

University of Minnesota Extension Service Inventory of Work

April 2002

Programs, Activities and Relationships identified as reporting effort in the Other Capacity Area (as of 7/1/2002 Program Order)

Section I: Educational Programming

- **On the Move...for Minnesota Families (Program)**
"On the Move...for MN Families" reaches 17 isolated urban, suburban and rural communities each month with educational outreach and afterschool programs reaching 6500 youth at risk annually. Mobile 38-foot RV used as classroom on wheels for 38 collaborating agencies providing educational outreach programs annually. Originally a Youth at Risk USDA grant that sustains its connections and resources for vital communities for youth.
Collaborators: 38 Public and private agencies; civic organizations and youth-serving entities coordinate prevention and outreach services to targeted communities through UM Extension, Dakota County. Collaborators provide 10.8 FTE staff to Extension's 1.4 FTE staff annually.
Funding: Dakota County Board of Supervisors and collaborating agency and Extension grantwriting efforts. (\$85,000)
Hours/Month: 12
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Dakota
Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)
- **4-H Sewing With Fleece Class (Program)**
2.5 hour class for 4-H youth to sew a fleece hat. 12 youth attended.
Collaborators: 4-H Assistant--Hubbard County University of MN--Hubbard County
Funding: Charged \$5.00 fee per youth
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Hubbard
Submitted By (Primary Work Location): Norman, Maxine (Hubbard County --- Central District)
- **Child and Teen Check-Up Program Health Outreach (Program)**
Well Child Federal Health Insurance Program Outreach and Promotion to eligible Medical Assistance Families providing telephone contact to explain program availability, enrollment promotion at WIC and community health clinics, family health and parent mentoring; Child Car Seat Outreach Education for Health Care Plans; Child Care Seat Community Policing Diversion Programs. Supervisor of .80 FTE CTC Outreach staff and .20 health educator, program development and evaluation, quarterly reporting, signed contract for education services on behalf of Dakota County Extension Service.
Collaborators: Federal EPSDT Program Funds; MN Dept. of Health, Dakota County Public Health Dept; Dakota County Sheriff Department; Medica, Allina, Health Partners and Blue Cross Health Plans.
Funding: Federal EPSDT program funds sub-contracts to Dakota County Extension for educational outreach. (\$68,000)
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Dakota
Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)
- **Co Fair 4-H Food stand (Program)**
Develop food safety and sanitation training - deliver trainings to 4-H club members and adults in May/June. Hire food stand manager and two assistant managers, work with them to plan menu, make supplier decisions, and manage volunteers to clean and operate food stand. Begin plans/schedule 4-H club volunteers and complete lease and license applications in April, hire in May, work w/managers to plan and order in July, clean and run stand in August. Afterward, pay bills, tabulate sales, report income to Federation. (fits both Food Safety and Youth Development)

Collaborators: Various local groups donate food (ex. Bongaards donates cheese) or items (let us borrow a refrigerator during fair.)

Funding: 4-H Federation puts up money for front-end expenses (hiring advertising/lease/cleaning service for hood vents, etc.) Funds are earned via food sales during the fair. Usually net about \$9,000 profit. Many more hours as summer progresses. From 6 in April, to 20 each in May, June and July. From week before fair to week after (3 weeks total) I worked on foodstand overtime (45-60 hours per week). I don't know how to input hours/month- guess at 30/mo for 5 months.

Hours/Month: 30

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Carver

Submitted By (Primary Work Location): Maiser, Marilyn (Carver County --- Metro District)

- **ConnectU (Program)**

This is a regional programming effort which provides staff development, application networking, and resource sharing. There have been three workshops offered in a one-year time span with approximately 350 participants. One program was offered in partnership with SSU in Marshall and two programs were offered at the SW Research and Outreach Center in Lamberton. We cover a twenty-one county area and have a broad cross-section of professionals. The targeted audience are professionals and individuals who work with youth and families. The participants provide data and input into determining programming structure and content. Because of this input, ConnectU is not just about delivering research-based information but is also evolving into facilitating application of the research at the community level. This work cannot easily fit into ONE capacity area. When the concept was originated it was under the Youth and Family Development capacity area, but it has now evolved into work within the Community Vitality area because of the facilitation of networking/partnering around community interest areas.

Collaborators: The SW Research and Outreach Center, the College of Human Ecology, Children/Youth/Families Consortium have been constant collaborators. Depending on the program content, SW Minnesota Foundation, various Family Service collaboratives, Southwest State University, PACT 4, etc.

Funding: Funding has come from participant fees, SW Minnesota Foundation, U of MN Extension Director's Grant, Family Service Collaboratives. In-kind funding has included Southwest State University and the SW Reserach and Outreach Center

Hours/Month: 60

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Lyon, Redwood

Submitted By (Primary Work Location): Radke, Barbara (Meeker County --- Central District)

- **Consumer Calls (Program)**

Take consumer calls in the areas of food and nutrition, food safety, housing, clothing and textiles, financial management, horticulture, shoreland issues, and household insects. There are on the average 20-25 calls per week.

Collaborators: Local agencies, DNR, Land Department, SWCD and Public Health, environmental services.

Funding: none

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Aitkin

Submitted By (Primary Work Location): Pitt, Jeanette (Aitkin County --- Northeast District)

- **Consumer calls & questions (Program)**

* help people at the counter and on the phone with questions on 4-H, water quality, septic, other natural resources topics * refer people to Master Gardeners with horticulture questions * help consumers at the counter and on the phone with livestock, crops, and other agricultural questions and concerns, rodent problems, insect questions (particularly ladybugs and box elder bugs!!) * answer and direct people to the answers of a wide variety of consumer calls

Collaborators: whoever can provide assistance - Master Gardeners, County Parks Director (helps with tree questions), etc.

Funding: Isanti County budget

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Isanti

Submitted By (Primary Work Location): Malmquist, Valerie (Isanti County --- Northeast District)

- **Consumer visits and other inquiries for U of M information (Program)**
Consumer visits/inquiries occur throughout the year. The list below could go on forever, but following are some of the most common requests. Commercial agriculture issues Home horticulture Small acreage agriculture and land use Evaluation of soil tests Plant/insect identification/control issues Land rental rates
Collaborators: N/A
Funding: N/A
Hours/Month: 30
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Pine
Submitted By (Primary Work Location): Mahoney, Paul (Pine County --- Northeast District)
- **Consumer Phone Calls (Program)**
Consumer calls occur throughout the year. The list below could go on forever, but following are some of the most common requests. Commercial agriculture issues Home horticulture Small acreage agriculture and land use Evaluation of soil tests Plant/insect identification/control issues Land rental rates
Collaborators: N/A
Funding: N/A
Hours/Month: 30
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Pine
Submitted By (Primary Work Location): Mahoney, Paul (Pine County --- Northeast District)
- **County Extension Leader Responsibilities (Program)**
staff meetings/evaluation of support staff/budget/equipment purchase/extension committee/support staff supervision/etc.
Collaborators: staff and others
Funding: county budget
Hours/Month: 40
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Otter Tail
Submitted By (Primary Work Location): Handegaard, Stephen (Otter Tail County --- West Central District)
- **county leader (Program)**
communication and leadership with county board and department heads
Collaborators: county, community, department heads
Funding: in-kind
Hours/Month: 80
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Isanti
Submitted By (Primary Work Location): Anderson, Jean (Isanti County --- Northeast District)
- **County Weed and Vegetation Mgt (Program)**
Help develop, conduct, teach, evaluate the county weed staff development program for elected officials.
Collaborators: County Weed Inspector, MN Dept of Ag District Staff, Cities, Townships, County Boards of Commissioners.
Funding: In-Kind
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Chisago, Isanti
Submitted By (Primary Work Location): Elmstrand, Rodney (Chisago County --- Northeast District)
- **Crazy Science Stuff (Program)**
Community education/in-school enrichment program based on 4-H science curricula. Weekly

meeting with high school aged participants to conduct hands-on science and math experiments. 9 participants.

Collaborators: Zumbro Valley Mental Health, Kingsland Public Schools

Funding: None

Hours/Month: 6

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Fillmore

Submitted By (Primary Work Location): Anderson, Aimee (Fillmore County --- Southeast District)

- **Creative Sewing Expo (Program)**

The expo has attracted up to 400 participants each year over the past 8 years. It has been held in Wadena a Saturday in Feb, with participants coming from all over central MN. The emphasis has been on home sewing. There has been a market place with area vendors setting up.

