woods, KSU

Chairman Sand called the meeting to order.

Ray Hauke briefed the committee members on extension education programs. Mr. Hauke had staffed the interim committee in 1986, and presented the committee with a report on Proposal No. 41. Attachments 1, 2, 3 and 4.

Mr. Hauke answered questions from the committee members regarding HB 2032, relating to county extension programs.

Dean Walter Woods also answered questions from the members regarding county extension programs.

Chairman Sand encouraged the committee members to talk with their County Commissioners, and encouraged members to change rather than destroy the programs.

Meeting adjourned.

## MEMORANDUM

September 11, 1986

TO: Special Committee on Ways and Means  
FROM: Kansas Legislative Research Department  
RE: Proposal No. 41 -- Extension Programs

Introduction

In assigning Proposal No. 41, the Legislative Coordinating Council directed that the Committee review extension programs and their financing at both the state and county levels. This memorandum was prepared to provide background concerning the statutes, operations, and financing of the extension programs.

The most recent legislative interim study of extension services was in 1983. As a part of 1983 Proposal No. 5, the Special Committee on Assessment and Taxation reviewed the procedures for approval of county extension budgets by boards of county commissioners. The 1983 interim study recommended no change in those budget procedures. Proposal No. 41 is the first comprehensive study of extension services, which has occurred during recent years, as the 1983 Committee charge was limited to review of budget approval procedures.

Statutory Base

Statutes authorizing county extension councils and prescribing their operations are generally contained in Article 6 of Chapter 2 of Kansas Statutes Annotated (K.S.A.). K.S.A. 79-1947 specifies the maximums which counties may levy for county extension services. The present statute has much of its origin in 1951 legislation. The following paragraphs detail major features of K.S.A. 2-608-620, the statutes underlying county extension operations.

County Extension Councils. Several statutes refer to the mission of extension councils. However, the most explicit is K.S.A. 2-616 which states, "The council shall have for its sole purpose the giving of instruction and practical demonstrations in agriculture, marketing, home economics, 4-H club and youth work . . . to all persons in the county and the imparting to such persons of information on said subjects. . . ." The creation of county extension councils is detailed in K.S.A. 2-611. Each county extension council consists of 27 members. Each year three members are elected from each county commission district for a three-year term. Of those three new members one represents agriculture, one represents home economics, and one represents 4-H

Attachment 1  
1-21-87

or youth programs. Provision exists for those councils to be selected countywide. Counties having more than three commission districts must select councils countywide. From its membership the county extension council is to select a nine-member executive board, consisting of certain specified officers and having other specified characteristics.

The county extension council is responsible for development of the educational extension program in the county, with final approval of that program subject to the executive board. It is noteworthy that development of the educational program is statutorily granted exclusively to the county extension council. Many other extension statutes grant joint responsibility to the extension council and the Director of Extension at Kansas State University (KSU) or refer to involvement of KSU's Director of Extension.

County extension council members and executive board members receive no compensation for their services. Further, no member is allowed to serve for more than two consecutive terms. The councils may charge a fee for services but they are not allowed to assess membership dues.

Authorization for Employees. Statute is quite specific concerning extension councils being comprised of volunteers. However, authority exists for salaried county extension agents in K.S.A. 2-615. That statute is one of several granting joint authority to county councils and KSU's Director of Extension. The statute specifies that county agents shall be appointed by the county executive board and the Director of Extension. Further, the agents shall be under the general supervision of the executive board and the Director of Extension and receive a salary determined by the executive board and the Director. K.S.A. 2-615 empowers the Director of Extension to establish qualifications for county agents. That statute also provides for county agents who are jointly employed by one or more counties.

Authority for State Financial Participation. K.S.A. 2-608 specifies that so far as state and federal funds available KSU shall contribute not less than \$1,500 toward the salary of each county extension agent. That minimum rate of state participation was established as a part of the 1951 Act.

Authority for County Levies. Several statutes are involved in authorizing counties to budget for the extension program, levy funds for it, and manage those funds once collected. K.S.A. 2-610 prescribes the procedure for submission of an annual budget by the county extension council. That statute specifies that the budget shall be submitted to the county commission by June 30 of each year. The statute further states that funds may be levied upon approval of the budget by: (1) the board of county commissioners; (2) the Director of Extension; and (3) the chairperson of the county council's executive board. That statute addresses the cooperative relationship between counties and KSU, as it specifies involvement of both entities in preparation of the budget and its approval.

Actual levy limitations are contained in K.S.A. 79-1947. Statute enumerates three separate levy limitations, allowing smaller counties to have a larger mill levy for extension. Counties having an assessed valuation of less than \$30 million may levy a maximum of 2.5 mills. A maximum levy of 2.0 mills is authorized for counties having an assessed valuation between \$30 million and \$40 million or a rate sufficient to generate \$75,000

(whichever is greater). Up to 1.5 mills may be levied by counties having an assessed valuation exceeding \$40 million or a rate sufficient to provide \$80,000 (whichever is greater).

K.S.A. 2-612 specifies that county funds are to be administered by the treasurer of the county extension executive board. This procedure differs from many county funds, which are administered by the county treasurer. K.S.A. 2-615 also indicates the partnership of the county councils and KSU's Director of Extension by specifying that all expenditures, regardless of funding source, shall be subject to approval of the county executive board and KSU's Director of Extension.

Extension Operations

Statute provides a general framework for extension operations, by expressing intent concerning the extension mission and by establishing various minimums and maximums. The following paragraphs describe present day operations in several areas, given those statutory guidelines.

Hiring County Agents. In accordance with K.S.A. 2-615, KSU has established the minimum qualifications for county agent positions as a bachelors degree in Agriculture or Home Economics. KSU conducts all recruiting efforts for county agent positions. They refer all individuals meeting minimum qualifications to the county seeking personnel. Actual hiring is done at the county level. A standard contract exists which is signed by the agent, the chairman of the executive board, and a representative of KSU's Director of Extension. All contracts are for a one-year period. The contract enumerates salary, fringe benefits, and grievance procedures. The contract specifies that county agents serve a probationary period of up to two years. County agents are jointly evaluated by representative(s) of the county executive board and a representative of the Director of Extension, usually the area extension director.

Salary of County Agents. In practice, the total salary of county agents is determined at the county level. The state participation rate is a fixed total, which does not vary by geographic area. The remainder of an agent's salary is from county funds. During FY 1987, the state participation rate is \$9,804 for the first two agents in each county and \$6,204 for remaining agents. Data collected by KSU shows the following averages and ranges of county agent salaries, as of September 1, 1985.

	<u>Agricultural Agents</u>	<u>Home Economist Agents</u>	<u>4-H/Youth Agents</u>
Average Salary	\$27,756	\$24,216	\$22,870
Range	\$16,200-\$49,896	\$16,200-\$37,776	\$16,200-\$37,620

The above data reflects that the state pays an average of approximately 35-40 percent of the gross salary in counties having one or two agents. The state participation rate has typically increased annually at the same percentage approved for unclassified faculty salaries. As a practical matter, county agents receive two checks monthly, one from the state and one from their county of employment.

In addition to the state's participation in gross salaries, the fringe benefits for county agents are largely financed by state and federal funds. County agents have traditionally been a part of the federal retirement system. However, changes in federal policies will cause new personnel to become part of the TIAA/CREF effective July 1, 1986. Additionally, county agents are a part of the federal health and life insurance program. County participation in fringe benefits of the agents is principally limited to Medicare contributions.

Other Operating Expenditures. While state and federal financial participation is extensive in county agent salary expenditures, other operating expenditures are the responsibility of the counties. The county must provide office space, supplies, travel expenses, and equipment. No pool of state funding exists to finance such costs. However, the county operations do benefit from KSU publications, which are furnished without cost to the counties.

Size of County Operations. Data supplied by KSU indicates that there are 286 county extension agents. Seventy counties have two agents, while 18 have three agents. Seventeen counties have four or more agents. Four counties have one staff position financed by the federal Expanded Food and Nutritional Program.

Staffing support is also provided to six farm management organizations. The farm management organizations provide a portion of staff salaries, while the remainder is paid with state and federal funds, in a manner similar to the state and county relationships. Twenty-three field positions are involved in these farm management agreements.

In addition to the county programs, there are five area extension offices. These are under the jurisdiction of KSU and are located in Chanute, Colby, Garden City, Hutchinson, and Manhattan. There is no county funding in these operations.

#### Financing of Extension Operations

Extension services are financed by a variety of federal, state, county, and special fee funds. Governmental funds (federal, state, and county) comprise approximately 90 percent of extension funding. The staff of KSU has prepared extensive expenditure breakouts, most of which will not be repeated in this memorandum. Table I identifies expenditures for extension during state fiscal year 1986.

Table I

Total Extension Expenditures By Source  
Fiscal Year 1986

<u>Source</u>	<u>Amount</u>	<u>Percent</u>
County	\$ 9,756,986	37.1%
State General Fund	8,255,741	31.4
Federal Smith-Lever	3,727,594	14.2
Federal Special Grants	1,850,046	7.0
Forestry Projects	967,231	3.7
Farm Management Association Fees	1,190,081	4.5
Other Fees	527,894	2.0
TOTAL	<u>\$ 26,275,573</u>	

Decision makers typically view university budgets in terms of expenditures that are General Use and those which are Restricted Use. As the names imply General Use funds are those which may be used for any purpose or are generic. In Kansas they principally consist of the State General Fund, Hospital Revenue Funds, and General Fees Funds which have as their principal revenue source tuition receipts. Restricted Use funds typically include all funds in which expenditures are restricted to specified purposes. Virtually all federal funds are considered restricted use. However, a major exception to this is that certain federal funds in support of the land grant function have been considered General Use.

One of the major federal financing sources considered General Use is formula funding received through the Smith-Lever Act for extension services. Although this funding is not totally generic, compared to the State General Fund or General Fees Fund, it can be used to support a wide variety of extension related efforts. Further, the Legislature has generally considered the extension program to be a priority that will be financed in accordance with state decisions, regardless of federal funding availability. Such priority treatment has been applied to few sources of federal funding, including certain Smith-Lever funds which are more restrictive or more narrowly focused (i.e., Food and Nutrition Education Program). Therefore, the above table was prepared separating the Smith-Lever formula grant funds from other federal funds. Table II was prepared to categorize extension expenditures by General Use, Restricted Use, and funds which are outside the state budget. A complete listing of the restricted use federal funds is included in Table 8 of the KSU material. It is noteworthy that certain of the Restricted Use funds, particularly those for the employee retirement system, would be difficult to eliminate should federal funding be substantially reduced.

Table II

Extension Expenditures by Source  
and Category

<u>Source</u>	<u>Amount</u>
State General Fund	\$ 8,255,741
Federal Smith Lever	3,727,594
Subtotal - General Use	<u>\$ 11,983,335</u>
Federal Special Projects	\$ 1,850,046
Forestry Projects	967,231
Other Fees	527,894
Subtotal - Restricted Use	<u>\$ 3,345,171</u>
County Funds	\$ 9,756,986
Farm Management Association	1,190,081
Subtotal - Nonstate Funds	<u>\$ 10,947,067</u>
TOTAL EXPENDITURE	<u>\$ 26,275,573</u>

Future of Federal Funding

Federal funding for extension programs is not exempt from the automatic budget reduction features of Gramm-Rudman-Hollings. Consequently, during state fiscal year 1986 \$219,072 was appropriated from the State General Fund to replace reduced federal Smith-Lever formula grant funds.

