

Community Services Committee Meeting

Douglas County, Nebraska

Tuesday, March 15, 2016

The meeting convened at approximately 10:05 a.m. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam Street, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the March 9, 2016 issue of *The Daily Record*. County Commissioners present at the meeting were Marc Kraft, Clare Duda, Chris Rodgers, and Mike Boyle. Others present at the meeting were: ; Dan Esch, Douglas County Clerk/Comptroller; Kent Holm, Environmental Services; Diane Carlson and Joe Lorenz, County Administration; Deanna Vansickel-Staudt, Extension; Extension Board members Vikki Henry and Mike Schrad; and Constance Mierendorf, Douglas County Clerk/Comptroller's office. Commissioner Kraft conducted the meeting.

1. Review Extension Board Constitution and Bylaws

- Board President Mike Schrad presented the revised Constitution of Douglas and Sarpy Counties Extension. The Constitution had not been updated since 1998. Both Sarpy County and the University of Nebraska worked with the Board on the revisions. (See attached for The Constitution and a Summary of Changes proposed by the Board).
- Commissioner Duda inquired about the role of Sarpy County in the process and was assured that Sarpy County had input into the process. The Constitution has been reviewed by counsel at UNL and is being presented to Douglas County. After approval and review, it will then be sent to Sarpy County for their review and approval.
- The County Attorney will review the proposed changes. It was suggested that since the Sarpy, UNL and Douglas Interlocal Agreement is also outdated, it should be updated. The County Attorney's office would review both at the same time. All three entities should be in the same room if the Interlocal is going to be reviewed.
- Commissioner Boyle requested that Extension representatives provide a succinct statement defining what Extension does that is unique and how it does not duplicate other services in the community. Mr. Boyle stated that he believed Extension was experiencing mission drift.
- Commissioner Kraft asked if the County Health department would be burdened if Extension did not exist.
- Commissioner Rodgers responded that Extension does not duplicate the work of the Health Department. It does different things and works with many partnerships in the community including the YMCA, the Girls and Boys Clubs and a program at Gifford Park. Mr. Rodgers cited examples of cooperation in both North and South Omaha. Extension works with many other community organizations including the Omaha Economic Development Corporation to address the food desert issue in North Omaha with a Farmer's Market. Commissioner

Rodgers stated that nobody is doing what Extension is doing. Their work is timely and relevant.

- Ms. Vansickel-Staudt replied that Extension is engaged in teaching, training and providing research based information to the public. Extension provides teaching to the Department of Health. It does not provide the same services as the County Health Department. There are some services that Extension does charge the public for. The public can request classes and services.
- Commissioner Duda suggested the Committee focus on review of the Constitution.
- Commissioner Boyle questioned Article II: Purpose, suggesting that the Board should not determine its own activities. There were no further questions or comments about the Constitution.
- Commissioner Kraft suggested that all boards and commissions should review their Constitutions and Bylaws to make sure they are current and relevant.

2. Planning Commission Appointments

- Mr. Holm reported that nine commissioners sit on the Commission. Three are appointed each year. Three members' terms expire at the end of May. One member is not going to reapply.
- Mr. Holm expressed concern about poor attendance at Commission meetings. A spreadsheet will be provided reporting attendance to Commissioners.
- Commissioner Boyle suggested the Commission investigate how other committees function and perhaps incorporate a rule about attendance in the bylaws.

3. Jack Phillips Contract for Arborist Consulting Services

- A renewal contract was discussed for Mr. Phillips. The function of the contract is to consult with the County regarding the selection of plant materials, to verify that the County is receiving quality and cost-efficient products and to provide advice about native plant and sustainable landscaping concepts the County is working with.
- The contract extends for two years at a total cost of \$12,080.
- Ms. Vansickel-Staudt advised that Extension does cooperate with Environmental Services.

4. Other Business

- Commissioner Boyle suggested the use of wildflowers along the Kennebec Freeway to beautify the city. He thanked the Extension representatives for their participation.

The meeting adjourned at 10:39 a.m.

Summary of Changes proposed for the CBL

Douglas Sarpy Extension Board

March 2016

General Comments:

Housekeeping Changes: Due to the date of the last changes to the CBL (1998) there were numerous changes to the CBL to reflect current terminology. For example in Article I of the Constitution the current name of the organization (Douglas and Sarpy Counties Extension) is used and the old name (University of Nebraska Cooperative Extension in Douglas/Sarpy Counties, Nebraska) is deleted.