Collaborators: Extension, limited community education and area businesses.

Funding: A participant fee has covered the program costs.

Hours/Month: 20

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Becker, Otter Tail, Todd, Wadena

Submitted By (Primary Work Location): Geiser, Donna (Otter Tail County --- West Central District)

- **Creative Sewing Expo (Program)**

350 participants Winter

Collaborators: none

Funding: participant fees

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Wadena

Submitted By (Primary Work Location): O'Gorman, Sharon (Becker County --- Northwest District)

- **daily radio (Program)**

Provided daily radio spots on local and regional radio stations. Topics varied but included current extension activities and bulletins.

Collaborators: Local radio stations and other extension educators in region.

Funding: No costs for these programs, radio stations were glad for information.

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Murray, Nobles, Pipestone, Rock

Submitted By (Primary Work Location): Bau, David (Murray County --- Southwest District)

- **Developing Leadership Skills in Youth (Program)**

"Public Achievement" for youth and communities at risk to take civic action. Enroll 80 youth in middle school, high school and private school in Rosemount to engage to school supported civic improvement projects to learn the skills of civic engagement. (Sept - May)

Collaborators: University of Minnesota Humphrey Institute, Center for Democracy; Rosemount School District.

Funding: Grant and school supported. I serve as grantwriter and consultant to the initiative.

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Blue Earth, Dakota, Hennepin

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Extension Home Study Clubs (Program)**

88 women are involved in the Traverse County Extension Home Study program. The main areas of my work involve: setting up and advertising lessons, writing a newsletter, and meeting with the home council quarterly. Our support staff send meeting and lesson reminders, and keeping data base.

Collaborators: The council and clubs donate to different groups such as toys for tots, salvation army, etc. They also work with a variety of community service projects such as serving walkers their lunch for Relay for Life, or working with the historical society and chamber for an upcoming community event at the Wheaton Museum.

Funding: Project funds are raised locally or through participant fee.

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Traverse

Submitted By (Primary Work Location): Persing, Melissa (Traverse County --- West Central District)

- **Extension Home Study Groups (Program)**

Community groups meet monthly and conduct an educational program on a topic that is identified by the members and presented by Extension Educators. Some programs are self-study (no presented program) and others are presented by the EE. There are 13 groups and 175 members. The Home Council will be disbanded as of Sept. 2002 - this was the decision making part of the EHSG organization. Groups will operate individually at that time. Programs are provided from Sept to April or May. No program in December.

Collaborators: Cluster 13 EEs. There does need to be someone responsible in the new organization to do some minimal coordination for groups.

Funding: Expenses for program materials were paid for by the county.

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Kandiyohi, McLeod, Meeker, Renville

Submitted By (Primary Work Location): Gustafson, Judith (Renville County --- West Central District)

- **Extension Home Study Groups (Program)**

The EHSG program is basically from Sept. - March. I have approximately 85 members who participate on a club basis. I plan, prepare and present 4 programs each year.

Collaborators: U of M Extension Service in various counties

Funding: U of M Ext. Service in Wright County and members pay a \$3 membership fee.

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Wright

Submitted By (Primary Work Location): Jopp, Lou Ann (Wright County --- Central District)

- **Fairgrounds Pavilion Project (Program)**

This grass-roots community project was started in 2000 to work towards funding a multi-use facility to be used primarily for 4-H programming on the fairgrounds. This has been a cooperative project between 4-H, the Ag Society and community members. It has been politically the "right thing" for myself and co-worker, Lori Schott to work on this project. The project should be completed by August of 2003.

Collaborators: Mille Lacs Co. Ag Society 4-H Volunteers 4-H members, parents community members

Funding: to date approximately \$75,000 has been raised through donations and fund raisers.

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Mille Lacs

Submitted By (Primary Work Location): Haugen-Brown, Tana (Mille Lacs County --- Northeast District)

- **Home Horticulture Information Resource (Program)**

Extension Educator to serve as an information resource and advisor to area residents who have horticultural questions. This may involve up to 1500 contacts(phone and in-person) per year, primarily during the summer months.

Collaborators: Fellow Extension Educators Master Gardeners University Specialists Private Business

Funding: 0

Hours/Month: 40

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Becker, Cass, Hubbard

Submitted By (Primary Work Location): Yliniemi, Willard (Hubbard County --- Central District)

- **Housing (Program)**

Housing has been a focus of the county and district during the past couple of years. It is rather an ongoing effort, tying in to other groups. I served on the district and state housing committees. It is still a concern in our small communities and is still one of the five target efforts of the new Fillmore County Economic Development Authority. I have worked with their predecessor the County Economic Development Committee and held a housing informational seminar for city EDA's. And the district had Pat Huelman down to present on seminar on indoor air quality. There is nothing specific in the planning stages at this time, just an area that someone needs to keep on the radar screen for opportunities. As a district we were doing surveys to determine direction and focus for programming

Collaborators: County EDA, city EDA's, Bluff Country HRA, County Policy Coordinator, SEMCAC,

Funding: Each entity has their own funding sources,

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Fillmore

Submitted By (Primary Work Location): Craig, Sheila (Fillmore County --- Southeast District)

- **Improving Nutrition (Program)**

"Feeding Infants, Toddlers, Children" (65 community presentations annually){Oct. - May}; Community Health Fairs (6 annually) reaching 4500; Worksite and Community Presentations (45 annually) for targeted audiences; Press Releases (20 annually); Just in Time Research to address Citizen Issues (consumer and colleague response) 460 call/contacts annually (year-round)

Collaborators: School District Early Childhood and Family Education Programs; English as a Learned Language Programs; Chambers of Commerce; County Human Resources Training Units; Metro Extension Study Group Organization; Community Health Organizing Committees

Funding: Sponsoring local, county, regional or state organizations and/or participants asked to cover program delivery costs.

Hours/Month: 40

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Anoka, Carver, Dakota, Goodhue, Hennepin, Ramsey, Rice, Scott, Washington

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Indoor Air Quality (Program)**

"Healthy Indoor Air" public education campaign (health implications of second-hand smoke, radon, mold, dust and environmental hazards) providing 10 civic presentations, 5 health fair displays and educational workshops, newspaper and newsletter, consumer Just in Time research response to reach 100,000 households in 2002-2003. 25-100 home inspection consultations annually. 12-20 press releases annually. On-going research and evaluation project for Phase I of program just completed.

Collaborators: US Environmental Protection Agency; MN. Dept Health, Dakota County Public Health and Environmental Health Departments. University of MN CHE, Dept of Design, Housing and Apparel and Wood and Paper Science.

Funding: EPA; MN Tobacco Endowment; Dakota County Community Services Division; University of Minnesota

Hours/Month: 15

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Dakota

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **International Festival (Program)**

Acting in role of chairperson of the International Festival provided Extension with the opportunity of spearheading a community festival that was attended by 5,000 people. Monthly planning meetings beginning in January and meetings weekly beginning in May were convened, attended and chaired by educator. Educator has managed all financial records. The 2 1/2 day celebration held the second weekend of July each year features the music, dance, costuming, and food of European, Asian, Latin American and African Cultures. The International Festival committee consists of a 25 members and includes strong representation from the Latino, Asian, and African populations. I have written grants for supporting funds. I organized and set-up home stays and service schedule for 6 Global Volunteers who were in Worthington for the week of the 2001 festival.

Collaborators: Community Chamber of Commerce Community Connectors School District 518 Public Health Department Nobles County Integration Collaborative Worthington Soccer Association

Funding: Private and Business Donations -7000 Southwest Minnesota Foundation(Grant)2500
Worthington Chamber of Commerce 2500

Hours/Month: 20

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Nobles

Submitted By (Primary Work Location): Weaver, Laurel (Nobles County --- Southwest District)

- **Keeping Food Safe to Eat (Program)**

Food Safety Update Training for County Health Department Home Health Aides (4 regional trainings annually for 230-260), Metro Nutrition Program Teaching Assistants (60 annually); Just in Time Research to address citizen requests (consumer response) for 650 calls annually; Press releases (15-20 annually);

Collaborators: University of Minnesota CHE Food Science Dept. and Nutrition Programs; MN Dept. of Health and Dept. of Agriculture; County Public Health Dept.; Metro Extension Study Group Organization

Funding: Sponsoring organizations or individuals attending are asked to cover program costs.