As with most federal programs, the future of federal funding for extension is somewhat unclear at this time. For several years, the Reagan administration has proposed significant reductions in federal Smith-Lever formula grants and elimination of Smith-Lever special purpose grants. This proposal and general concern about federal funding for this program is one of the factors that resulted in the request for this interim study. Nevertheless, the proposal has been consistently rejected by Congress.

In FY 1987 it appears unlikely that Congress will adopt the President's proposed funding elimination. House action on H.R. 5177, which contains FY 1987 appropriations for agricultural programs, continued Smith-Lever funding at FY 1986 appropriation amounts. However, the Senate had not acted upon that measure when Congress recessed in August. Further, any total appropriation may be subjected to a percentage reduction, should Congress enact a deficit reduction measure acceptable to the Supreme Court.

The approved FY 1987 budget for KSU presumed federal Smith-Lever formula funds of \$3,794,872. Each 1 percent reduction in those formula grant funds decreases federal funding available to Kansas by approximately \$38,000. The most recent federal deficit estimates by the Congressional Budget Office and the Office of Management and Budget would cause a 7.6 percent reduction in domestic programs, should the original Gramm-Rudman targets be enforced. Further, such budget reductions would also have a considerable impact upon federal funding in restricted use components of the budget.

RE: PROPOSAL NO. 41 -- EXTENSION PROGRAMS\*

The Special Committee on Ways and Means was charged with the review of extension programs and their financing at the county and state levels, including an assessment of the possibilities for utilization of extension offices in economic development initiatives.

Background

Interim committee reports during recent years reflect that various aspects of the extension program have been the subject of interim committee consideration. However, the overall program has not recently been reviewed. Considerable discussion of extension occurred during the 1986 Legislative Session, with three distinct subjects receiving attention: financing of extension; its overall role; and its impact upon Kansas economic development. A key component of the financing discussion surrounded state appropriations to replace a loss of fiscal year 1986 federal funds, the result of budget sequestering at the federal level. The result of these discussions was referral of extension programs for interim study.

Committee Activity

The Committee devoted considerable portions of two meetings to consideration of Proposal No. 41. The Committee received background on extension operations from the staff at Kansas State University (KSU) and from the Legislative Research Department. Additionally, the Committee held hearings on extension programs and received comments from numerous conferees. Both extension operations and the comments of conferees are summarized in the paragraphs which follow. More

\* H.B. 2032 and H.B. 2033 accompany this report.



detailed statements were presented by KSU, legislative staff, and numerous conferees. Those statements are attached to minutes of this Committee.

Statutory Base of Extension. Statutes authorizing county extension councils, prescribing their roles, and detailing the interaction with KSU are contained in Article 6 of Chapter 2 of the Kansas Statutes Annotated. K.S.A. 79-1947 specifies the maximum property tax which counties may levy for support of county extension services. The mission of extension is most clearly articulated in K.S.A. 2-616 which indicates that extension councils shall have for their sole purpose the giving of instruction and practical demonstrations in agriculture, marketing, home economics, 4-H club and youth work, community and resource development, to all persons in the county and the imparting of information on these subjects. In presentations to the Committee the staff of KSU emphasized the role of extension in forwarding the latest technology to the local level and in providing marketing assistance, both of which have a considerable economic development impact upon Kansas.

The creation of county extension councils is detailed in K.S.A. 2-611. Each county extension council consists of 27 members, with equal representation on the council given to agriculture, home economics, and youth programs. From its membership the county extension council selects a nine-member executive board, which has certain statutory responsibilities for extension operations at the county level. The county extension council is responsible for development of the educational program in the county, with final approval subject to the executive board.

Although extension councils and executive boards are volunteers, the statute grants authority for employment of salaried county extension agents, who are jointly appointed by the county council and the KSU Director of Extension. Authority also exists for state financial participation in the salaries of extension

agents. Several statutes prescribe a cooperative relationship between the county councils and KSU. The staff of KSU emphasized this cooperative relationship in their comments to the Committee.

Extension Operations. County agents are recruited by KSU; however, the actual hiring is done at the local level. Minimum qualifications, standardized contracts, and evaluation forms are established by KSU. Agent salaries are established by the county extension councils. The state participation rate is a fixed total, which does not vary geographically or by county agent salary. During FY 1987, the state participation rate is \$9,804 for the first two agents in each county and \$6,204 for remaining agents. Data forwarded to the Committee reflect that, as of September 1, 1985, average agent salaries were: \$27,756 for agricultural agents; \$24,216 for home economists; and \$22,870 for 4-H agents. While the state contributes to the funding of gross salaries, state and federal governments largely finance fringe benefits for county agents. County agents have traditionally been a part of the federal retirement system. However, effective July 1, 1986 all new personnel became part of the Regents' faculty retirement program.

County extension operations vary in size. Seventy counties have two agents, while 18 have three agents. Seventeen counties have four or more agents. Additionally, four counties have staff positions financed by the federal Expanded Food Nutrition Program. Through a memorandum of understanding between the counties and KSU, the following priorities for agent deployment have been established: (1) agriculture; (2) home economics; and (3) 4-H.

Extension Funding. Extension services are financed by a variety of federal, state, county, and special fee funds. Governmental funds comprise approximately 90 percent of extension funding. The following table shows statewide financing of extension by financing source for fiscal year 1986.

Extension Expenditures by Source  
and Category  
(Fiscal Year 1986)

<u>Source</u>	<u>Amount</u>
State General Fund	\$ 8,255,741
Federal Smith-Lever	3,727,594
Subtotal - General Use	<u>\$ 11,983,335</u>
Federal Special Projects	\$ 1,850,046
Forestry Projects	967,231
Other Fees	527,894
Subtotal - Restricted Use	<u>\$ 3,345,171</u>
County Funds	\$ 9,756,986
Farm Management Association	1,190,081
Subtotal - Nonstate Funds	<u>\$ 10,947,067</u>
<b>TOTAL EXPENDITURE</b>	<u><u>\$ 26,275,573</u></u>

One of the major financing sources for extension is formula funding, received through the federal Smith-Lever Act. This funding can be used to support a wide variety of extension related efforts. Further, the Legislature has generally considered the extension program a priority that will be financed regardless of federal funding availability. Such priority treatment has been applied to few sources of federal funds. During state fiscal year 1986, \$219,072 was appropriated from the State General Fund to replace reduced federal Smith-Lever formula grant funds. To date no state appropriation has been made for a FY 1987 replacement. The approved FY 1987 KSU budget presumes receipt of \$3,794,872 in Smith-Lever funds. KSU prepared its FY 1988 budget request presuming a loss of approximately \$400,000 in Smith-Lever funds; however, KSU staff indicated the actual shortfall may exceed that amount. At the time the Committee conducted its deliberations, information was not

available concerning FY 1987 Congressional appropriations for Smith-Lever or as to whether a sequester might be applied to those funds.

KSU staff indicated that if federal funding losses are not restored in FY 1987, reductions would probably be made in state operated aspects of the program. However, if those reductions were extended to future fiscal years, then support of county programs would also be reviewed for possible reductions. KSU does not believe that it can reduce county support in FY 1987 as counties have already been given a participation rate for the year and have developed agent contracts presuming that participation rate.

The Reagan Administration has proposed significant reductions in Smith-Lever federal grants which exceed the reductions occurring due to sequestration. This proposal and general concern about federal funding are factors that resulted in the request for this interim study. Nevertheless, the proposal has been consistently rejected by Congress.

The staff of KSU reviewed various options for financing of extension and submitted five recommendations for providing additional funds to that program. Their recommendations are: (1) an increase in the maximum mill levy authority contained in K.S.A. 79-1947; (2) allowance for multi-county extension councils and taxing districts; (3) replacement of declining federal funds; (4) enhancement of state support for extension to keep it at the cutting edge of technology; and (5) recognition of the significant expertise available to the state through extension and agricultural experiment station programs.

- Conferee Appearances. In addition to representatives of KSU, several individuals and organizations provided testimony to the Special Committee concerning extension. Some conferees appeared as individuals in support of extension. Others presenting testimony in

support of extension programs included representatives of the Kansas Extension Advisory Council, the Kansas Extension Homemakers Council, the Marysville Advocate, the Kansas Grain and Feed Dealers Association, and the Kansas Fertilizer and Chemical Association.

Conferees appeared from the Kansas Association of Counties, and Douglas, Johnson, McPherson, and Sedgwick counties. Several of the representatives from counties expressed concern that the present budget cycle allows a levy for extension to be set prior to the budgets for other county departments. Additionally, concern was expressed that the present statute requires approval of extension budgets by nonelected officials and that boards of county commissioners must have a unanimous vote to override those nonelected officials.

#### Conclusions and Recommendations

The Committee reviewed the present statute for approval of county extension budgets (K.S.A. 2-610), which requires such budgets to be approved by: (1) the board of county commissioners; (2) the Director of Extension at KSU; and (3) the chairperson of the county extension executive council. The Committee is concerned that only the county commissioners are elected officials for a budget which involves levy of local taxes. Consequently, a budget could be approved by a vote involving as few as one of the county commissioners. The Committee believes that, due to involvement of county tax levies, a majority vote of the county commissioners should be required for passage of county extension budgets. The Committee recommends H.B. 2032, which amends K.S.A. 2-610, to enact its recommended change.

The Committee requested the conferees to express their priorities for extension. In nearly all cases those conferees indicated that agriculture had top priority; however, there was no unanimity in remaining priorities. Nevertheless, the present memorandum of understanding between KSU and counties specifies that

the priorities for deployment of county agents are: (1) agriculture; (2) home economics; and (3) youth programs. The Committee believes that the priorities should be established at the county level, rather than through a single statewide statement. The Committee recommends that K.S.A. 2-615, which authorizes counties to employ agents, be amended to specify that those agents be hired according to priorities established by the county extension council. The Committee therefore recommends H.B. 2032.

The Committee heard conflicting testimony concerning whether extension meets the present day needs of Kansas' citizens. The Committee is particularly interested in resolving whether extension devotes inappropriate resources to home economics and youth work given: (1) declining federal dollars for extension; (2) the present condition of the agricultural economy; and (3) the status of the State General Fund. Therefore, the Committee recommends that the President of KSU review the mission and direction of extension. In this review the President should develop priorities for extension and alternatives for financing, given constant or diminished resources. The Committee requests that this review be completed and submitted to the Legislature on or before January 11, 1988.

The Committee disagrees with placing extension agents in the university retirement system. The Committee believes that the portability of the university retirement system is not necessarily applicable to extension agents. The Committee believes that extension agents would be more appropriately placed in the Kansas Public Employees Retirement System at less cost to the State General Fund. Therefore, the Committee attaches H.B. 2033 to enact this recommendation.

The Committee observes that K.S.A. 2-615 allows multi-county sharing of an extension agent or agents. This statute can be particularly useful when counties wish to share a specialist, such as a horticulturist. However, this statute lacks the flexibility to allow a

single board to oversee an entire staff operation for a multi-county area. Therefore, the Committee recommends that statutory provisions be developed allowing multi-county governing boards to appoint agents and oversee a multi-county extension operation. Such governing boards would consist of the chairperson, vice-chairperson, treasurer, and secretary of the executive board from each county participating in the multi-county operation. When such multi-county agreements are in place, the multi-county board would exercise the authority to appoint agents and establish salaries for those agents. The multi-county agreement would prescribe the specifics of agent locations, priorities and amounts contributed by each county. The authority of each county for taxation and program development would continue. H.B. 2032 would enact this recommendation.