A related "housekeeping change" was the change to "The University of Nebraska Lincoln Extension ..." This term replaces "The University of Nebraska Cooperative Extension...". This change is found throughout the proposed CBL.

Significant and/or Specific Changes – Constitution:

Art. III Scope

The wording which describes the scope of Nebraska Extension was expanded.

Art. V – Extension Board

Section 1 Extension Board: The term "governing power" was defined to mean "to have or exercise a determining influence". In addition, the proposed language adds a more definitive statement regarding the representation relationship and controlling documents between the County Boards and the University Nebraska Board of Regents.

Section 2 Officers and Responsibilities: The proposed CBL adds a "Treasurer" to the list of officers.

Section 3 Duties: The terms "...to act for and on behalf of the County Board" and "...and advocate for such ..." were added.

Subsection A Programming: In subsection "c" the term "extension program unit" was deleted. In subsection "b" added the procedure that the Extension Board is to coordinate with the Unit Leader to develop a budget to complete the goals of Extension and present this budget to the County Boards.

Subsection B Property and Resource Management: Subsection c: Deleted "revolving account". Subsection d: Defines the financial information that is to be reported as "county expenditures" and "county funds". Subsection g: Adds a reference to Nebraska Intergovernmental Risk Management Association (NIRMA).

Section C Personnel: Subsection c: Changes "will" to "may" as it relates to participation in the interview process associated with appointment of new Extension Educators or Extension Assistants.

Art VI – Meetings

The Proposed CBL Art VI Meetings: This section was revised to match the format of the rest of the CBL.

1st Paragraph: Changes the meeting frequency from one per month to quarterly. (Currently we have a meeting on the first Monday of every other month -January, March, May, July, Sept., and November).

2nd Paragraph: Adds an option to form an Executive Committee consisting of the President, Vice President, Secretary/Treasurer and Past President to conduct the business of the Extension Board between regularly scheduled meetings.

3rd Paragraph: Changes the number of Board Members needed to call a Special Meeting (Current -6 – Proposed 7).

Art. VII: Notice of Meetings

Proposed CBL adds more definitive wording than the current CBL.

Art. VIII Quorum

Changes the number of Board Members required to transact business (voting) from 6 to 7.

Signature Page

Proposed CBL removes the "signature page" and Art X Amendments from the Constitution. (Note a signature page and amendment procedures are included with the By Laws.)

Significant and/or Specific Changes – By Laws:

Article I: Extension Board

Section 1 Membership: Changes the existing wording to more accurately reflect the procedures for appointment to the Extension Board, specifically Geographic and Registered Voter requirements.

Section 2 Candidate for Appointment: Inserts the Interlocal Requirement as part of the Extension Board Appointment Process.

Section 3: Deleted the "Initial Board Appointment Schedule".

Section 5: Added language which defined the expected level of Board Member participation and procedures to implement in the event of a non-participating Board Member.

CONSTITUTION

Art. I: Name

The name of this organization shall be Douglas and Sarpy Counties Extension.

Art. II: Purpose

The purpose of this organization shall be to establish, maintain, and provide direction to the University of Nebraska - Lincoln Extension program in Douglas and Sarpy Counties, Nebraska, in order to aid in diffusing among the people of such counties, useful and practical information on priority issues identified by the executive board (hereinafter referred to as the "Extension Board"), program participants of the counties' extension organization, county residents and the University of Nebraska - Lincoln Extension, and further, to encourage the application of such information. The program shall be carried on in each county or group of counties under the direction of the executive board of the extension organization of the counties in such manner as may be mutually agreed upon by the County Boards and the Extension Board of such county or counties provided for in Neb. Rev. Stat. §2-1602, as amended, and the Regents of the University of Nebraska, through their duly appointed Extension representatives. The Extension Board is a unit of the counties' government and shall be granted such powers and authority as bestowed upon it by the counties.

Art. III: Scope

The University of Nebraska - Lincoln Extension program, a collaborative effort of federal, state, and county governments, conducts programs in subjects relating to agriculture, family and consumer sciences, and urban and rural life, in priority issue areas that include Beef Systems, Crops and Water, 4-Hand Youth Development, Food Nutrition and Health, Community Environment, Community Vitality Initiative, and The Learning Child; which have been identified by the Extension Board, program participants of the counties' extension organization, county residents, and the University of Nebraska - Lincoln Extension, which also facilitates extension outreach programs with other appropriate units of the University as deemed necessary.