Hours/Month: 20

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Anoka, Carver, Dakota, Goodhue, Hennepin, Mower, Ramsey, Rice, Scott, Steele, Washington

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Lifetime Design Housing (Program)**

"Aging in Place", "Universal Housing Design for Home Buyers, Remodelers and Apartment Dwellers" education programs for 10 groups and face-to-face 300 participants, and 400 self-study participants annually. 5-10 press releases annually.

Collaborators: University of Minnesota CHE Department of Design, Housing and Apparel.

Funding: Dakota County Board of Supervisors; Dakota County Extension Office

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Aitkin, Anoka, Becker, Beltrami, Benton, Big Stone, Blue Earth, Brown, Carlton, Carver, Cass, Chippewa, Chisago, Clay, Clearwater, Cook, Cottonwood, Crow Wing, Dakota, Dodge, Douglas, Faribault, Fillmore, Freeborn, Goodhue, Grant, Hennepin, Houston, Hubbard, Isanti, Itasca, Jackson, Kanabec, Kandiyohi, Kittson, Koochiching, Lac qui Parle, Lake, Lake of the Woods, Le Sueur, Lincoln, Lyon, McLeod, Mahnommen, Marshall, Martin, Meeker, Mille Lacs, Morrison, Mower, Murray, Nicollet, Nobles, Norman, Olmsted, Otter Tail, Pennington, Pine, Pipestone, Polk, Pope, Ramsey, Red Lake, Redwood, Renville, Rice, Rock, Roseau, St. Louis, Scott, Sherburne, Sibley, Stearns, Steele, Stevens, Swift, Todd, Traverse, Wabasha, Wadena, Waseca, Washington, Watonwan, Wilkin, Winona, Wright, Yellow Medicine, N/A

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Logic Model Training (Program)**

Logic model workshop and evaluation tools workshop for interested Extension staff. This is in planning stages.

Collaborators: Dakota County EE's and myself.

Funding: Participant fee to attend workshop

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Dakota

Submitted By (Primary Work Location): Kvols, Jean (Lac qui Parle County --- West Central District)

- **Media (Program)**

1. I write a weekly column that is distributed to 19 media. 2. I record my weekly column onto the KEYL (Long Prairie's AM radio station) radio computer and it is played more than once on Wednesday's. 3. I appear on KSAX-TV's Mid-Day program on some Monday's. I also schedule all of the EE's involved with the Monday Mid-Day program. 4. I am a frequent guest on the KEYL "Open Mike" program discussing various topics. 5. I am called at least weekly by other radio, television and print media for reports and sound-bites.

Collaborators: KSAX TV KEYL radio Various area print media Other radio stations

Funding: None

Hours/Month: 12

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Todd

Submitted By (Primary Work Location): Williams, LeRoy (Todd County --- Central District)

- **newspaper columns (Program)**

Provided newspaper columns in addition to news releases on local extension programs. The columns would be based on current University information and latest bulletins.

Collaborators: Local and regional newspapers would receive and publish articles on a weekly basis.

Funding: Papers will publish most of this information at no cost.

Hours/Month: 12

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Rock

Submitted By (Primary Work Location): Bau, David (Murray County --- Southwest District)

- **Positive Parenting of Middle Schoolers (Program)**

Work cooperatively with Dakota County Public Health and Dakota County Extension Educators Sakulnumarka and Duncomb to provide oversight, community connections, evaluation expertise and facilitated education to parents of middle-school youth in northern Dakota County.

Collaborators: MN Dept. Children, Families and Learning; Dakota County Public Health; Dakota County Chamber of Commerce; Independent School District Community Education Programs; Dakota County Board of Commissioners.

Funding: MN Dept. Children, Families and Learning Tobacco Endowment to Dakota County Public Health, education subcontracted to UM Extension, Dakota County.

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Dakota

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Preserving Food Safety In the Home (Program)**

1. Master Food Preservers: Recruit, train, test, assign duties, serve as resource and referral for initial (up to 30 per year) and on-going (45) Master Food Preserver/Food Safety Volunteers {April - Nov}. 2. Design, promote, conduct educational program, evaluate food preservation programs for multi-county locations for general public reaching 450 people in 20 class sessions {June - Sept}. 3. Training and on-site support to Farmers Markets (Dept. of Ag) for 100 vendors (St. Paul, Mpls, Burnsville, Rosemount Exp. Station) promoting fresh produce and it's preservation {July - Sept}. 4. Just In Time Research to address citizen issues and consumer response for all named counties (900-1000 consumer calls annually and increasing due to loss of 3 metro staff (Louis, Neil, Stolpa) and 200 Ext. colleague questions annually) 5. Pressure canner and equipment safety inspections (40-50 per year for named counties) {May - Oct}. 6. Press releases, health fair displays, food coop. education displays, television requests for interviews (40 press releases, 15 public promotion campaigns in cooperation with Master Gardeners/Master Food Preservers, 3 television interviews annually) {May - October}. Develop educational classes and publications relevant to diverse farmers and food preservers from other cultures (growing demand) (year-round)

Collaborators: Minnesota Dept. of Agriculture and Farmer's Market Association; Master Food Preservers; USDA Center for Food Preservation; Food Cooperatives; Master Gardeners; Respective County Boards of Supervisors and Extension Advisory Committees; 4-H Program Volunteers

Funding: All programs and educational program efforts are fee for service/fee for class to cover cost of publications, demonstration supplies. Scholarships available through County Extension Office and Co. Bd. of Supervisors; equipment and canning supplies largely provided by civic contributions.

Hours/Month: 60

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Anoka, Benton, Carver, Dakota, Goodhue, Hennepin, Ramsey, Rice, Scott, Sherburne, Stearns, Washington, Wright

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Radio Show and radio spots (Program)**
 Weekly radio show /5 minutes per week (co-workers also each do 5 minutes (total show time is 15 minutes). Show airs on Saturday mornings at 7:00 a.m., but can be taped prior. The station states their listenership as 10,000. Also prepare various radio spots throughout the year on food safety, 4-H week for example. Also do nightly radio show during county fair week to highlight the work of the youth
Collaborators: KFIL radio station, Preston I choose other above because my portion has been mainly family development and community vitality, but we are not restricted.
Funding: Don't know amount as the radio station secures the sponsors
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Fillmore
Submitted By (Primary Work Location): Craig, Sheila (Fillmore County --- Southeast District)
- **Saving Money When Buying Food (Program)**
 Design, teach, evaluate educational program "Getting Your Money's Worth When Buying Food" for Metro Nutrition Education Programs, Health Fairs (4), Worksite Education Programs (4), English as a Second Language classes. (Sept - May); Just in Time Research to address citizen issues (600 consumer response and 130 colleague responses); 14 press releases annually
Collaborators: English as a Second Language Programs; Metro Simply Good Eating Program; Worksite Programs, County Employee Training Programs
Funding: Sponsoring organizations and/or participants cover costs of program delivered.
Hours/Month: 15
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Carver, Dakota, Hennepin, Ramsey, Rice, Scott, Washington
Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)
- **SE Minnesota Youth Diversity Project (Program)**
 Year long leadership and diversity immersion experience for teams of high school students in select communities. Participants meet about 6 times a year for a day-long retreat, where they develop leadership skills, discover their own cultures, experience other cultures, and learn positive ways to affect change in their communities around issues of diversity. Approximately 45 participants.
Collaborators: Each county has several collaborators. Fillmore County's include the SEARCH committee from Fillmore Central school district, Spring Valley Diversity Task Force, and the clergy association.
Funding: None from Fillmore County.
Hours/Month: 12
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Fillmore, Goodhue, Mower, Olmsted, Rice, Steele
Submitted By (Primary Work Location): Anderson, Aimee (Fillmore County --- Southeast District)
- **Star Technology Expo (Program)**
 Technology Fair at Pine Technical College in which Extension and the Pine County Master Gardeners showcased Extension's web site and answered Hort questions using the internet. Expo held in March each year.
Collaborators: Pine Technical College- We are just asked to exhibit at the expo.
Funding: N/A
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Pine
Submitted By (Primary Work Location): Mahoney, Paul (Pine County --- Northeast District)
- **Sun Safety (Program)**
 Sun Safety has been done at 8-10 locations each of the past few years as requested. Each location has between 50 to 150 participants. The display and dermascan have been used in mostly a one on one; sometimes a large group presentation and then individuals have looked in the dermascan. This is requested more in the spring season.
Collaborators: Extension, schools, hospitals, public health and Lund boat company.
Funding: None
Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Otter Tail, Todd, Wadena
Submitted By (Primary Work Location): Geiser, Donna (Otter Tail County --- West Central District)