Respectfully submitted,

November 24, 1986

Rep. Edward Rolfs, Chair-  
person  
Special Committee on Ways  
and Means

Sen. August Bogina,  
Vice-Chairperson  
Sen. Ross Doyen  
Sen. Frank Gaines  
Sen. Richard Gannon  
Sen. Dave Kerr

Rep. William Brady  
Rep. J. Santford Duncan  
Rep. Wanda Fuller  
Rep. Lee Hamm  
Rep. Bob Ott

Kansas  
Cooperative  
Extension  
Service

*An*  
*Overview*

Fred D. Sobering, Director  
Fred L. Poston, Associate Director

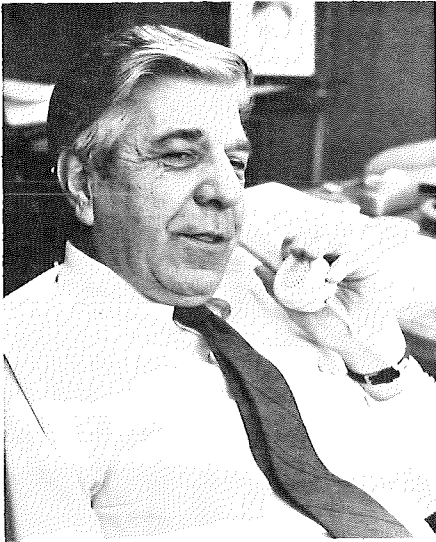
Cooperative Extension Service  
Kansas State University  
Manhattan

*Attachment 3*  
*1-21-87*



# An Overview Kansas Cooperative Extension

*EXTENSION'S MISSION*—to provide practical and useful information to the people of Kansas to help them meet their needs, problems, and opportunities. It delivers informal, out-of-school, non-credit educational programs to citizens in every county in Kansas. It takes scientific knowledge, applied principles and recommended practices to the people for use in their daily lives.



Communication is two-way. Requests for new knowledge are brought back to the research staff at the University, and frequently become part of future projects of the Agricultural Experiment Station and other University research programs.

The basic philosophy underlying Extension has always been an emphasis on self help. People are helped to help themselves. Research-generated knowledge is disseminated locally in response to perceived local needs. The methods used are informal and non-credit, strengthened by active cooperation of the learner in planning, teaching and evaluating programs. Extension provides a continuing college education.

A handwritten signature in black ink, appearing to read "Fred D. Sobering". The signature is fluid and cursive, with a large initial "F" and "S".

Fred D. Sobering,  
Director, Kansas Cooperative Extension Service

## **EXTENSION IS:**

- Informal, out-of-school education.
- Providing practical and useful information to people to keep them growing, solving their problems, and achieving their highest potential.
- Helping people learn, understand and solve their problems through phone calls, farm and home visits, office visits, meetings, tours, demonstrations, bulletins, newsletters, radio, TV, film, newspapers, and magazines.
- Meeting educational needs of people with quality information, effectively and efficiently taught—in priority order of importance, one at a time, at the teachable moment.

*FUNDING SOURCES FOR EXTENSION* in Kansas include Federal—22 percent; State—29 percent; County—38 percent; and fees and special grants—11 percent. Support comes from all people who pay taxes.

*PROGRAM EMPHASIS* for 1985 was Agriculture, 45 percent; 4-H & Youth, 25 percent; Home Economics, 23 percent; Community Development, 7 percent.

*EXTENSION'S SUBSTANCE:* Scientific and technical knowledge; objective information for use by people in solving both private and public problems.

*UNIQUE STRENGTHS:* A well-trained, dedicated staff of professionals who enjoy helping people learn, and who are positive and enthusiastic about their contributions to the welfare and progress of people and mankind. Their dreams are "to make the best better," "to help people help themselves," and "to make the world a better place to live."

*COUNTY EXTENSION AGENTS* in every county developing, organizing and carrying out educational programs to meet the needs of local people. Agents live in the community, associate closely with their clientele. Their career and success depend on how well they meet local people's needs. They are guided and supported by locally elected councils and boards, and paid mostly by local taxes.

*SUBJECT MATTER SCIENTISTS* in, or associated with, subject matter departments in various colleges of the University operating from the most up-to-date, sophisticated, complete base of scientific principles and technical knowledge which the mind of man can create. They constantly process new information discovered by research.

They apply known scientific and technical knowledge to the solution of problems as they arise. They help Extension agents and clientele understand how this information can be used for their own benefit.

*KEYS TO PRODUCTIVITY OF THE EXTENSION STAFF:* Flexibility for specialists and agents to adapt their work plans to new information and new problem areas. Each agent and specialist prepares an annual plan of work setting forth problem situations, goals or objectives, and his or her planned Extension activities. Interdisciplinary task forces are created on major new problems where pooling of knowledge and brainpower will pay.

*CONSTANT UP-DATING* of Extension staff on the findings of research and new knowledge.

*A MODERN COMMUNICATION* and transportation system between the counties and the subject matter base at the University. Microcomputers in the area and county offices to enhance problem-solving capacity at the local level are rapidly becoming adopted in Extension.

*MODERNIZED MASS COMMUNICATION* facilities and staff (radio, TV, film, news, publications, visual media).

*PERSONNEL POLICIES* which provide opportunities for personal growth and professional development of the staff.

*EFFECTIVE TEAMWORK* within various Extension offices and units, between agents and specialists, and between Extension and research personnel.

*INTERDISCIPLINARY PROBLEM SOLVING* through joint efforts by people with the greatest interest and expertise.

# Extension's "Teaching" Force

## **208.7\* STATE AND AREA SUBJECT MATTER SPECIALISTS**

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Agriculture .....	114.9*
Forestry, State & Extension .....	23.2
Home Economics .....	21.6
4-H & Other Youth Programs .....	13.0
Community Development .....	9.0
Extension Information .....	20.0
Extension Energy .....	7.0

## **286 COUNTY STAFF (*Professionals*)**

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Home Economists .....	123.0
Agricultural Agents .....	113.0
4-H Agents .....	37.0
Horticultural Agents .....	9.0
Expanded Food and Nutrition Agents .....	4.0

## **21 COUNTY STAFF (*Paraprofessionals*)**

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Expanded Food and Nutrition Program

## **291 SECRETARIES & OTHER CLASSIFIED PERSONNEL**

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(State, Area, County Offices)

## **37,600 VOLUNTEER TEACHERS AND LEADERS (*Part Time*)**

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4-H and Youth .....	29,300
Home Economics .....	5,000
Community Development .....	1,800
Agricultural .....	1,500

## **8,035 ELECTED CITIZEN LEADERS**

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County Extension Councils .....	2,835
(County Extension Boards-945)	
County 4-H Events Councils .....	3,400
County Homemaker Councils .....	1,800

## **28-MEMBER ADMINISTRATIVE SUPPORT TEAM**

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Dean of Agriculture  
Director, Cooperative Extension Service  
Associate Director, Cooperative Extension Service  
Assistant Directors for Programs (in Agriculture, Home Economics, 4-H, Community Development, Energy)  
Assistant to the Director, Business & Finance  
Area Directors (Northwest, Southwest, South Central, Northeast, Southeast)  
Department Heads (Assisted by an Extension Program Leader in each Department), including Extension Departments of Information and Radio, TV, Film.

\*Represents part-time appointments. For example, a .5 appointment would spend half time in Extension and the other half in research or teaching.

# Extension Education System

County Extension agents and specialists in Kansas use a whole system of delivery methods and channels of information to reach the consumers of their services.

The people of Kansas can individually tap into this Extension information in any or all of the following ways:

- Attending group meetings for farmers, homemakers, 4-H youth, or community leaders.
- Making practical, first-hand comparisons at farm and home demonstrations.
- Inviting Extension agents to visit their farms, homes, or businesses.
- Going to county Extension offices to discuss concerns and seek advice.
- Making telephone calls to ask for specific information.
- Writing personal letters seeking technical answers to specific problems.
- Reading fact-filled Extension newsletters that are directed to special clientele groups.
- Seeking information in printed publications—bulletins, pamphlets, guides, reports, and fact sheets.
- Reviewing Extension news releases in county newspapers that relate to local situations.
- Looking for the personalized advice offered by county agents in newspaper columns.
- Listening to radio broadcasts in the kitchen, in the car, or on the tractor.
- Viewing TV programs that include a variety of spot news and features.
- Scanning magazines, especially the farm press, for detailed reports about agriculture and home economics.
- Taking advantage of Extension programs for commercial personnel who in turn work with farmers, homemakers, and youth.
- Becoming “volunteer” teachers and leaders who offer educational lessons to Extension homemaker units and 4-H clubs.

The educational information and knowledge supplied by Extension agents and specialists can usually be put to use immediately by their clientele. Hence, it must be relevant to people's problems, current, scientifically sound, easy to understand, practical, and useful.

Cooperative Extension relies on the academic departments at Kansas State University to be primary sources of the subject matter base for the educational activities carried out by county agents and specialists.

These teachers of informal education also adapt relevant information from other universities, the U.S. Department of Agriculture, other state and federal government agencies, and industry.

# Extension Specialists (State & Area)

(By Subject Matter Areas)