Art. IV: Participation

Section 1. Non-Discrimination

The programs shall be widely available to people residing in the counties. No one's participation in the extension programs shall be illegally discriminated against based upon age, race, color, national

or ethnic origin, sex, religion, marital status, veteran's status, sexual orientation, or disability. Extension shall comply with all applicable federal, state and local discrimination laws.

Section 2. Open Meetings Law

In order to ensure that the residents of the counties are offered the opportunity to participate in the planning and operations related to the activities of extension, the Extension Board meetings shall be conducted in conformity with Neb. Rev. Stat. §§84-1408 through 84-1414, as amended, and any other applicable Public Meetings Laws.

Art. V: Extension Board

Section 1. Extension Board

The governing power (to have or exercise a determining influence) of the organization shall be vested in an Extension Board, the members of which shall be selected in a manner and to be representative of the counties, as delineated in this Constitution, the Bylaws, and a written interlocal agreement between the County Boards and the Board of Regents of the University of Nebraska.

Section 2. Officers and Responsibilities

At the first meeting after January 1 each year, the Extension Board shall elect from its members, a President, a Vice-President, and a Secretary/ Treasurer. Officers shall serve until their successors are selected, qualified and installed.

The duties and terms of service of the officers shall be such as defined in the Bylaws.

Section 3. Duties

The responsibilities of the Extension Board will be to act for and on behalf of the County Board to develop extension program objectives, goals and needs, and advocate for such programs. In order to facilitate such development, the Extension Board shall:

A. PROGRAMMING

- a) Evaluate the program's ability to meet objectives and engage in strategic planning in order to facilitate improvements.
- b) Convene appropriate Program Advisory Committees to establish and support extension program direction.

- c) Where appropriate, engage in collaborative efforts with the executive boards of other county extension organizations, in order to more efficiently and effectively meet those program needs that cross over more than one extension organization's geographic boundaries.

B. PROPERTY AND RESOURCE MANAGEMENT

- a) Provide facilities adequate to accomplish program objectives.
- b) Develop and approve an annual program budget (in coordination with the Unit Leader) realistically designed to accomplish the goals of the program and submit a related request to the County Boards to fund the budget, in accordance with state statutory requirements and the requirements of the County Boards relating to timely budget requests.
- c) Monitor, approve, and pay claims within the budget following approval of said budget by the County Boards. Prior to the Extension Board's application for grant funds or other similar kinds of restricted gifts, the Extension Board will fully inform the University of Nebraska - Lincoln Extension of the grant and its applications. Prior to submitting any such grant application, the University of Nebraska - Lincoln Extension and the Extension Board will mutually agree upon the use and administration of the funds.
- d) As required by Neb. Rev. Stat. §§2-1606 and 2-1607, R.R.S., file with the county clerk of the Counties on or before January 1 of each year (1) a report of program work during the preceding year; (2) a sworn itemized statement of county expenditures during the preceding year, and (3) a budget or estimate of county funds necessary for the carrying on of such work during the ensuing year. Such report shall also be provided at the same time to the University of Nebraska - Lincoln Extension.
- e) Submit such reports as requested or required by the County Boards, the University of Nebraska - Lincoln Extension, the National Institute of Food and Agriculture, and the United States Department of Agriculture.
- f) Provide quarterly financial and program activity reports to the County Boards relative to the accomplishments of the extension program in the area.
- g) Arrange for general liability insurance and for errors and omissions insurance with insurers such as the Nebraska Intergovernmental Risk Management Association (NIRMA).

C. PERSONNEL

- a) Provide support/clerical and programming staff (including both hiring and termination responsibilities), in numbers and qualifications commensurate with the needs of the program, employed by the Counties pursuant to Counties human resource policies, benefit policies and all other Counties terms of employment, after careful consideration of the

- recommendations and input of the University of Nebraska - Lincoln Extension.
- b) Work collaboratively with and provide advice and direction to the Extension Unit Leader (i.e. University of Nebraska - Lincoln employee appointed to oversee daily operations) in the areas of budget, personnel and programming.
 - c) Provide the University of Nebraska - Lincoln with recommendations regarding the hiring, termination and performance of its employees (i.e. Extension Educators and Extension Assistants) providing services to the Counties extension program. The Extension Board member or members may participate in any interview process associated with the appointment of a new Extension Educator or Extension Assistant in its program, in order to provide a meaningful recommendation to the University of Nebraska - Lincoln.