- **Tri County Camp (Program)**
Three counties attend the two camp sessions (5th-6th grade and 7th-8th grade) in Decorah, IA. Educators have done all of the planning, coordinating, training counselors, cooking, chaperoning and arranging transportation.
Collaborators: None
Funding: None
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Fillmore, Houston, Winona
Submitted By (Primary Work Location): Anderson, Aimee (Fillmore County --- Southeast District)
- **University of Minnesota Central Regional Partnership (Program)**
Member and current Chairman of the University of Minnesota Central Regional Partnership. The board meets the 2nd Tuesday of each month. I am also chair of the executive committee and personnel committee that meets monthly. The Partnership board creates citizen partnerships with the University of Minnesota to foster the development of sustainable systems in Agriculture, Natural Resources, and Tourism. The Partnership receives \$200,000 annually to fund projects that are initiated by local citizens and or communities focusing on local citizens and community needs. The projects must partner local citizens with University of Minnesota resources.
Collaborators: Central Region Partnership Board and Sharon Rezac Andersen Executive Director.

Funding: University of Minnesota - established by legislative funding
Hours/Month: 15
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Aitkin, Becker, Cass, Crow Wing, Hubbard, Mahnomen, Morrison, Otter Tail, Todd, Wadena
Submitted By (Primary Work Location): Hovde, Thomas (Wadena County --- Central District)
- **Volunteer administration (Program)**
Screening, training, workshops, National Volunteer Week open house
Collaborators: None
Funding: None
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Fillmore
Submitted By (Primary Work Location): Anderson, Aimee (Fillmore County --- Southeast District)
- **When Someone You Love Gambles Too Much (Program)**
I give a monthly lecture to family members and addicted gamblers in a treatment setting on the effects of money in a gambler's hands, the role of the person handling the money for the gambler, and the cautions associated with that. There are an average of 20 people per month. I also work individually with the gambler at least once toward the end of their treatment program (30 days ave.). This is approximately 100 people per year (over the last 10 years).
Collaborators: Vanguard Gambling Treatment Center Yellow Medicine County
Funding: Vanguard pays Yellow Medicine County (into the Extension budget) \$20.00 per hour for my time.
Hours/Month: 18
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Yellow Medicine
Submitted By (Primary Work Location): Biermaier, Roselyn (Yellow Medicine County --- West Central District)
- **Women's Home Study Group (Program)**
1-hour presentation to Home Study group. Nutrition lesson with focus on trip to Ireland which included observations of tourism as experienced first-hand.
Collaborators: Hubbard County Home Study Group, University of MN Extension Service--Hubbard

County

Funding: none

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Hubbard

Submitted By (Primary Work Location): Norman, Maxine (Hubbard County --- Central District)

Section II: Other Educational Activities and Presentations to Community Groups (e.g., newsletters)

• **4-H Newsletter (Activity)**

Compilation of articles for 4-H newsletter that is published once a month. Newsletter reaches all 4-H families (350 members and 150 adult volunteers), year round

Collaborators: 4-H Youth Development program Other organizations as necessary

Funding: Copies and postage paid for by county

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Kittson, Marshall, Pennington, Polk, Red Lake, Roseau

Submitted By (Primary Work Location): Strei, Kelly (Scott County --- Metro District)

• **4-H PDC/LIVESTOCK AUCTION COMMITTEE (Activity)**

Coordination of 4-H Livestock Program. This require 4 meetings a year, coordination of volunteers, and also management of certain events as dictated. THis is a time consuming process, due to the fact the summer should be my most active "in the field" with producers. My key area of work is put on hold and slipped in the cracks to manage as I do the 4-H work that presents itself. This puts pressure on me to coordinate and assist the 4-H Educator, and in turn my desk fills with request from my programming area that are never followed up on or expire. I have even utilized 3 interns that I had for other program areas to assist with county fair activities just to manage. The pressure of doing what needs to be done and what should be done needs to be addressed, but how???? The program is growing and that is great...but a program assistant is needed to assist...

Collaborators: Volunteers Parents 4-H Members

Funding: none

Hours/Month: 20

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Washington

Submitted By (Primary Work Location): Schott, Lori (Mille Lacs County --- Northeast District)

• **5-minute radio spots (Activity)**

Twice weekly record 5-minute radio spot focusing on a myriad of topics of interest to listeners.

Collaborators: Local radio station University of MN Extension Service--Hubbard County

Funding: none

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Kandiyohi

Submitted By (Primary Work Location): Norman, Maxine (Hubbard County --- Central District)

• **Ag & Rural Policy Study Circle Project (Activity)**

Over the past 5 years I have been providing leadership to a process that begin with formation of a taskforce to examine ways to deal with a farm crisis and has developed into a study circle program that engaged citizens in process that leads them to examine what the might do to obtain mutually identified goals. We have organized and conducted 5 study circle in the past 3 years. We have engaged over 75 citizens in the study circle aspect of this effort. The WC Regional Partnership has been involved in the funding of this effort. The Partnership has committed over \$19,000 to this effort as of now. This effort currently takes a little care and feeding on periodic bases as we have hired a consulant to do most of the work.

Collaborators: Citizens of the WC area; WC Partnership. NW Partnership; a limited number of Extension Educators in WC.

Funding: Currently the participants pay a small fee (\$10) for materials. The WC Regional Partnership has provided a little over \$19,000. Big Stone County Extension Budget has provided supplies and postage, etc to support my efforts.

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Scott

Submitted By (Primary Work Location): Cunningham, John (Big

Stone County --- West Central District)

- **Annual reports/Reporting to Clay County Board** (*Activity*)
A bound annual report is organized and prepared annually and presented to the joint board and extension committee. In addition the report is shared with legislators, and other stakeholders. Presentations are given to the board on a quarterly basis on topics as it pertains to extension programming.
Collaborators: none
Funding: none
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Rice **Submitted By (Primary Work Location):** Frosaker Johnson, Nancy (Clay County --- Northwest District)
- **Assistance to Community Groups** (*Activity*)
On request, assist community groups with developing surveys/needs assessment tools, strategic planning, writing grants, reporting results, etc.
Collaborators: Examples: Dawson-Boyd school, SWCD
Funding: SWCD to pay \$300 for service
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Carlton **Submitted By (Primary Work Location):** Bremseth, Tamara (Lac qui Parle County --- West Central District)
- **Bi-monthly Home & Garden Newsletter** (*Activity*)
4-page newsletter to County residents sharing Extension Research news primarily related to Garden and Home topics.
Collaborators: University of MN
Funding: none
Hours/Month: 8
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Sherburne **Submitted By (Primary Work Location):** Norman, Maxine (Hubbard County --- Central District)
- **bi-weekly radio program** (*Activity*)
This radio broadcast reaches a large number of residents in Red Lake, Pennington, Marshall, Roseau, Kittson, Polk counties. This is a year long program.
Collaborators: Radio Station
Funding: local
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Lyon **Submitted By (Primary Work Location):** Leines, Deann (Red Lake County --- Northwest District)
- **Big Stone County Web Site** (*Activity*)
Maintained and updated the Big Stone County Web site.
Collaborators: Big Stone County staff
Funding: University
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Benton, Crow Wing, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Wright **Submitted By (Primary Work Location):** Olson, Carrie (Big Stone County --- West Central District)
- **Budget** (*Activity*)
develop and monitor office budget, all year, goes to extension committee and county board in July
Collaborators: extension committee, other staff, county board, Extension Resources
Funding: county,
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Murray, Nobles **Submitted By (Primary Work Location):** Schafer, Karen (Kanabec County --- Northeast District)