## AGRICULTURAL PRODUCTION

**PROGRAMS . . . . . 114.9\***

Agricultural Economics . . . . . 49.6

Administration . . . . . .4

Farm Management . . . . . 6.4

Marketing . . . . . 5.0

Consumer Marketing . . . . . 1.0

Business Management . . . . . 1.0

Public Affairs . . . . . .8

Area Economists . . . . . 5.0

Farm Mgnt. Assn. Fieldmen . . . . . 29.0

Computer Programmer . . . . . 1.0

Agricultural Engineering . . . . . 10.2

Administration . . . . . .2

Agricultural Engineers . . . . . 5.0

Safety & Health . . . . . 1.0

Irrigation Engineer (State) . . . . . 1.0

Area Irrigation Engineers . . . . . 2.0

Pesticide Application . . . . . 1.0

Agronomy . . . . . 13.9

Administration . . . . . .3

Soil & Water Conservation . . . . . 1.0

Soil Fertility & Mgnt. . . . . .9

Range & Pasture Mgnt. . . . . .9

Soil Testing . . . . . .8

Herbicide & Pesticide Sfty. . . . . 1.9

Crops & Soils (State) . . . . . 2.1

Area Crops & Soils Spec. . . . . 5.0

Area Crop Protection . . . . . 1.0

Animal Science & Industry . . . . . 15.2

Administration . . . . . .2

Animal Science . . . . . 2.3

Meats . . . . . 1.0

Beef Cattle Nutr. & Mgnt. . . . . .8

Dairy . . . . . 2.0

Poultry Mktg. & Production . . . . . .7

Live Animal Evaluation . . . . . 1.0

Area Animal Science Spec. . . . . 5.0

Horses . . . . . .8

Swine . . . . . 1.4

Entomology . . . . . 8.8

Administration . . . . . .3

Entomology . . . . . .6

Pesticide Coordinator . . . . . 1.0

Insecticides (Pestic. Sfty.) . . . . . 1.0

Hort. Entomologist . . . . . .4

Area Entomologist . . . . . 3.0

Entomology Diagnostician . . . . . .5

Livestock Entomology . . . . . 1.0

Residential Entomology . . . . . 1.0

Grain Science & Industry . . . . . 3.0

Administration . . . . . .1

Formula Feeds Marketing . . . . . 1.0

Formula Feeds Manufacturing . . . . . .9

Formula Feeds Quality Cont. . . . . 1.0

Horticulture . . . . . 5.0

Administration . . . . . .2

Fruit & Nut Crops . . . . . .9

Ornamental Horticulture,

Turfgrass & Home Floriculture . . . . . 1.0

Landscape & Environ. Hort. . . . . 1.0

Vegetable Crops . . . . . .9

Crop Protection . . . . . 1.0

Plant Pathology . . . . . 5.4

Administration . . . . . .1

Plant Pathology . . . . . 2.6

Area Plant Pathology . . . . . 2.0

Plant Path. Diagnostician . . . . . .7

Veterinary Medicine . . . . . 1.8

Veterinary Medicine . . . . . 1.8

Wildlife Section . . . . . 2.0

Wildlife Damage Control . . . . . 1.0

Area Wildlife Damage Cont. . . . . 1.0

**4-H & OTHER YOUTH PROGRAMS . . . . . 13.0**

Administration . . . . . 1.0

4-H & Youth . . . . . 3.0

Volunteer Staff Development . . . . . 1.0

Area 4-H & Youth Specialist . . . . . 5.0

Environmental Programs . . . . . 1.0

Statewide Events Programs . . . . . 1.0

Club/Group Meeting Program . . . . . 1.0

## COMMUNITY DEVELOPMENT

**PROGRAMS . . . . . 9.0**

Administration . . . . . 0.7

Community Economic Dev. . . . . 1.0

Organization and Leadership Dev. . . . . 1.0

Land Utiliz. & Planning . . . . . .3

Wildlife & Outdoor Rec. . . . . 1.0

Area Commun. Dev. Spec. . . . . 5.0

**EXTENSION INFORMATION . . . . . 20.0**

Radio . . . . . 6.0

TV . . . . . 1.0

Film . . . . . 1.0

News . . . . . 5.0

Publications . . . . . 5.0

Instructional Media . . . . . 2.0

\*Represents part-time appointments. For example, a .5 appointment would spend half time in Extension and the other half in research or teaching.

**STATE & EXTENSION FORESTRY PROGRAMS . . . . . 23.2\***

Administration . . . . .	6
State Forester . . . . .	4.0
Fire Training . . . . .	1.0
Fire Control . . . . .	1.0
Environmental Forestry . . . . .	3.0
Tree Improvement . . . . .	.6
Utilization & Marketing . . . . .	1.0
Area Foresters . . . . .	11.0
Pest Management . . . . .	1.0

**HOME ECONOMICS PROGRAMS . . . . . 21.6\***

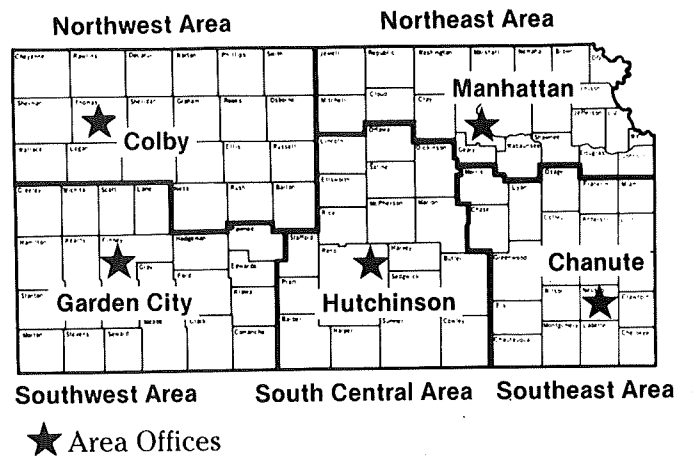
Administration . . . . .	1.6
Home Ec Program Coordinator . . . . .	1.0
Cultural Arts . . . . .	1.0
Food Science . . . . .	1.0
Human Nutrition . . . . .	1.0
Nutrition Education . . . . .	1.0
Clothing & Textiles . . . . .	1.0
Textiles, Apparel & Home Fng. . . . .	1.0
Health and Safety . . . . .	1.0
Family Resources and Public Policy . . . . .	1.0
Consumer Education . . . . .	1.0
Interior Design . . . . .	1.0
Environmental Family Housing . . . . .	1.0
Human Dev. . . . .	1.0
Area Home Ec Program Coord. . . . .	5.0
EFNEP (Lmted Res) Program . . . . .	1.0
Family Financial Management . . . . .	1.0

\*Represents part-time appointments. For example, a .5 appointment would spend half time in Extension and the other half in research or teaching.

**EXTENSION ENERGY SERVICE . . . . . 7.0**

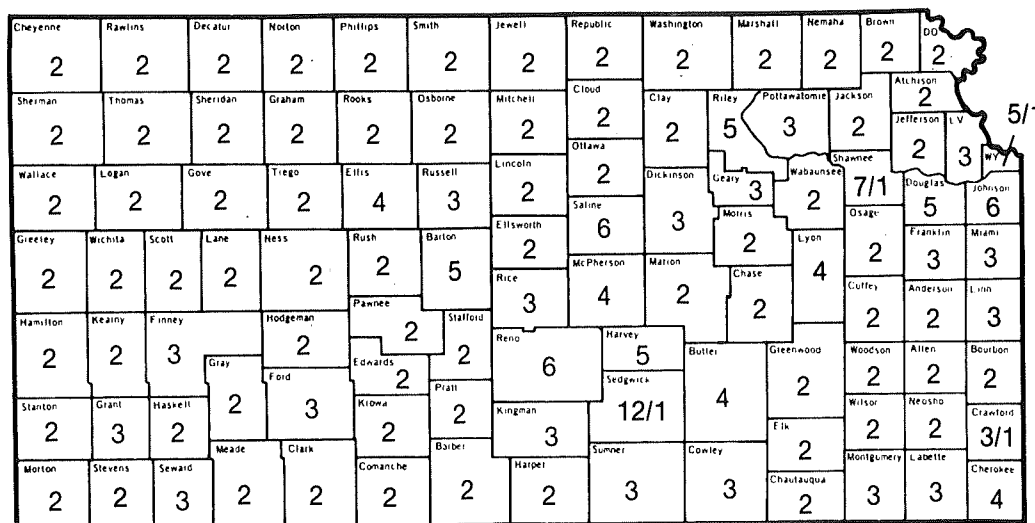
Administration . . . . .	1.0
Residential Energy . . . . .	2.0
Small Business Energy . . . . .	2.0
Graphic Designer . . . . .	1.0
Editor . . . . .	1.0

**EXTENSION ADMINISTRATIVE UNITS**



NW Area (Colby) . . . . .	9 professionals
SW Area (Garden City) . . . . .	9 professionals
SC Area (Hutchinson) . . . . .	9 professionals
NE Area (Manhattan) . . . . .	10 professionals
SE Area (Chanute) . . . . .	11 professionals

**Extension Professional Staff in Counties**



Single figure in County indicates number of county Extension agents  
 Double figures in County—Extension agents on left/EFNEP agents on right

# Extension Subject Matter Emphasis in 1986

## AGRICULTURE

Financial Management Analysis  
Livestock and Grain Marketing Systems  
Income Tax Management  
Estate Planning  
Enterprise and Whole Farm Analysis  
Agriculture and Water Policy  
Beef and Swine Housing  
Energy Conservation  
Irrigation Water Management  
Crop Production Systems  
Weed Control  
Conservation Tillage  
Soybean Profit Seminars  
Range and Pasture Management  
Crop Variety Demonstrations  
Beef Production  
Beef Cattle and Swine Lenders Seminars  
Swine Production  
Dairy Production  
Drug Safety for Livestock  
Bull, Ram and Boar Testing  
Livestock Diseases  
Stored Grain Management  
Livestock Entomology  
Sorghum Insect Control  
Integrated Pest Management  
Pesticide Applicator Training  
Field Windbreaks  
Rural Fire Protection  
Grain Elevator Safety  
Training Feed Mill Employees  
Home Horticulture  
Commercial Vegetable Production  
Field Crop Diseases  
Horticultural Crop Diseases  
Wildlife Damage Control  
Wildlife Habitat Enhancement  
Farm Safety

## HOME ECONOMICS

Stress Management  
Determining Nutritional Needs  
Weight Control  
Consumer Issues  
Health and Safety  
Clothing Care  
Parent Education  
Coping With Aging Parents  
Housing Needs Over the Life Cycle  
Life Enrichment Through Creative Expression  
Effective Decision Making  
Public Policy Issues Affecting Families  
Energy Management for the Home  
Life Enrichment Through Color and Design  
Safety of the Food Supply  
Home Management

## COMMUNITY DEVELOPMENT

PRIDE Community Improvement Program  
Developing Community Leadership  
Organization Development  
Community Economic Development  
Outdoor Recreation  
Tourism Development  
Retail Trade Workshops  
Crime Prevention  
Personnel Management  
Working With Groups

## ENERGY

Individual Assistance and Consultations  
Energy Surveys of Businesses  
Low-income Counselor Training  
Evaluating Renewable Energy Systems  
Workshops and Conferences for Homeowners, Retail and Wholesale Businesses, the Building Industry, and Other Energy Influencers  
Energy Answerline  
"Ask Energenie" Weekly Newspaper Column  
Energy Ingenuity, Biannual Newspaper

## 4-H AND YOUTH

4-H involves nearly 90,000 Kansas youth as well as 30,000 volunteers in individual "learn-by-doing" projects, small group meetings, and larger events such as camps. Specialists and agents help parents and community leaders develop self confidence among boys and girls as a foundation for such leadership/citizenship skills as decision making, positive interpersonal relationships, concern for the community, and an inquiring mind. Kansas 4-H'ers enrolled in 206,232 projects last year as follows:

Individual and Family Resources	40,647
Livestock and Poultry	36,960
Citizenship and Community Involvement	28,840
Leisure and Cultural Education	19,756
Plant Science and Crops	27,949
Natural Resources	13,889
Health and Safety	13,333
Mechanical Science	10,949
Introductory, General, Miscellaneous	6,595
Communication Arts and Sciences	5,548
Economics, Jobs and Careers	1,766

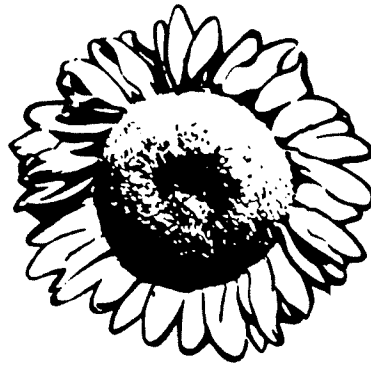


COOPERATIVE EXTENSION SERVICE  
MANHATTAN, KANSAS

All educational programs and materials are available without discrimination on the basis of race, color, national origin, sex, or handicap.

2-86-1M

Handbook for  
**County  
Extension  
Councils**



**1986 Edition**



**Cooperative Extension Service  
Manhattan**

*Attachment 4  
1-21-87*



## Foreword

The Cooperative Extension Service is the off-campus teaching division of Kansas State University. Its job is two-fold. The first is to extend up-to-date information from the University on subjects of agriculture, home economics, 4-H and youth work, and community development to the people of Kansas. The second is to bring back to the University those problems which are related to these program areas that can be solved by careful study and research.