Art. VI: Meetings

Section 1. Quarterly Meetings

The Extension Board shall meet at least quarterly at a time and place determined by the Extension Board (or as designated in the Bylaws).

Section 2. Executive Committee

An Executive Committee composed of the president, vice president, secretary/treasurer and past president will conduct the business of the Extension Board between regularly scheduled board meetings. The president will report all activity of this committee to the entire Extension Board at each meeting. The Executive Committee cannot take any action which would normally require a vote to proceed by the Extension Board.

Section 3. Special Meetings

A special meeting of the Extension Board may be called by the President or by written notice signed by seven members of the Extension Board.

Section 4. Annual Meeting

The Annual Meeting of the organization shall be held between November 1 and January 1. The purpose of the annual meeting is to review the previous year's annual report and minutes from the past annual meeting. Minutes of the annual meeting are maintained at the Extension Office and are open for review during normal business hours.

Art. VII: Notice of Meetings

All Extension Board meetings shall be conducted in conformity with Neb. Rev. Stat. §§84-1408 through 84-1414, as amended, and any other applicable Public Meetings Laws, including the required publication of the meeting time, place, and agenda. Except as otherwise provided by law, the minutes of the meetings, kept by the secretary or other designee, shall be a public record open to inspection by the public upon request during normal business hours.

Art. VIII: Quorum

Seven members shall constitute a quorum for transacting business at all regular and special Extension Board meetings. Members of the Extension Board shall be entitled to one vote per member on any action put to vote. A vote carrying a majority of a quorum shall be deemed the action of the Extension Board.

Art. IX: Location of Extension Office

The offices of the Counties Extension shall be located at 8015 West Center Road, Omaha, NE and 501 Olson Drive, Suite 5, Papillion, NE.

Art. X: Amendments

This Constitution may be amended at any regular or special meeting of the Extension Board, by a favorable vote of two-thirds of the total Extension Board membership.

BYLAWS

Art. I: Extension Board

Section 1. Membership

The County Boards by resolution will adopt the number of Extension Board members. The Extension Board will be composed of 12 registered voters in the counties, appointed by the County Boards from such geographic areas so as to assure equitable representation of the organization's population. The chairs of the 4-H Council and the FCE Council shall serve as non-voting members of the Extension Board.

Section 2. Candidates for Appointment

Interested potential candidates will be identified through an open nomination process, as specified in a written interlocal agreement between the County Boards and the Board of Regents of the University of Nebraska.

Section 3. Term of Service

All terms of service shall begin on January 1 of each year. All persons serving as officers or members of the Extension Board shall continue to serve until a successor is appointed and accepts the position. All persons appointed shall serve three-year terms. Officers may serve multiple terms provided they do not exceed the two consecutive Extension Board three-year terms. In order that some continuity within the Extension Board is preserved, staggered appointments will be made. No person shall serve more than two consecutive terms.

Section 4. Vacancies

In the event a vacancy on the Extension Board exists because of death, resignation, incapacity, relocation outside of the region the member was appointed to represent, or other reason, the County Board (of the County originally appointing the member in the case of extension organizations formed to serve more than one county) shall appoint a replacement to fill the unexpired term. At any time, the County Board of the County which appointed the member may remove a member of the Extension Board, if it determines that the member's participation or lack of participation is not in the best interest of the extension program.

Section 5. Participation

A board member is expected to attend and participate in Board meetings and other Extension Board functions.

If a Board member is absent from two consecutive Board meetings and/or four Board meetings in a calendar year without notification, that Board member will be considered as 'non-participating' by the Board. As such, the Board may recommend to the respective County Board that the 'non-participating' Board member be removed from the Extension Board.

Section 6. Compensation

Extension Board members shall not receive any compensation for the public service they provide, to include mileage reimbursement to and from Extension Board meetings or Extension Board functions or activities within the county limits of Douglas and Sarpy Counties. They may be reimbursed, if requested, for mileage to and from meetings or Extension Board functions, including meetings, advocacy functions or other Extension Board activities, excluding regularly scheduled meetings as previously identified, at the rate deemed permissible by the Internal Revenue Service.