- **Collaborative Groups (Activity)**
Meet with a variety of groups to identify the needs of communities. Year-round, schedule.
Collaborators: CARE, McGregor Area Growth Study, Housing Study, Health Fairs, Family Service Collaborative, Kids Plus
Funding: Variety of funders including agencies, foundations and schools
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Waseca **Submitted By (Primary Work Location):** Pitt, Jeanette (Aitkin County --- Northeast District)
- **Community Ed classes (Activity)**
Teach several community ed classes on hort topics each year. Also teach a intro to internet class to seniors.
Collaborators: Dist 206
Funding: fee based
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington **Submitted By (Primary Work Location):** Zilliox, Lawrence (Douglas County --- West Central District)
- **Community presentation of MN Student Survey Data (Activity)**
2-hour public meeting sharing results of 2001 MN Student Survey. 17 people attended.
Collaborators: Park Rapids High School, League of Women Voters, University of MN Extension Service--Hubbard County
Funding: None
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Carlton **Submitted By (Primary Work Location):** Norman, Maxine (Hubbard County --- Central District)
- **Consumer calls (Activity)**
I answer consumer questions all year. I answer questions that pertain to food, nutrition, food safety, food preservation, along with all those that deal with clothing and home issues.
Collaborators: U of M research
Funding: U of M Extension
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Kandiyohi **Submitted By (Primary Work Location):** Jopp, Lou Ann (Wright County --- Central District)
- **Consumer calls/education (Activity)**
Answer 400 consumer calls annually on a variety of family and consumer issues. Breakdown of consumer calls for 2001 include Food safety = 94; food preservation = 123; food and nutrition = 19, consumer skills (baking, cooking cleaning, laundry, stain removal) = 99; moisture, mold and flood recovery = 39; indoor air quality (radon, lead, mold) = 16; health, wellness and personal safety = 11
Collaborators: Extension
Funding: None
Hours/Month: 10
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Chisago, Isanti, Kanabec, Mille Lacs, Pine **Submitted By (Primary Work Location):** Driessen, Suzanne (Morrison County --- Central District)
- **Contact for U of MN nutrition and public health students (Activity)**
Historically, I have served as a field experience contact and/or supervisor for undergraduate and graduate students. I am also routinely asked to present to both FScN classes and SPH classes.
Collaborators: University of MN School of Public Health and College of Human Ecology

Funding: 0

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Redwood **Submitted By (Primary Work Location):** Gemlo, Lisa (Hennepin County --- Metro District)

- **County Administrative Activities (Activity)**
Includes Extension budget development, department head meetings, meetings with the county board, Extension committee meetings, AMC meetings, Township Officers meetings, SWCD Water Board meetings, evaluation of Extension support staff, weekly staff conferences, conflict resolution, self-appraisal evaluation, impact evaluation, and various aspects of reporting (local and state). This work is done over twelve months of the year. It impacts perhaps 122 people.
Collaborators: Extension Committee, Nicollet County Board of Commissioners, department heads, county administrator.
Funding: None
Hours/Month: 48
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Lincoln **Submitted By (Primary Work Location):** Hachfeld, Gary (Nicollet County --- Southwest District)
- **County Board (Activity)**
Handle communication with the County Board. Coordinate with submission of the budget and related issues of interest.
Collaborators: Administration of Extension Office
Funding: NA
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Aitkin, Becker, Beltrami, Benton, Cass, Clay, Clearwater, Crow Wing, Douglas, Grant, Hubbard, Itasca, Kandiyohi, Mahnomon, Meeker, Morrison, Norman, Otter Tail, Pennington, Polk, Pope, St. Louis, Sherburne, Stearns, Stevens, Swift, Todd, Traverse, Wadena, Wilkin, Wright **Submitted By (Primary Work Location):** Schott, Lori (Mille Lacs County --- Northeast District)
- **County Extension Committee (Activity)**
Plan and organize CEC committee meetings. The committee is very interested in meeting and lately have met more than their typical every other month. 8-10 members regularly.
Collaborators: Lorraine Giles-former Citizen Advisory Comm. member Ron Oleheiser-committee member and editor of Herald Review newspaper Tom Saxhaug-county commissioner, member Dan Brown-committee chair, scientist NCROC
Funding: County funds allocated for committee through travel and meals expenditures.
Hours/Month: 7
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Kandiyohi, McLeod, Meeker, Renville **Submitted By (Primary Work Location):** Hendrickson, Lori (Itasca County --- Northeast District)
- **County Extension Committee (Activity)**
Coordination of County Extension Committee. Includes administration, communication and management.
Collaborators: County
Funding: NA
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Washington **Submitted By (Primary Work Location):** Schott, Lori (Mille Lacs County --- Northeast District)
- **County Extension Leader and Budget and Office Management (Activity)**
Management of Office, developed budget, communicated with auditor, commissioners, committee members, legislators, etc.
Collaborators: Commissioners, Department heads, Extension committee members, staff members,
Funding: County

Hours/Month: 6

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: N/A **Submitted By (Primary Work Location):** Gilman, Janene (Faribault County --- Southeast District)

- **Court ordered probation (Activity)**

One or two times a year I present a 45 minutes program (once on Wed. p.m. and again on the following Thurs. a.m.) to individuals that are ordered by the court to attend educational programs. My topic is usually Stress Management. I have also done some on Food Safety issues, but of course these individuals are not to interested in food issues. This is a county activity, one which several of us EE's in Wright County take part in. We just need to decide if we will continue or discontinue this activity so that we are consistent.

Collaborators: Wright County and Extension

Funding: U of M Extension

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Fillmore, Houston **Submitted By (Primary Work Location):** Jopp, Lou Ann (Wright County --- Central District)

- **Dairy Foods Demonstration/Recipe Contest (Activity)**

Facilitate demonstration contest and recipe contest for community youth and adults using dairy foods in a nutritious way. June.

Collaborators: Local American Dairy Association Local community cooperation Volunteers

Funding: Inkind American Dairy Association provide awards/gifts

Hours/Month: 6

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Becker, Benton, Big Stone, Carver, Chippewa, Douglas, Kanabec, Kandiyohi, Lac qui Parle, McLeod, Meeker, Mille Lacs, Morrison, Otter Tail, Pine, Pope, Redwood, Renville, Sherburne, Sibley, Stearns, Stevens, Swift, Todd, Traverse, Waseca, Wright, Yellow Medicine **Submitted By (Primary Work Location):** Burtness, Carol (Todd County --- Central District)

- **Developing 2003 Budget for the County Board (Activity)**

Information from county board will be sent to departments in late May or early June from Jim Thoreen. The expectation usually is that the forms will be turned in some time in mid June. I usually ask to wait until after our Extension Committee Meeting and they let me do that. I also then set up a meeting with staff in the office for input and the Extension Committee sub committee. The sub committee usually does the presenting to the full Extension Com. We then send in the forms. Our office is given the opportunity to meet before the board some time in July to explain further our budget request. Some years this varies and only certain departments are asked in. Last year a budget committee member called and went over the proposal on the phone with me. At a department meeting some time in early September I get the final proposal the board will act on. Then I am expected to attend the Truth and Taxation meeting in December.

Collaborators: Office Staff, Extension Committee, Extension Committee subcommittee, Jim Thoreen, information from the University

Funding: See 2002 budget plus history file

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Rice **Submitted By (Primary Work Location):** Piehl, Barbara (Chisago County --- Northeast District)

- **Educational columns (Activity)**

Write column to be distributed to county newspapers. Approximately weekly.

Collaborators: support staff and local media

Funding: none

Hours/Month: 6

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Roseau **Submitted By (Primary Work Location):** Carlson, Bradley (Rice County --- Southeast District)

- **Emerging issues, development, urgent issues (Activity)**

Provide time to respond to a critical community need such as development of feeding stations when the teachers were preparing to strike, presentation to city council

Collaborators: to be determined

Funding: as needed

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Freeborn, Mower, Rice, Steele
Submitted By (Primary Work Location): Boyce, Sherry (St. Louis County --- Northeast District)

- **Evaluation of Children's Mental Health Grant (Activity)**

The Local Children's Coordinating Council received a grant in August 2000 for \$261,013 to be used between then and December 2003 for eight strategies to address Children's Mental Health issues. Extension is contracted by Family Services for overall coordination of the eight strategies including direct coordination of three educational activities ("Awesome Assets Camp", "Family Night Out", and "Educational Programming for Professionals/Families) and evaluation of the eight strategies. This is needed year round. I am personally responsible for the evaluation and the supervision of the three part-time coordinators. As part of this work I also attend quarterly meetings of the steering committee to review the strategies, the budget, and the evaluation findings, and work with steering committee to determine needed changes.