The Cooperative Extension Service is a cooperative undertaking by the United States Department of Agriculture; the Land-Grant University, Kansas State University; and the County Extension Councils representing local people. Much of its effectiveness can be credited to the part played by local people in planning local Extension programs.

The adjustments which families, communities, businesses including agriculture, and youth are undergoing at the present time have created many new educational problems and demands. If the Extension Service is to be helpful in the maintenance of an economically and socially sound agriculture and society, its programs must be carefully planned and aggressively implemented. As a member of your county Extension Council, your time and talents are needed in this effort.

This handbook is prepared so that all parties officially involved in the operation of the Extension program may have a mutual understanding of the responsibilities and procedures outlined in the State and Federal laws. Each individual associated with this cooperative effort is charged with thinking beyond personal problems to those of a community, state, and nationwide level. It is hoped that familiarity with this handbook will help each of us in the successful handling of our responsibilities.

Fred D. Sobering  
Director

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## DEVELOPMENT OF THE COOPERATIVE EXTENSION SERVICE

During the early development of our country, farms were established mostly around and near villages. Farm families in these early days were largely self-sufficient. The farm was primarily a producing unit, growing most of the items needed for food and clothing. Farm and home practices were similar to those that had been followed for centuries. The democratic climate of our republic, with its freedoms of assembly, speech and press, was very favorable for the establishment of organizations to exchange ideas on agriculture.

It was in such an environment that agricultural societies were formed to improve agriculture and the lives of the people associated with it. The organization of the Philadelphia Society in 1785 was probably the beginning of such an organized effort. Many other similar groups were organized during the next 70 years. These were the beginnings of a movement to improve agriculture through study and education. Agricultural societies were not only for the benefit of their members but spread their ideas by the town crier who would read the societies' circulars on farm practices to the public. Later, societies spread news of their improved farm practices with newspaper articles and lectures.

Individual societies grouped together to form state societies and later the National Agricultural Society. The idea of state agricultural colleges was strongly promoted by these state agricultural societies. Three states had provided such colleges prior to enactment of the federal Land-Grant Act.

The Kansas State Agricultural College at Manhattan seems to have been the first college of agriculture to set in motion the farmers institutes. This began in 1868. By 1890, 26 states were providing such meetings. The institutes were from two to five days in length. Over 2,000 institutes were held in 1899, attended by over 50,000 farmers.

Despite the divided state of the nation during the following the Civil War, Congress passed several laws which had great effect upon the agricultural segment of the population.

The United States Department of Agriculture was established in 1862. It was an outgrowth of the Agriculture Division of the Patent Office. The Department of Agriculture immediately became important in promotion of agricultural education and research.

The Homestead Act of 1862 was passed by Congress as a result of the concern about the control of western lands. As a result of this act, about 65,000,000 acres of mostly unsettled land west of the Mississippi had been settled by 1880. Many soldiers from both the Union and Confederate armies helped settle these lands after the war.

A Land-Grant Act to establish colleges of agriculture and the mechanical arts was passed in 1862, just five months after the Battle of Bull Run. The first such bill was passed by Congress by 1857 but vetoed by President Buchanan. Kansas State University was the first college established under the Act. Called the Kansas Agricultural College, it opened in 1863.

Congress passed the Smith-Lever Act on May 8, 1914, creating the Extension Service as it is today. Federal funds were appropriated for this work and each state was required to match certain of those funds if it wished to participate in this new educational program. Each state also had the responsibility of developing a legal plan of cooperation between the United States Department of Agriculture and the people of the state.

### National Legislation

As the Extension program grew, congressional action provided additional appropriations and further defined the field of Extension. Because of the piecemeal legislation that had become necessary through the years to keep pace with the ever growing Extension program and to provide adequate appropriations, these laws were rewritten in 1953 into a single law known as the Smith-Lever Act, amended. Minor amendments were made in 1955 and 1977.

This congressional act defines Extension in Section 2: "Cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture, uses of solar energy with respect to agriculture, and home economics and subjects relating thereto to persons not attending or resident in said colleges in the several communities, and imparting information on said subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information in connection with the foregoing; and this work shall be carried on in such manner as may be mutually agreed upon by the Secretary of Agriculture and the State agricultural college or colleges or Territory or possession receiving the benefits of this Act."

### State Legislation

In 1915 the Kansas legislature passed the county farm bureau law. A county farm bureau, after meeting certain membership requirements, was entitled to county appropriations and state funds for use in implementing the county Extension program, which was the organization's purpose under its constitution. The county Extension programs were conducted by this means for 36 years.

The 1951 session of the Kansas legislature revised these legal provisions, making the county Extension program the cooperative responsibility of the county agricultural Extension council and Kansas State University. The current County Extension Council Law, as amended, appears on pages 17-24.

### Organization of the County Extension Council

The county Extension council is composed of twenty-seven members. They may be elected either by county commissioner districts or at large as determined by the county Extension council executive board. When elected by county commissioner districts, nine are elected from each commissioner district. Three of the nine members from a commissioner district shall be elected to represent agricultural pursuits, three to represent home economics, and three to represent 4-H club and youth work. When elected at large the composition of the council will be the same

as if the elections were by commissioner districts. All citizens of voting age are eligible to vote in the commissioner districts or the at-large elections. These are public meetings or mail elections held not earlier than September 1 but not later than ten days before the annual meeting of the council. (2-611)

At the annual meeting the council shall elect from its own members nine people to serve on an executive board, consisting of a chairman, vice chairman, a secretary, a treasurer, and five other members. When elected by county commissioner districts not more than three members of the board shall be elected from any commissioner district and at least one member shall be elected from each program development committee; namely, agriculture, home economics and 4-H club and youth. When elected at large, the rule of not more than three members for each commissioner district does not apply. The executive board has responsibility for the entire Extension program in agriculture, marketing, home economics, 4-H club and youth work, and community development. The time and place of the annual meeting of the council shall be determined by the executive board but shall not be earlier than October 1 nor later than December 20.

Three program development committees are provided. The agricultural committee is composed of the agricultural representatives of the council; the home economics committee is composed of the home economics representatives; and the 4-H club and youth committee is composed of the 4-H club and youth representatives. The committees may meet at the time of the annual meeting of the council, or at such times as may be deemed necessary to develop Extension program plans. All such plans shall be subject to final approval by the executive board. (2-611).

#### Extension Program Development

The Extension council law states, "...it shall be the duty of said Extension council to plan the educational Extension programs of the county."

The problems and needs of people and their communities are in a state of change. Extension programs should reflect these changes. It is important, therefore, that county Extension programs receive careful and continuous attention of the Extension councils and Extension staff.

Since Extension work is a cooperative endeavor, the county, area and state Extension personnel have an obligation to assist county Extension councils in the planning process. A portion of the annual Extension council meeting should be devoted to program planning.

#### Long-Range Program of Work

Each county should have a long-range program. It is to be continually reviewed to consider current situations and problems for the purpose of developing an annual plan of work. In general, there is not a fixed sequence of events that must be followed for developing a long-range and annual plan of work. Following are some suggestions for implementing the programming process:

1. A county long-range program is determined cooperatively by the local people and the Extension staff and includes a statement of:
  - a. The pertinent facts and trends influencing the program.
  - b. The problems, opportunities for improvement or situations on which there is agreement that changes are needed.
  - c. The objectives to provide direction for the program.
2. The long-range program should be revised continually. This revision should be an outgrowth of the on-going program development process rather than a major task undertaken at regular intervals.
3. The county Extension council program development committees and the agents may organize subcommittees as needed for special program planning assignments.
4. Each subcommittee will:
  - a. Study facts regarding the problems.
  - b. Analyze the situation locally and consider implications.
  - c. Determine program objectives in relation to the problems.
  - d. Propose these objectives and alternative plans of action to the parent development committee.
5. Pertinent data regarding county, state and national situations and trends should be provided for the various committees by county, area and state Extension personnel and resource people.
6. Program proposals from the three development committees will be considered at a meeting of the executive board and the county Extension staff. The importance and relative priority of the problems will be determined.

#### Annual Plan of Work

1. The annual plan of work indicates the efforts to be made toward the long-range program of work each year.
2. The county Extension council will annually review the past year's accomplishments toward objectives identified in the plan of work.

3. The three program development committees--agriculture, home economics and 4-H club and youth--will meet separately to plan their phase of the program for the coming year, keeping in mind:
  - a. The contribution of each phase of the program to the overall program.
  - b. Those portions of each phase where joint activities are appropriate.

#### The Agricultural Development Committee

The county agricultural program development committee is composed of the members of the county Extension council who are elected to represent agriculture. This committee reviews long-range agricultural objectives for the county and determines current problems needing educational emphasis. Responsibilities of the agricultural committee are:

1. Become thoroughly familiar with the agricultural situation in the county.
2. Confer with the county Extension personnel in planning and implementing production, marketing and management programs in agriculture, including forestry and horticulture.
3. Seek ways to assist and provide leadership in rural development projects that involve or affect agriculture.
4. Consider the extent to which livestock associations, commodity groups and similar organizations may be used to provide agricultural programs.
5. Assist the county Extension personnel in:
  - a. Locating result demonstrations
  - b. Recruiting 4-H agricultural project leaders.
6. Assist with 4-H projects and events that relate to agriculture.
7. Assist the county Extension personnel in evaluating the agricultural program and helping keep the public informed about accomplishments.
8. Work with the other council members in the same community in the development of community programs.
9. Work with the other program development committees of the county Extension council in planning and implementing a unified county Extension program.

## The Home Economics Development Committee

The county home economics program development committee is composed of the member of the county Extension council who are elected to represent home economics. This committee reviews long-range home economics objectives for the county and determines current problems needing educational emphasis.

Responsibilities of the home economics committee are:

1. Become familiar with the intent of the home economics extension program at the national, state and area levels.
2. Become thoroughly familiar with conditions in the county affecting families. Understand community problems and the relationship of these to family living.
3. Develop a county Extension home economics program designed to help all people in the county meet individual, family and community goals. This program shall be submitted to the Executive Board for final approval.
4. Make specific plans to reach more people with the Extension home economics program; help recruit leaders and volunteers to assist with the program.
5. Inform individuals and all organized groups, including Extension homemaker units, about the scope of the county Extension home economics program and encourage their participation.
6. Participate on committees for major concerns (such as human nutrition, consumer concerns, children and families, family housing, family health and safety, community development, expanded food and nutrition educational program and others) to study and implement specific aspects of the county Extension home economics program.
7. Recommend candidates annually to the Extension executive board for appointment to the county home economics program planning and development committee which is required under the affirmative action plan.
8. Work with other program development committees of the county Extension Council in planning and implementing a unified county Extension program.



## The 4-H Club and Youth Development Committee

The county 4-H club and youth program development committee is composed of the members of the county Extension council who are elected to represent 4-H club and youth work. This committee reviews long-range 4-H club and youth objectives for the county and determines problems needing educational emphasis. Responsibilities of the 4-H club and youth committee are:

1. Plan overall county 4-H club and youth program to be conducted by the county Extension council.
2. Promote expansion of 4-H club and youth work in the county.
3. Serve in an advisory capacity to the county 4-H council in the execution of activities and events involving 4-H members.
4. Assist agents in planning training for 4-H club and youth leaders.
5. Provide suggestions concerning eligibility of members for participation in events and for recognition of 4-H clubs.
6. Advise on special youth programs such as television programs, teen programs, etc.
7. Provide liaison with the county executive board. (One or more will be members of this board.)
8. Recommend candidates annually to the Extension executive board for appointment to the county 4-H club and youth program expansion and review committee which is required under the affirmative action plan.
9. Work with the other program development of the county Extension council in planning and implementing a unified county Extension program.