Art. II: Duties of Officers

Section 1. President

The president of the organization shall:

- a) provide overall leadership of the Extension Board in relation to programming, finances, and operations of the county extension organization.
- b) act as official liaison for the Extension Board between the county extension organization, the County Board, and the University of Nebraska Board of Regents through its assigned representative(s).
- c) serve as presiding officer for all meetings of the organization.
- d) identify and appoint Program Advisory Committees.
- e) serve as immediate past president when his/her term has expired, with no voting privileges unless they are still a member of the Extension Board.
- f) perform such other functions as are assigned by the Extension Board.

As required by Neb. Rev. Stat. §§2-1606 and 2-1607, as amended, the president shall join the secretary in filing with the county clerk of the Counties on or before January 1 of each year (1) a report of program work during the preceding year; (2) a sworn itemized statement of county expenditures during the preceding year, and (3) a budget or estimate of county funds necessary for the carrying on of such work during the ensuing year.

Section 2. Vice-President

The vice-president shall assume the duties of the president in the absence of the president and perform such other functions as are assigned by the Extension Board.

Section 3. Secretary/Treasurer

The secretary of the organization shall keep on file in the University of Nebraska - Lincoln Extension Office in Douglas and Sarpy County, copies of all minutes and any written agreement entered into by the Extension Board, send copies of such agreements to the County Board and District Director, and perform such other functions as are assigned by the Extension Board. As required by Neb. Rev. Stat. §§2-1606 and 2-1607, as amended, the secretary shall join the president in filing with the county clerk of the Counties on or before January 1 of each year (1) a report of program work during the preceding year; (2) a sworn itemized statement of county expenditures during the preceding year, and (3) a budget or estimate of county funds necessary for the carrying on of such work during the ensuing year. Such report shall also be provided at the same time to the University of Nebraska - Lincoln Extension.

The treasurer shall have oversight for the following activities on the order of the Extension Board:

- a) The Unit Leader receiving and disbursing of all county funds
- b) The Unit Leader's financial report to the Extension Board at each regular meeting on the financial standing of the organization.

A financial report of all county funds shall be prepared quarterly for submission to the County Board and annually to the Dean and Director, Extension Division, Institute of Agriculture and Natural Resources, University of Nebraska - Lincoln.

Art. III: Committees

The president, with the approval of the Extension Board, may appoint persons to the following committees:

Program Advisory and Advocacy Committee
Search Committee
Budget Committee
Others as needed

A. Program Advisory/Advocacy Committees shall be an integral part of the extension program's planning process. Program Advisory Committees shall consist of individuals in the Counties or the adjacent area for the purposes of providing the Extension Board with specific advice, planning and evaluation of extension program needs, and further to assist in identifying resources necessary to facilitate programming. Persons having specific interests or skills

relating to program needs should be included in the Program Advisory Committee whenever possible. Program Advisory/Advocacy Committees shall provide regular progress reports to the Extension Board through a representative or staff member or as otherwise directed by the Extension Board.

4-H and Family and Community Education Councils may also serve as Advisory/Advocacy Committees.

B. The Search Committee shall coordinate the nomination of members for appointment to the Extension Board as that process is set forth in the Constitution, these Bylaws, and a written interlocal agreement between the County Boards and the Board of Regents of the University of Nebraska.

C. The Budget Committee shall make budget recommendations, in conjunction with the Unit Leader, and prepare an annual county budget for presentation to the County Board, as required herein.

Art. IV: Order of Business

At regular meetings of the Extension Board, the following order of business shall be observed:

1. Quorum Determination/Recorded Roll Call/Call to Order/Pledge of Allegiance
2. Introduction of guests, visitors or new board members
3. Reading/Approval of the prior meetings minutes
4. Reports from Board members, Extension Staff and Standing Committees
5. Reports of Special Committees
6. Special Orders - (Nominations, Elections, etc.)
7. Unfinished Business
8. New Business
9. Adjournment

Art. V: Parliamentary Authority

Robert's Rules of Order shall be the authority in matters not covered by the constitution or bylaws.

Art. VI: Amendments

These Bylaws may be amended at any regular or special meeting of the Extension Board, by a favorable vote of one-half of the total Extension Board membership.

This Constitution and these Bylaws were adopted at a meeting of the Douglas and Sarpy County Extension Board held at _____ on _____.

Approval Signatures:

For the Extension Board

Date: _____

For the Douglas County Board

Date: _____

For the Sarpy County Board

Date: _____

Dean and Director, University of Nebraska - Lincoln Extension

Date: _____

December 15, 2015