Collaborators: Lac qui Parle County Family Services Minnesota Department of Human Services
Other strategy coordinators: Greater Minnesota Based Family Services; Western Regional Human Development; Dawson-Boyd Public Schools Local Children's Coordinating Council Members

Funding: \$261,013 "Bridge" grant from the Department of Human Services with funding from August 2000 to December 2003. Last year this contract brought in \$55,000 to Extension -- about \$20,000 was used to pay the three coordinators -- and the rest is available to enhance the work of Extension. The contract is designed to be slightly less each of the subsequent years as my time devoted to evaluation is reduced. The current contract is only signed through June 30 as I wait for a decision as to whether or not Extension will continue to be providing this service. The strategies have potential for "ongoing" funding after 2003 with Family Service dollars.

Hours/Month: 20

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Rock
Submitted By (Primary Work Location): Bremseth, Tamara (Lac qui Parle County --- West Central District)

- **Evaluation, Needs Assessment and Customer Feedback - Disaster Victims (Activity)**

Conducted an analysis of our response to a disaster, in this case a flood. Do citizens want their tax dollars used in this way? @ 46 families were contacted of the ~ 106 served initially.

Collaborators: Market Solutions Group

Funding: Internal

Hours/Month: 12

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Becker, Cass, Crow Wing, Hubbard, Otter Tail, Todd, Wadena
Submitted By (Primary Work Location): Foord, Karl (Dakota County --- Metro District)

- **Extension Advisory Committee (Activity)**

Administrative responsibilities for this committee including orientating new members

Collaborators: Scott County Board Extension Committee members

Funding: Extension budget

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Chippewa, Lac qui Parle, Swift, Yellow Medicine
Submitted By (Primary Work Location): Strei, Kelly (Scott County --- Metro District)

- **Extension Committee Training (Activity)**

Training Session for extension committee members

Collaborators: Other Educators

Funding: N/A

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Cottonwood, Jackson, Martin, Murray, Nobles, Redwood, Rock,

Watonwan **Submitted By (Primary Work Location):** Arlt, Timothy (Steele County --- Southeast District)

- **Extension Home Study Groups (Activity)**
I work with the Nicollet County Extension Home Study Group. There are 12 groups and 189 people. 750 people are on the mailing list. I manage volunteers who work in committees to organize various events. I also help to plan and prepare and present lessons to the Study Groups.
Collaborators: University of Minnesota Extension Service
Funding: Home Council Budget - All activities generate own revenue.
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Itasca **Submitted By (Primary Work Location):** Kunkel, Kelly (Nicollet County --- Southwest District)
- **Extension News (Activity)**
Newsletter that goes out every other month to all extension groups. I report on agriculture, horticulture and 4H/youth programs and opportunities.
Collaborators: Fellow staff members
Funding: County funded
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Clay **Submitted By (Primary Work Location):** Hyland, David (Itasca County --- Northeast District)
- **Extension Service Promotion Activities (Activity)**
Provide 8-10 presentations and arrange for Extension colleagues to present 10-12 added sessions on "Getting to Know and Benefit from your UM Extension Service". Offered quarterly to new Dakota County employees (1300 member workforce); collaborating agencies; Service Clubs (Kiwanis, Rotary, etc.) 2-10 Press releases per year
Collaborators: Dakota County; Service Organizations
Funding: Dakota County Board of Supervisors; UM Extension Service (staff time and promotional materials)
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Goodhue **Submitted By (Primary Work Location):** Herman, Marilyn (Dakota County --- Metro District)
- **ExtensionLine (Activity)**
Monthly newsletter from Extension. Write monthly column sharing "news" from Extension. Audience is made up of Extension clients, policymakers and thought leaders in the community.
Collaborators: All Extension staff
Funding: Local
Hours/Month: 8
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Isanti **Submitted By (Primary Work Location):** Dee, Jayne Hager (Dakota County --- Metro District)
- **Facilitator and focus group leader for groups in community (Activity)**
On the average I will lead 3-5 focus groups a year as well as serve as a facilitator for a group that is trying to identify particular program issues. Focus groups average 5 - 9 people. Other groups average 30-45 people.
Collaborators: Moorhead School District Moorhead Healthy Community Initiative Clay County Social Services Clay County Health
Funding: no additional funding
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: **Submitted By (Primary Work Location):** Frosaker Johnson, Nancy (Clay County --- Northwest District)
- **Family Nutrition Education Program (Activity)**
A percentage of my time is matched in kind for this program. I represent Wright County at all

meetings of our cluster program, do some of the NEA trainings, help the NEA working in our county when needed, etc. This is all year.

Collaborators: FNEP program and Extension

Funding: Federal Food Stamp program

Hours/Month: 15

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Brown, Cottonwood, Jackson, Martin, Redwood, Watonwan
Submitted By (Primary Work Location): Jopp, Lou Ann (Wright County --- Central District)

- **Farm Family of the Year (Activity)**

Solicit nominations, tabulate results, convene committee of previous winners for selection. Notify recipients and accompany them to the banquet. Coordinate publicity for recipients.

Collaborators: Campus program. I solicit nominations from other agency people, elected officials, ag-business owners/managers, and previous recipients. The previous recipients form the selection committee.

Funding: very little

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Faribault
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)

- **Home and Family Newsletter (Activity)**

This newsletter is published 6 times a year with contributions from EEs in the 4 counties of our cluster. I am responsible for the newsletter completion and appearance from our county. Some months this may mean that I have to contribute 4 pages to the newsletter. Topics deal with all areas of family life and is distributed to approximately 1500 EHS members and non members in the 4 counties.

Collaborators: U of M Ext.

Funding: U of M Ext.

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Submitted By (Primary Work Location): Jopp, Lou Ann (Wright County --- Central District)

- **Home Council/Home Study Group Facilitation & Maintenance (Activity)**

Home Council meets 6 times a year. Council includes representatives of each Study Group. Provide support to the Home Study Groups (e.g. letters, facilitate some committee work).

Collaborators: Home Study Groups

Funding: Inkind Home Council dues from each Study Group

Hours/Month: 8

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Submitted By (Primary Work Location): Burtness, Carol (Todd County --- Central District)

- **Home Moisture Work (Activity)**

Because of the unusual high moisture content the Clay/Cass County area has had, NDSU and Uof Minn Ext - Clay County has put together many educational materials, workshops, educational displays, web sites. When there is a high level of moisture, consumer calls go up heavily as well as additional media requests.

Collaborators: NDSU

Funding: USDA grant 60,000 NDSU U of Minn

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Submitted By (Primary Work Location): Frosaker Johnson, Nancy (Clay County --- Northwest District)

- **Host appropriate satellite programs (Activity)**

On occasion a satellite program will be advertised that would be an appropriate topic to coordinate, invite appropriate agency staff, etc. For example last year, I hosted programs on Community Violence and Grandparents Raising Grandchildren.

Collaborators: Different agencies depending on the subject matter of the satellite

Funding: If there is a fee, I pay it from County funds

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Itasca **Submitted By (Primary Work Location):** Craig, Sheila (Fillmore County --- Southeast District)

- **INFO-U (Activity)**

Make sure agencies that could use INFO-U receive the materials they need to help promote program - year round. Our office orders and distributes at least 6,000 INFO-U brochures of various types per year. Have developed some of scripts as well.

Collaborators: None

Funding: Office budget

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Otter Tail **Submitted By (Primary Work Location):** Heins, Rosemary (Anoka County --- Metro District)

- **Lincoln County Master Gardener (Activity)**

Coordinate efforts of MG.

Collaborators: U of MN Lincoln County Horticulture Society SDSU Horticulture Specialists (speaker for a community educational gardening event) McCrory Gardens -- SDSU (plant flowers) Garden Line -- SDSU (answer phone)

Funding: Fee of \$2.00 per person at gardening event to cover cost of mileage for speaker and other incidentals. AAL Local Chapter (work with Ilene Sorensen) MN Green Project from the MN Horticulture Society.

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Blue Earth, Faribault, Le Sueur, Nicollet, Sibley, Waseca **Submitted By (Primary Work Location):** Hegerfeld, Joan (Lincoln County --- Southwest District)

- **Marketing Extension Programs to Community Groups (Activity)**

Highlight primary areas of our work and report impacts. Market our services and programs and build relationships with others.

Collaborators: Chambers of Commerce, County Board, Seniors, others as requested.