### Duties of the Extension Council

1. Plan the Extension program for the county through the use of the program development committees in agriculture, home economics and 4-H club and youth and through such subcommittees as may be established by the Executive Board.
2. Meet annually and elect the officers and other members of the Executive Board (2-611)\*
3. Make available to all groups or organizations equal opportunity to participate in the Extension programs. (2-616)

\*Refers to sections in the County Extension Council law, pages 17-24

Duties of the Executive Board

1. Conduct a yearly review of the memorandum of understanding between Kansas State University and the county. (2-611)  
(see pages 12-16)
2. Transact all business of the council. (2-611)
3. Have control of all property of the council. (2-611)
4. In cooperation with the director of Extension, select and appoint county Extension agents. (2-615)
5. In cooperation with the director of Extension, fix the compensation of Extension agents.
6. With the director of Extension, supervise the Extension agents (2-615)
7. Approve all accounts and expenditures of funds of the council. (2-615)
8. Fill vacancies in offices and membership of the council and board. (2-611)
9. Take and sign oath of public office. (2-611)
10. Fix the date, time and place for each election in the commissioner districts or the county at large and the annual meeting of the council. (2-611)
11. Give approval to program plans prepared by development committees. (2-611)
12. On or before June 30 of each year, file with the county commissioners in the office of the county clerk: (2-610)
  - a. List of the current members of the council and board.
  - b. Certification of election of officers.
  - c. Certificate by the director of Extension that the council is properly functioning and entitled to receive the appropriations provided by law.
  - d. A budget prepared in cooperation with the board of county commissioners and the director of Extension.

Duties of the Director of Extension<sup>1</sup> (relating to the County Extension Council)

1. Allocate funds toward the salary of county Extension agents only after the council has presented to the board of county commissioners a list of members of the council and of its executive board with the statement signed by the chairman of the board certifying that these officers have been duly elected as specified in the law. (2-609)
2. Certify that the Extension Council is properly functioning. (2-610)
- \*3. Cooperate in the preparation of an annual budget. (2-610)
- \*4. Meet with the board of county commissioners and chairman of the executive board to approve the budget. (2-610)
- \*5. With the executive board, supervise the county Extension agents. (2-615)
- \*6. Determine the qualifications of county Extension agents. (2-615)
7. Approve all accounts and expenditures of funds by the council. (2-615)

Duties of the Board of County Commissioners  
(relating to County Extension Councils)

1. Cooperate with the executive board in the preparation of a budget (2-610)
2. Meet with the director of Extension or his duly authorized representative and the chairman of the executive board to approve the budget. (2-610)
3. Make an appropriation and certify to the county clerk the amount of tax necessary to be levied on all tangible taxable property of the county sufficient to provide a program of county Extension work. (2-610)

<sup>1</sup>Items marked (\*) may be performed by the director's duty authorized representative.

## Finances of the County Extension Council

County Extension councils are financed by federal, state and county funds. Occasionally there may be additional resources for the county Extension program through contributions from private or other sources. As provided in the Kansas law, a budget will be prepared each year by the executive board in cooperation with the board of county commissioners and the director of Extension. (2-610) This budget covers the next calendar year and shows the estimated expenses and all receipts from all sources. The receipts will include the unencumbered cash balance, the amount the university will contribute toward the salaries of agents, any contributions that are assured for the coming year and the amount of county appropriation necessary to balance the budget. The budget must then be approved by the board of county commissioners, the director of Extension or his duly authorized representative, and the chairman of the executive board acting as a body. (2-610) The budget is filed with the board of county commissioners in the office of the county clerk by June 30 of each year. (2-610)

"The board of county commissioners shall then make an appropriation and certify to the county clerk the amount of tax necessary to be levied on all tangible property of the county sufficient to provide a program of county Extension work." (2-610) The amount of the levy shall not exceed the limits prescribed in 79-1947. (see page 25)

All expenditures of funds, from whatever source derived by the county Extension council, must have the approval of the executive board and the director of Extension. (2-615) Money is paid out by the treasurer of the council only by a combination warrant check signed by the chairman of the executive board, the secretary and the treasurer. The treasurer shall keep a record of all receipts and expenditures together with the purpose of such expenditures. (2-612)

Congressional appropriations are made for the Extension program and allocated to the states according to formulas as prescribed by Congress. The Kansas legislature also appropriates funds to Kansas State University for the Extension program. These funds are used for the university portion of the county Extension agents' salaries, salaries for state personnel, travel, clerical assistance, publications, press service, radio and television programs and other relevant expenses.

Kansas State University provides state and federal funds as part of the total budget of the county Extension council. These funds are paid as a portion of the salary of each county Extension agent employed in the county. This amount is dependent upon the funds available and authorized by the Board of Regents.

Public funds are always appropriated for a definite purpose. Extension appropriations are for the giving of instruction in agriculture, marketing, home economics, 4-H club and youth work and community development to the people of each county in Kansas. This is done through practical demonstrations and otherwise. Funds are used for employment of an Extension agent or agents to provide such instruction. Therefore, the guide for the executive board in the expenditure of public funds is the degree to which the expenditure will aid in carrying out the Extension program in the county.

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE DIVISION OF EXTENSION,  
KANSAS STATE UNIVERSITY OF AGRICULTURE AND APPLIED SCIENCE,  
AND ALLEN COUNTY EXTENSION COUNCIL,  
REPRESENTED BY ITS EXECUTIVE BOARD

Whereas the Federal Smith-Lever Act, 1914, Amended; the Kansas County Extension Council Law, Amended; and the Memorandum of Understanding between the United States Department of Agriculture and the Kansas State University of Agriculture and Applied Science provide for the conduct of Extension Work in the fields of agriculture, marketing, home economics, 4-H and youth work, community resource development, and subjects relating thereto by use of cooperative educational efforts with individuals, organizations, groups, etc., and whereas the Kansas County Extension Council Law, Amended, provides for County Extension Councils which are to cooperate with the Kansas State University Division of Extension conducting said educational programs; and whereas the Director of Extension is required to approve all Extension budgets, accounts, and expenditures of funds, and all Extension project plans of work; and whereas the Director of Extension has to certify each year that the said Council is properly functioning and thereby to the appropriations provided by law, this memorandum of understanding is agreed to in order that there may be full understanding at all times between the said Division of Extension and the said County Extension Council in the cooperative working relationships in the development and conduct of county Extension educational programs, the employment of county Extension agents to aid in the prosecution of such programs, the approval of budgets, accounts and expenditures of funds.

A. Basic Information

1. The Extension Service as it is known today was set up in the Smith-Lever Act of 1914, which provides for cooperative extension work between the agricultural colleges and/or universities, in the several states receiving benefits of an act of Congress approved July 2, 1862, and the acts supplementary thereto, and the United States Department of Agriculture. The Smith-Lever Act defines the Extension program: "That cooperative agricultural extension work shall consist of the giving of instruction and practical demonstrations in agriculture and home economics to persons not attending or resident in said colleges in the several communities, and imparting to such persons information on said subjects through field demonstrations, publications, and otherwise; and this work shall be carried on in such a manner as may be mutually agreed upon by the secretary of agriculture and the state agricultural college or colleges receiving the benefits of the act."
2. In accordance with the foregoing paragraph, Kansas State University and the United States Department of Agriculture have signed a memorandum wherein it was agreed that the University would establish a distinct administrative division for the management and conduct of the Extension program in the State. It was further agreed that the U. S. Department of Agriculture would conduct its program through the University in accordance with plans mutually agreed upon. Also that all persons appointed as Extension agents shall be joint representatives of the University and the U. S. Department of Agriculture. Other minor points of administration were also agreed to.

3. Kansas State University of Agriculture and Applied Science has three principal functions, namely: (1) to teach the students who enroll at the University, (2) to do research work in the fields of agriculture, veterinary medicine, home economics, engineering, and other appropriate areas, and (3) to conduct an Extension educational program among the people of the State who are not enrolled as students at the University.
4. The Kansas County Extension Council Law, Amended, provides for county Extension Councils as the agency in each county to cooperate with Kansas State University in planning and in the execution of an educational Extension program.

B. The Division of Extension of Kansas State University of Agriculture and Applied Science agrees:

1. To conduct educational programs in agriculture, marketing, home economics, 4-H club and youth work, and community resource development in the county with the cooperation of the County Extension Council.
2. To provide a suggested procedure for the planning of county Extension programs in the fields of agriculture, marketing, home economics, 4-H club and youth work, and community resource development for the people of the county.
3. To assist in the development of a procedure for the collection of data that may be needed in the development of such county programs.
4. To provide a staff of specialists in the fields of agriculture, marketing, home economics, 4-H club and youth work, and community resource development insofar as available funds will permit and to provide travel expenses for such specialists for the purpose of visiting the counties to assist the county Extension agents and leaders to plan and conduct programs for the county. Said specialists will also prepare bulletins and other literature helpful in the execution of the county programs.
5. To provide administrative supervisors (Area Extension Directors) whose duty it is to represent the Director of Extension in carrying out his responsibilities in the counties and to assist county Extension agents in program organization, planning and execution; assist the Executive Board and the Council in an understanding of their responsibilities; assist in the development of county Extension programs; and maintain satisfactory working relationships between the University staff, area Extension specialists, county Extension agents, the Executive Board, the Council, and the people.
6. To conduct Extension educational programs over radio station KSAC that will supplement the execution of the county programs.
7. To properly publicize regional, area or state-wide activities planned by one or more counties of the State and to otherwise widely publicize the accomplishments in the Extension programs of the State.

8. To receive applications from persons who may be interested in being Extension workers and to pass upon their qualifications and thus maintain a list of qualified and approved persons for employment as county Extension agents.
9. To train Extension workers in their responsibilities including methods of planning and conducting the Extension programs.
10. To pay a portion of the salary of each agent employed in the county in such amount as authorized by the state Legislature and the Board of Regents.

C. The County Extension Council as represented by its Executive Board, hereinafter known as the "Board", agrees:

1. To maintain a suitable office for the headquarters of the county Extension council including adequate space for the county Extension agents, office assistants, working areas and storage of equipment and supplies.
2. To provide the necessary transportation and subsistence expenses of the agents while absent from their headquarters on official duty.
3. To pay the necessary expenses of any leaders authorized by the Executive Board to attend area or state Extension program planning conferences.
4. To provide the necessary funds for teaching and demonstration materials and equipment.
5. To employ as county Extension agents only those persons who have been approved by the Director of Extension for the county concerned as each agent is a member of the faculty of the University and a cooperative employee of the United States Department of Agriculture.
6. To contact the Director of Extension or his representative when a vacancy may occur in a county Extension agent position, and make arrangements with the Director of Extension for a candidate to be interviewed by the Board and a representative of the Director of Extension.
7. To expend funds within the various items of the approved budget. The total expenditures in any one year shall not exceed the total of the budget approved for that year. Funds may be transferred from one budget item to another with the approval of the Executive Board and the Director of Extension. The budget will be the basis for the approval of expenditures by the Director of Extension.
8. To maintain accurate and complete financial records on forms and in books designed by the Director of Extension and to submit copies at such times as the Director of Extension may deem necessary for the approval of the expenditure of funds as required by the law. And to keep such records in the county Extension office and available at all times for inspection by the Director of Extension or his representative, and members of the County Extension Council.

9. To review with the Director of Extension or his representative, at least twice a year, the progress being made in the county programs.

D. The Division of Extension and the Board mutually agree:

1. That each county Extension agent employed shall be a cooperative employee of the Division of Extension of Kansas State University, the United States Department of Agriculture and the County Extension Council and shall be satisfactory to the Director of Extension and to the Board.
2. That county Extension agents will be employed under the terms of a three-party (agent, Executive Board, and the Director of Extension or his representative) agreement which will stipulate the total salary to be paid to the agent; the portion of the salary to be paid by the University; the date and length of the employment period; the provisions for annual, sick and professional leave; provisions for transportation and other necessary expenses; and other pertinent points pertaining to the employment of an agent.
3. To fix the salary of each county Extension agent at a level commensurate with the qualifications required of Extension agents and persons in other lines of work requiring similar qualifications and responsibilities.
4. That close relatives of county Extension agents will not be employed in the same county.
5. That the employment of close relatives of the members of the Executive Board in the county office is not a good policy.
6. The sequence of establishing and maintaining county Extension agent positions in a county shall be: County Extension Agricultural Agent, County Extension Home Economist, County Extension 4-H Agent. Thereafter additional positions established shall be those most urgently needed to carry on the Extension programs in the county.
7. That Extension work is a profession and that persons engaged in it will be given encouragement and opportunity to improve their professional ability and standing by further study, reading and conferences with other persons in similar work; and further, that the professional attitude of county Extension agents will be upheld by requiring not more than reasonable hours of work and granting compensation in keeping with their qualifications and experience.
8. The Executive Board will meet at least once each month to transact the business for which it is responsible and confer with the agents concerning the progress being made on the county Extension programs. In case of anticipated heavy farm work seasons, the Executive Board may authorize the officers to approve expenditures and otherwise act for the Board in lieu of one monthly meeting.



9. That the general supervision of county Extension agents as provided by law will be accomplished by conference between the Director of Extension or his representative and the agents at such times and places as is mutually convenient for them; and at least twice each year by a joint conference of the Board, agents, and the Director of Extension or his representative.
10. The county Extension office shall be known as and marked as the "Extension Council Office" followed by the titles of the agent positions employed.
11. That the Council, its Executive Board, and the county Extension agents will plan and conduct county programs in keeping with the principles established in the Smith-Lever Act, Amended, and the County Extension Council Law, Amended.

E. Effective Date and Termination of This Memorandum:

This memorandum shall be effective when it is approved and signed by the Chairman of the Executive Board of the ALLEN County Extension Council, and the Director of Extension of Kansas State University of Agriculture and Applied Science, and shall remain in effect until it is abrogated in writing by either one of the parties signatory hereto or revised by mutual agreement.

APPROVED:

ALLEN COUNTY EXTENSION COUNCIL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Executive Board

DIVISION OF EXTENSION,  
KANSAS STATE UNIVERSITY OF AGRICULTURE AND APPLIED SCIENCE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Extension

KANSAS COUNTY EXTENSION COUNCIL LAW  
SECTIONS 2-608 THROUGH 2-622,  
KANSAS STATUTES ANNOTATED AS AMENDED

2-608. Compensation of county extension agents; contribution  
2 from federal and state funds. Whenever there shall be  
3 organized in any county of the state of Kansas a county  
4 extension council as specified in K.S.A. 2-611, as amended,  
5 and having for its purpose the giving of instruction in  
6 agriculture, marketing, home economics, 4-H club and youth  
7 work, community and resource development, to the people of said  
8 county through practical demonstrations, meetings, publications,  
9 and otherwise, and the employment of an extension agent or  
10 agents to prosecute such instructions the Kansas state  
11 university of agriculture and applied science shall contribute  
12 from federal and state funds granted for cooperative extension  
13 work not less than one thousand five hundred dollars (\$1,500),  
14 as far as such funds are available towards the salary of each  
15 county extension agent employed.

*Areas of  
Instruction*  
  
*Means of  
Instruction*  
  
*KSU Salary  
Contribution*

2-609. Same; conditions. Before such allocations of funds are  
2 made by the director of extension of Kansas state university of  
3 agriculture and applied science, the county extension council  
4 shall present to the director of extension and to the board of  
5 county commissioners of its county: A list of members of the  
6 extension council and its executive board and the officers,  
7 with the statement signed by the chairman of the board  
8 certifying that these members and officers have been duly  
9 elected as specified in K.S.A. 2-611.

*County  
Extension  
Council  
Requirements*

2-610. County Appropriations; budgets, approval; tax levies,  
2 use of proceeds. On or before June 30 each year, the  
3 executive board of the county extension council shall file  
4 with the county commissioners in the office of the county  
5 clerk:  
6 (a) A list of current members of the county extension council  
7 and its executive board; (b) a certification of election of  
8 officers as provided in subsection (c) of K.S.A. 2-611, and  
9 amendments thereto; (c) a certificate by the director of  
10 extension of Kansas state university of agriculture and  
11 applied science that the county extension council is properly  
12 functioning and entitled to receive the appropriations  
13 provided by law; and (d) a budget prepared in cooperation with  
14 the board of county commissioners and the director of  
15 extension of Kansas state university of agriculture and applied  
16 science for the ensuing calendar year. The budget shall  
17 clearly show all receipts from all sources. After approval of  
18 such budget by (1) the board of county commissioners, (2) the

*Budget  
Approval  
and  
Procedures*

19 director of extension of Kansas state university of agriculture  
20 and applied science or the director's duly authorized  
21 representative, and (3) the chairperson of the executive board  
22 of the county extension council, acting as a body, the board of  
23 county commissioners shall then make an appropriation and  
24 certify to the county clerk the amount of tax necessary to be  
25 levied on all tangible taxable property of the county sufficient  
26 to provide a program of county extension work and to pay a  
27 portion of the principal and interest on bonds issued under the  
28 authority of K.S.A. 1979 Supp. 12-1774, and amendments thereto,  
29 by cities located in the county, which levy shall not exceed the  
30 limitation prescribed in K.S.A. 1979 Supp. 79-1947, and  
31 amendments thereto.

2-611. County extension councils; election of members;

2 meetings; development of programs; election, term of office,  
3 oath, powers and duties of executive board; bond of treasurer.

4 (a) Except as otherwise provided in this section, the citizens of  
5 voting age residing in each of the county commissioner districts  
6 in each county in this state are qualified to participate in the  
7 meeting which shall be held in each such district in each year not  
8 earlier than September 1 and at least 10 days before the annual  
9 meeting of the county extension council upon a date and at a time  
10 and place determined and fixed by the executive board of the county  
11 extension council and shall elect annually from among their number  
12 three members of the county extension council. In Leavenworth  
13 County, such election shall be held at the time of the annual  
14 Leavenworth county fair. Of the three members, one shall be  
15 elected to represent agriculture and shall be actively engaged in  
16 agricultural pursuits, one shall be elected to represent home  
17 economics work and one shall be elected to represent 4-H club  
18 and youth work. The county extension council executive board  
19 members of each county may choose to hold a countywide election  
20 meeting in lieu of holding a meeting in each district. Prior to  
21 adjournment of the countywide meeting the citizens of each county  
22 commissioner district shall separate into groups for the purpose  
23 of electing the county extension council members who shall represent  
24 the district on the county extension council. The countywide  
25 meeting shall be subject to the same conditions hereinabove  
26 provided for county commissioner district election meetings.

*Annual  
Election  
Meetings*

*County-  
wide  
Meeting  
Option*

27 (b) The executive board of the county extension council,  
28 as provided for in subsection (f), may choose, as an alternate  
29 method of electing county extension council members, to mail a  
30 ballot to each citizen of voting age residing in the county at  
31 least three weeks before the annual meeting of the county  
32 extension council. The ballots shall contain the names and  
33 resident addresses of all persons who are candidates for county  
34 extension council membership. The incumbent county extension  
35 council members shall select not less than two persons as  
36 candidates for each position to be filled. After the ballot

*Mail  
Ballot  
Option*

37 has been marked, each voter shall mail or otherwise transmit  
38 the ballot to the county extension office of the county at  
39 least seven days prior to the annual meeting of the county  
40 extension council.

41 (3) In any county having three county commissioner districts,  
42 the citizens may elect county extension council members at  
43 large or by county commissioner district as determined by the  
44 executive board of the county extension council for the county.  
45 In any county having other than three county commissioner  
46 districts, the citizens shall elect county extension council  
47 members at large. A county extension council elected at large  
48 shall also have a total elected membership of 27, with nine  
49 members elected to represent agriculture who shall be actively  
50 engaged in agricultural pursuits, with nine members elected to  
51 represent home economics and nine members elected to represent 4-H  
52 club and youth work. When county extension council members are  
53 elected at large, nine shall be elected annually, three of whom  
54 shall represent agriculture, three of whom shall represent home  
55 economics, and three of whom shall represent 4-H club and youth  
56 work. County extension council members elected at large shall  
57 serve under the same conditions as county extension council  
58 members elected by county commissioner districts, except the  
59 provision that three members of the executive board shall be  
60 elected from each commissioner district shall not apply.

*At  
Large  
Election  
Option*

61 (d) The 27 members so elected in the three county commissioner  
62 districts, or at large, in any county shall constitute and be  
63 the county extension council, and it shall be the duty of the  
64 council to plan the educational extension programs of the  
65 county.

*Extension  
County  
Program  
Respon-  
sibility*

66 (e) At the annual meeting of the county extension council, the  
67 council members elected to represent agricultural pursuits,  
68 home economics work or 4-H club and youth work, may meet  
69 separately and elect a group chairperson. Each group shall  
70 meet as necessary for the purpose of developing educational  
71 program plans on extension work in agricultural pursuits, in  
72 home economics work or in 4-H club and youth work. All program  
73 plans shall be subject to final approval by the executive board  
74 of the county extension council.

*Annual  
Meeting  
of the  
Extension  
Council*

*Final  
Program  
Plans*

75 (f) The county extension council shall meet annually not earlier  
76 than October 1, and not later than December 20, and shall elect  
77 from among its own members an executive board consisting of a  
78 chairperson, a vice-chairperson, a secretary and a treasurer and  
79 five additional members. The date, time and place of the annual  
80 meeting shall be determined and fixed by the executive board.  
81 No more than three members of the executive board shall be  
82 elected from any county commissioner district, and at least one  
83 member shall be elected from each county extension council  
84 member group namely, agricultural pursuits, home economics, and

*Executive  
Board  
Election*

85 4-H club and youth work. The executive board of the county  
86 extension council is authorized to transact all business of the  
87 council, shall have control of all the property of the council,  
88 and may employ and fix the compensation of such persons as are  
89 necessary for the conduct of the business of the council, except  
90 as herein otherwise expressly provided.

91 (g) Members of the county extension council and of the executive  
92 board shall receive no compensation for their services as  
93 members of the council or of the executive board. The members  
94 of the executive board, after their election and prior to enter-  
95 ing upon the duties of their respective offices, shall take and  
96 sign the usual oath of public officers and the same shall be  
97 filed in the office of the county clerk.