Funding: In-Kind

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Lake **Submitted By (Primary Work Location):** Elmstrand, Rodney (Chisago County --- Northeast District)

- **Master Gardeners (Activity)**

I facilitate meetings help with activities, such as garden tours, weekly radio show in summer, and arbor day program. Last year over 60 people involved in garden tour, 6 master gardeners did weekly radio show, 175 trees were handed out to Murray County first graders.

Collaborators: University of Minnesota, Extension Service, KJOE radio, Minnwest Bank, Master Gardeners in Murray County.

Funding: Minnwest Pays for radio shows and I have not seen the contract.

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Benton **Submitted By (Primary Work Location):** Bau, David (Murray County --- Southwest District)

- **MAT Team Meetings (Activity)**

The MAT team is county Department Head meetings. There has been no regular schedule but rather a note indicating an invitation to a meeting usually on short notice. The topics will range from dealing with personnel management, technology updates and plans, budget issues, space needs to trainign for department heads and answering requests from Commissioners.

Collaborators: County Department Heads, Jim Thoreen

Funding: none

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Rice **Submitted By (Primary Work Location):** Piehl, Barbara (Chisago County --- Northeast District)

- **Monthly Messenger (Activity)**
Efforts have been coordinated for a monthly newsletter to low literacy families. I write one newsletter a year with other educators writing other months. The newsletter is distributed through public health and social service.
Collaborators: Area extension educators, public health and social services.
Funding: 0
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Faribault **Submitted By (Primary Work Location):** Persing, Melissa (Traverse County --- West Central District)
- **N.O.T (Not on Tobacco) Smoking Cessation Program for Middle Schoolers (Activity)**
Conduct 8-10 facilitated discussions with up to 20 middle school youth in two county locations who are already smoking to find and build a support network to quit smoking. Grant written by Herman and co-supported by Duncomb and Herman for Dakota County.
Collaborators: Dakota County Public Health; Dakota County 4-H and On the Move...for Minnesota Families.
Funding: MN Tobacco Endowment. Pilot project funded \$8,000 to Dakota County Extension.
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Goodhue **Submitted By (Primary Work Location):** Herman, Marilyn (Dakota County --- Metro District)
- **News Column (Activity)**
I write a news column every other week that is distributed to the newspapers printed in Owatonna (Circulation of over 7200) Blooming Prairie (cir. of 1150) and Ellendale (cir. of 1000). My topics typically focus on youth development or leadership issues.
Collaborators: Extension educator and the editors of the paper. Support staff that electronically sends it to the paper
Funding: In-Kind
Hours/Month: 6
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Norman **Submitted By (Primary Work Location):** Laeger-Hagemeister, Mary (Steele County --- Southeast District)
- **News Column and News Releases (Activity)**
Develop and write news column. Topics: Food safety; nutrition; health; housing; textiles; relationships; financial management. Weekly--entire year.
Collaborators: Newspapers
Funding: Inkind
Hours/Month: 8
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Big Stone, Chippewa, Douglas, Kandiyohi, Lac qui Parle, Pope, Redwood, Renville, Stevens, Swift, Yellow Medicine **Submitted By (Primary Work Location):** Burtness, Carol (Todd County --- Central District)
- **News releases for the county papers (Activity)**
Throughout the year.
Collaborators: N/A
Funding: N/A
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Chippewa, Lac qui Parle, Yellow Medicine **Submitted By (Primary Work Location):** Mahoney, Paul (Pine County --- Northeast District)
- **Newsletter (Activity)**
Monthly newsletter (12 issues) delivered to 250 county households. Coordinate portion of newsletter with Cass, Morrison, Wadena and Todd Counties. Information on family living issues

(food safety, nutrition, health, housing, financial management, relationships, aging)and local programming updates.

Collaborators: Resources: Cooperative Extension Services and reliable resources

Funding: Inkind (utilize bulk mailing rate)

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: St. Louis**Submitted By (Primary Work Location):** Burtness, Carol (Todd County --- Central District)

- **Newspaper column (Activity)**

Weekly news column on subjects including youth development, family development, diversity and citizenship.

Collaborators: Local newspapers.

Funding: None

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Clay**Submitted By (Primary Work Location):** Anderson, Aimee (Fillmore County --- Southeast District)

- **Norman County Extension Committee (Activity)**

Responsible for County Extension Committee orientation and communications. This includes both the ext committee of six adult and 3 youth members and also the 5 county commissioners.

Collaborators: University of Minnesota Extension Service Norman Co Board of Commissioners Norman Co Extension Committee

Funding: Primarily supported by U of M Extension Service and Norman County.

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Anoka**Submitted By (Primary Work Location):** Melin, Thomas (Norman County --- Northwest District)

- **office management (Activity)**

manaage office oeration and superise secretary. Suplies, equipment, attend deparment head monthly meetings.

Collaborators: other staff, county board and extension committee

Funding: county

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Kandiyohi**Submitted By (Primary Work Location):** Schafer, Karen (Kanabec County --- Northeast District)

- **Organizational responsibilities and communication (Activity)**

There are a variety of administrative and program responsibilities. Many are handled through meetings Annual Summit (state) - 2 days District Conferences - 3 days County Meetings - 12 days

Collaborators: system

Funding: misc

Hours/Month: 11

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Carlton, Cook, Itasca, Koochiching, Lake, St. Louis**Submitted By (Primary Work Location):** Boyce, Sherry (St. Louis County --- Northeast District)

- **Personal Vacation (Activity)**

In the 175 hours per month, 16 hours are allowed for vacation, plus 10 annual holidays

Collaborators: na

Funding: na

Hours/Month: 21

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Freeborn, Mower, Rice, Steele**Submitted By (Primary Work Location):** Boyce, Sherry (St. Louis County --- Northeast District)

- **Personnel Management (Activity)**

Hire, supervise and evaluate county paid staff at the office. This includes an administrative assistant and a half time secretary. I currently am hiring fill in secretaries because the secretary resigned and we are on a hiring freeze. So I have permission to hire a fill in person for when Julie is on vacation. I also see to the office scheduling to be sure that we are covered. That includes at times my filling in to answer phones, do newsletters etc.

Collaborators: Jim Thoreen, Renee Kirchner, Extension Committee, office staff

Funding: County budget

Hours/Month: 6

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Rock **Submitted By (Primary Work Location):** Piehl, Barbara (Chisago County --- Northeast District)

- **Pine County Extension Images Newsletter (Activity)**
Quarterly newsletter produced primarily as a reporting piece to the County board and the County Extension Committee.
Collaborators: n/A
Funding: N/A
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Big Stone, Chippewa, Lac qui Parle, Stearns, Swift, Yellow Medicine **Submitted By (Primary Work Location):** Mahoney, Paul (Pine County --- Northeast District)
- **Presentations to Civic Organizations (Activity)**
Make presentations to volunteer groups and service club meetings providing information about the educational opportunities available from the University of Minnesota Extension Service.
Collaborators: Working with local service clubs and
Funding: n/a
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Blue Earth, Carver, Faribault, Le Sueur, McLeod, Nicollet, Scott, Sibley, Waseca **Submitted By (Primary Work Location):** Jirik, Patrick (Olmsted County --- Southeast District)
- **Presentations to County township officers (Activity)**
Twice a year I am asked to give a 45 minute presentation to this group of 75 people about extension and the current programs in the county.
Collaborators: Clay County Township Officers
Funding: no additional funding
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Big Stone, Chippewa, Lac qui Parle, Swift, Yellow Medicine **Submitted By (Primary Work Location):** Frosaker Johnson, Nancy (Clay County --- Northwest District)
- **Presentations to Cultural Diversity Orientations (Activity)**
Present four times a year to the cultural diversity orientation. I give a 30 minute presentation on the overview of extension. Each session averages 15-18 people. Each individual is from another county moving to Fargo/Moorhead.
Collaborators: Clay/Cass County Cultural Diversity Project
Funding: no additional funding
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Chisago, Isanti, Kanabec, Mille Lacs, Pine **Submitted By (Primary Work Location):** Frosaker Johnson, Nancy (Clay County --- Northwest District)
- **Program Highlights (Activity)**
Newsletter of Extension activities by Ramsey County staff. Distribution to County Extension Committee, Commissioners and other selected stakeholders. Electronic version posted to Ramsey website.
Collaborators:
Funding:

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Traverse
Submitted By (Primary Work Location): Hoyt, Ronald
(Ramsey County --- Metro District)

- **radio program (Activity)**

Weekly radio program that is prerecorded and played at 1:00 each week. about 15 minutes long reaches a large number of people.