98 (h) (1) The treasurer of the executive board after election as  
99 treasurer and before entering upon the duties of the office as *Treasurer's*  
100 treasurer shall execute to the council a corporate surety bond, *Bond*  
101 of 100% of the amount as nearly as can be ascertained that shall  
102 be in the treasurer's hands at any one time. All the bonds  
103 shall be conditioned to the faithful discharge of the duties of  
104 the office of treasurer. The amount and sufficiency of all bonds  
105 shall be determined by the county clerk, and upon the county  
106 clerk's approval endorsed on the bond, shall be filed with the  
107 county clerk, who shall immediately notify the secretary of the  
108 executive board and the county treasurer of the approval and  
109 filing. The cost of any corporate surety bond so furnished  
110 shall be paid by the executive board. In the event of the  
111 breach of any condition thereof, the chairperson of the  
112 executive board shall, and if the chairperson does not, any  
113 member of the county extension council may, cause a suit to be  
114 commenced thereon in the member's own name for the benefit of  
115 the council, in which suit it shall not be necessary to include  
116 the treasurer as a party to the suit and the money collected  
117 shall be applied to the use of the council, as the same should  
118 have been applied by the treasurer.

119 (2) Public notices of each annual election meeting or mail  
120 ballot election for county commissioner districts or at large,  
121 and the annual meeting of the county extension council *Public*  
122 provided for in this section shall be published once at least *Notices of*  
123 one week but not more than three weeks prior to the date fixed *Annual*  
124 for such election or annual council meeting in a newspaper *Election*  
125 having general circulation in the county. The executive board *Meeting*  
126 shall call each of the annual election meetings and the annual  
127 meeting of the extension council and shall cause the notices  
128 of meetings to be published as herein required. The notices  
129 shall state the date, time and place of the meeting. The cost  
130 of publishing the notices shall be paid by the executive board  
131 of the county extension council.

132 (3) The elected officers and the members of the executive  
133 board shall hold office for one year and until their  
134 successors are elected and qualify. Vacancies in the member-  
135 ship of the executive board shall be filled for the unexpired  
136 term from the remaining members of the county extension  
137 council by the executive board. Vacancies among the officers  
138 of the executive board shall be filled for the unexpired term  
139 by election from the members of the executive board. Each  
140 year not earlier than January 2, and not later than  
141 January 15, the retiring executive board shall meet with the  
142 newly-elected executive board at a time and place designated  
143 by the chairperson of the retiring executive board. At the  
144 meeting the retiring executive board shall conclude all  
145 business of the past year and pay all lawful bills for the  
146 year in which it has served and provide the new executive  
147 board with all reports, records and other information which  
148 may be necessary to the operation of the county extension  
149 program during the ensuing year.

*Term of  
Office*

*Filling  
Vacancies*

*Joint  
Meeting of  
Old and New  
Executive  
Boards*

150 (4) Members of the county extension council shall hold  
151 office for a term of three years and until their successors  
152 are elected and qualify, and no member of the council shall  
153 hold office for more than two consecutive terms. Vacancies  
154 in the membership of the county extension council shall be  
155 filled by appointment by the executive board for the  
156 unexpired term of office.

*Term of  
Council  
Members*

*Filling  
Vacancies*

2-612. Deposit of moneys; duties of treasurers. All moneys  
2 received by the treasurer for the council or executive board  
3 shall be deposited by the treasurer in a bank or trust company  
4 designated by the executive board and authorized to receive  
5 public deposits. The treasurer shall pay out, on the warrant  
6 of the secretary of the executive board, or by a combination  
7 warrant check, in either case, signed by the chairperson of  
8 the executive board all moneys which shall come to the trea-  
9 surer's hands for the use of the council or executive board,  
10 and the treasurer shall not pay any sum from the funds of the  
11 council or executive board in any other manner. The treasurer  
12 shall keep a record of all the moneys received and disbursed,  
13 specifying the person or persons from whom received and to whom  
14 paid, and the objective for which same has been paid out. The  
15 treasurer shall present to the executive board at each regular  
16 meeting of the board a report in writing containing a statement  
17 of all moneys received from the county treasurer and from any  
18 other source since the last regular meeting of the executive  
19 board; and of the disbursements made with the items of such  
20 disbursements, and exhibit the warrants or checks or combina-  
21 tion warrants and checks therefor, which report shall be  
22 recorded by the secretary of the executive board; and at the  
23 close of the treasurer's term of office shall settle with the  
24 executive board; and shall hand over to the successor

*Financial  
Proceedings*

25 all records and papers received as treasurer, together with  
26 all moneys remaining in the hands of the treasurer.

2-613. Duties of county treasurers. The county treasurer  
2 shall pay to the treasurer of the executive board of the  
3 council of the county treasurer's county all moneys in the  
4 county treasury belonging to said council, upon the order of  
5 the treasurer of the executive board of the council counter-  
6 signed by the secretary of the executive board: Provided, That  
7 the county treasurer shall not pay to said treasurer of the  
8 executive board any such moneys unless and until the county  
9 treasurer has been notified by the county clerk that said  
10 treasurer of the executive board has filed his or her bond  
11 and same has been approved by the county clerk.

2-614. Duties of executive board secretary; records open to  
2 public. The secretary of the executive board shall: (1)  
3 record the proceedings of all meetings of the executive board  
4 in books provided for that purpose within 20 days following the  
5 meeting; (2) prepare and submit to each meeting of the  
6 executive board a report on the work and activities of the  
7 county extension council since the last meeting of the board;  
8 and (3) perform such other duties as are usually performed by  
9 secretaries and as may be prescribed by the executive board.  
10 The records of the secretary shall be open to the public  
11 inspection at all reasonable times.

*Duties  
of the  
Secretary  
of the  
Executive  
Board*

2-615. County extension service agents; selection;  
2 qualifications; employment by two or more counties; accounts  
3 and expenditures; approval. The executive board of the county  
4 extension council and the director of extension, or the  
5 director's authorized representative, shall appoint a county  
6 extension agent and determine the amount of the extension  
7 agent's compensation. The extension agent shall be under the  
8 general supervision of the executive board and the director  
9 of extension. The director of extension of Kansas state  
10 university of agriculture and applied science shall determine  
11 the qualifications of each county extension agent. The  
12 executive boards of two or more county extension councils and  
13 the director of extension, or the director's authorized  
14 representative, may jointly employ a county extension agent or  
15 agents under like conditions as the executive board of a single  
16 county and by agreement determine the amount of compensation  
17 to be paid to the agent by each county extension council and  
18 the time the agent is to spend in each county. All accounts  
19 and all expenditures of funds of the county extension council  
20 from whatever source derived shall be subject to the approval  
21 of the executive board and the director of extension of Kansas  
22 state university of agriculture and applied science.

*Appointment  
of  
Extension  
Agents*

2-616. Purpose and duties of extension council; limitations.

2 The county Extension council shall have for its sole purpose  
3 the giving of instruction and practical demonstrations in  
4 agriculture, marketing, home economics, 4-H club and youth  
5 work, community and resource development, to all persons in  
6 the county and the imparting to such persons of information  
7 on said subjects through practical demonstrations, meetings,  
8 publications, or otherwise. Such councils shall not engage  
9 in commercial or other private enterprises, legislative  
10 programs, or other activities not authorized by this act and  
11 shall not give preferred service to any individual, group or  
12 organization. County extension councils may collect fees for  
13 specific services which require special equipment or personnel,  
14 such as a soil testing laboratory, seed testing service or  
15 other educational service, but they shall not collect member-  
16 ship dues nor shall they collect dues for or pay dues to any  
17 local, state or national organization or association:  
18 Provided, That the furnishing of supplies or services deemed  
19 necessary by the director of extension and the executive board  
20 of the county extension council to the conduct of any  
21 educational program authorized under this act shall not be  
22 considered private enterprise or commercial activity within  
23 the meaning of this act. Nothing in this act shall prevent  
24 the county extension council or extension agents employed by  
25 it from using or seeking opportunities to reach an audience of  
26 persons interested in extension work through the help of  
27 interested farm organizations, civic organizations or any other  
28 group: Provided, That in using or seeking such opportunities  
29 the county extension council or agents employed by it shall  
30 make available to all groups and organizations in the county  
31 equal opportunity to cooperate in the educational extension  
32 program. County extension agents, however, are prohibited  
33 from requiring uniform bylaws, rules, regulations and methods  
34 of procedure in groups, clubs or organizations wishing to do  
35 extension work: Provided, That this prohibition shall not  
36 prevent county extension agents from suggesting bylaws,  
37 regulations and methods of procedure.

*Responsi-  
bilities  
and  
Limitations  
of  
Extension  
Council*

2-617. Repealed, 1972

2-618. Repealed, 1972

2-619. Invalidity of part. If any section, subsection, clause,

2 sentence or phase of this act is for any reason held to be  
3 unconstitutional and invalid, such decision shall not affect  
4 the validity of the remaining portion of this act.

2-620. Extension councils in certain counties; office

2 facilities; tax levy, use of proceeds; protest petition and  
3 election. In any county having a population of not less than



4 sixty thousand (60,000) nor more than seventy-five thousand  
5 (75,000), the board of county commissioners may levy, for a  
6 period not to exceed two years, a tax on all taxable tangible  
7 property in such county not in excess of one-quarter ( $\frac{1}{4}$ ) mill  
8 on each dollar of assessed valuation of such property for the  
9 purpose of creating and providing a special fund to be used  
10 for the purchase of real estate, including any buildings or  
11 structures thereon, and to make improvements on such real  
12 estate for the purpose of providing office and meeting room  
13 facilities for an extension council operating under article 6  
14 of chapter 2 of the Kansas Statutes Annotated and acts  
15 amendatory thereof and to pay a portion of the principal and  
16 interest on bonds issued under the authority of K.S.A. 1979  
17 Supp. 12-1774, and amendments thereto, by cities located in  
18 the county. No levy shall be made under the provisions of  
19 this act until a resolution authorizing the making of such a  
20 levy be passed by the board of county commissioners  
21 specifying the amount to be raised each year by such levy and  
22 published for three successive issues in the official county  
23 newspaper within the county, whereupon such a levy may be made  
24 unless a petition in opposition to the same, signed by not  
25 less than ten percent (10%) of the qualified electors of such  
26 county, as determined by the vote for secretary of state in  
27 in the last preceding election, is filed with the county clerk  
28 of such county within thirty (30) days following the last  
29 publication of said resolution.

*Funds  
for  
Extension  
Offices  
and  
Meeting  
Rooms*

30 In the event such petition is filed it shall be the duty of  
31 the board of county commissioners to submit the question to  
32 the voters at an election called for such purpose at the  
33 next general election.

2-621. Repealed, 1981

2-622. Repealed, 1981

Chapter 79--Taxation

79-1947. Limitation on tax levies by counties

(Portions selected applicable to the Cooperative Extension Service, 1982)

Agriculture extension: Authorized by K.S.A. 2-610:

Counties having an assessed valuation  
of more than \$40,000,000; or a  
rate sufficient to provide \$80,000,  
whichever amount is greater. . . . . 1.50 mills

Counties having an assessed valuation  
of not less than \$30,000,000 and  
not more than \$40,000,000; or a  
rate sufficient to provide \$75,000,  
whichever amount is greater. . . . . 2.00 mills

Counties having an assessed valuation  
of less than \$30,000,000 . . . . . 2.50 mills



**COOPERATIVE EXTENSION SERVICE, MANHATTAN, KANSAS**  
C-350 Revised

August 1986

Issued in furtherance of Cooperative Extension Work, acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, and United States Department of Agriculture Cooperating, Fred D. Sobering, Director. All educational programs and materials available without discrimination on the basis of race, color, national origin, sex, or handicap.

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