Collaborators: KDMA KMGa

Funding: none

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Rice
Submitted By (Primary Work Location): Rager, Amy (Yellow Medicine County --- West Central District)

- **Radio Show (Activity)**

Record part of weekly Extension report on local radio station. Also daily half hour reports during the county fair and additional PSA's during important events.

Collaborators: KFIL radio

Funding: None

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Freeborn, Mower, Olmsted, Steele
Submitted By (Primary Work Location): Anderson, Aimee (Fillmore County --- Southeast District)

- **Rice County Ag Newsletter (Activity)**

Write bi-monthly newsletter on upcoming events of interest to farmers and landowners.

Collaborators: Rice FSA

Funding: \$200 per year to FSA for expenses

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)

- **Rice County Extension Report on KDHL (Activity)**

Go to the KDHL Studios each week and record a report regarding a timely topic, or publicise an upcoming event.

Collaborators: Jerry Groskreutz at KDHL

Funding: The radio station frequently finds sponsors to pay for publicity of many of my activities.

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Wabasha
Submitted By (Primary Work Location): Carlson, Bradley
(Rice County --- Southeast District)

- **Satellite trainings/programs at RRCC (Activity)**

County doesn't have a satellite. Use the one at the Community College. RRCC prefers not to deal with each department or agency separately. I serve as educational coordinator. Deal with agency/department on program specifics. Call college and set up room, satellite time, etc. Go to RRCC and open doors, tune in satellite, make sure room is set up, etc. Programs vary from 1-25 participants.

Collaborators: RRCC: Nancy Hauglund coordinates the rooms, Shirley Schmidt or Scott Crowe coordinate the satellite equipment.

Funding: No charge from the RRCC We do help them though when they are in a bind. Scott the primary satellite person. ON sabbatical this past year. So, I trained the two new library/media people. I help them when they don't have anyone to tune in or are having problems. During the summer, deal with continuing ed director BARb Murray, as Nancy is gone. No library/media staff, so have to do all satellite work.

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Lyon, Murray
Submitted By (Primary Work Location): Bubolz, Christy

(Koochiching County --- Northeast District)

- **Scott County Scene** (*Activity*)
Responsible for coordinating articles written/submitted by our Extension Educators to the bi-monthly newsletter printed by our county government, "The Scene." I also submit articles myself.
Collaborators: Scott County Government -- multiple departments.
Funding: Scott County Government Extension Budget
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Kittson **Submitted By (Primary Work Location):** Amendt, Lola (Scott County --- Metro District)
- **senior nutrition sites** (*Activity*)
speak to senior nutrition sites in the county when asked. Topics range from food safety and nutrition, to consumer fraud and scams, etc. Approx 30 at a site when I speak. I do this maybe twice a year. The time needed would maybe three hours a year including prep, driving and speaking
Collaborators: SEMCAC (Southeast Minnesota Citizens Action Council)
Funding: County for mileage to drive to sites
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Blue Earth, Kandiyohi, McLeod, Meeker, Nicollet, Renville, Sibley **Submitted By (Primary Work Location):** Craig, Sheila (Fillmore County --- Southeast District)
- **Sharing EHSB Programs** (*Activity*)
This can be anytime - because of the amount of time and effort put into developing EHSB programs I am willing to share them with other counties. I have personally presented programs several times in Benton and Stearns Counties.
Collaborators: U of M Ext. in Wright, Stearns and Benton Counties
Funding: U of M Ext.
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Todd **Submitted By (Primary Work Location):** Jopp, Lou Ann (Wright County --- Central District)
- **Sherburne County Employee programs** (*Activity*)
I have tried over the last three years to provide more visibility to Extension by offering lunch-time workshops. Minnell Tralle offered 4 in a series on parenting and families. I and some of the Master Gardeners offered 4 in a series on yard care and gardening. I have also volunteered our department to write column in the Monthly Newsletter. There are nearly 400 employees in this building and I think this provides great visibility. We have even had commissioners attend our brown bag lunch sessions.
Collaborators: Sherburne County administrators office, Extension Office, Volunteers
Funding: -0-
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Wright **Submitted By (Primary Work Location):** Klocker, Julie (Sherburne County --- Central District)
- **St. Peter and North Mankato Community Gardens** (*Activity*)
To provide gardening opportunities to individuals and families that do not have access to land. North Mankato - Pilot year 2001, 8 families participated. St. Peter - 2002 - 35 families participated
Collaborators: University of Minnesota Extension Service Gustavus Adolphus College School District 508 Social Services Salvation Army Messiah Lutheran Church
Funding: Gustavus Adolphus College - Land Messiah Lutheran Church - Land Student Parish - 600.00 Habitat for Humanity - Garden Shed Personal Donations - 400.00 Taylor Corporation - 100.00
Hours/Month: 9
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: N/A **Submitted By (Primary Work Location):** Kunkel, Kelly (Nicollet

County --- Southwest District)

- **Support of NEA Program (Activity)**
My role has been to serve as the county contact for the Nutrition Program. I provide input into the evaluation of our NEA and consultation time regarding programing needs. I promote the program as part of the Extension Service, report as needed about the program to the Extension Committee and County Board, have \$500 in mileage in the office budget to contribute to the program and see to it that there is space for storage and the staff person.
Collaborators: Trina Barno, Hope Moulton, office staff, Extension Committee
Funding: \$500 in mileage in office budget, in kind space
Hours/Month: 8
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Rock **Submitted By (Primary Work Location):** Piehl, Barbara (Chisago County --- Northeast District)
- **Swift County Report (Activity)**
Collected newsletter information from county colleagues to compile the monthly report shared with stakeholders.
Collaborators: None
Funding: None
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Chippewa, Swift, Yellow Medicine **Submitted By (Primary Work Location):** Vergin, Shelly (Swift County --- West Central District)
- **Technology (satellite) support (Activity)**
worked with support staff to keep satellite system current so that it can be a resource to other county departments
Collaborators: Human Services
Funding: 0
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Submitted By (Primary Work Location): Ihrke, Mary (Blue Earth County --- Southeast District)
- **Training for new CEC members and CEC meeting (Activity)**
Training for new CEC members. I put together a package of relevant information and have lunch with new CEC members to orient them to the tasks they will be doing. This includes new County Commissioners. It takes about two hours for the training. The CEC meetings are 6 times per year for about 3 hours each, plus an hour of prep time
Collaborators: Fillmore County Board of Commissioners
Funding: per diem paid to CEC members by County \$35 per meeting plus mileage
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Submitted By (Primary Work Location): Craig, Sheila (Fillmore County --- Southeast District)
- **Update County Extension web page (Activity)**
Enter events sponsored/offered by Hubbard Co. Extension Service onto the web site. Future intent is to develop the web site into a more user-friendly site.
Collaborators: Hubbard County Extension Staff
Funding: none
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Submitted By (Primary Work Location): Norman, Maxine (Hubbard County --- Central District)
- **Volunteer Recognition (Activity)**
Recognize & Award Program volunteers during National Vol. Recognition Week
Collaborators: none
Funding: Rock Cty 4-H

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Carlton, Itasca, St. Louis
Submitted By (Primary Work Location): Sandager, Nancy (Rock County --- Southwest District)

- **Waste pesticide collection (Activity)**

Provide publicity and site coordination for event. Happens every two years, approximately 35 participants and between 1 and 3 tons of pesticides are collected at each event.

Collaborators: MDA, Rice Co. Solid Waste

Funding: MDA provides stipend for advertisement.

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Otter Tail
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)

- **Website Management (Activity)**

Maintain County Website Convert newsletters to PDF and upload

Collaborators: Faribault County Extension Educators

Funding: None

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Clay
Submitted By (Primary Work Location): Clement, Lennis (Faribault County --- Southeast District)

- **weekly column (Activity)**

provide a weekly column for county newspaper plus other program related article as needed

Collaborators: county newspaper business

Funding: column cost were free any other promotional cost were absorb by the county expenses

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Dakota
Submitted By (Primary Work Location): Braaten, Margaret (Mahnomon County --- Northwest District)

- **Weekly News Articles (Activity)**

Weekly news articles are written and sent to Wheaton Gazette, Northern Star, and Valley News.

Collaborators: The media outlets are the primary collaborators.

Funding: 0

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Blue Earth
Submitted By (Primary Work Location): Persing, Melissa (Traverse County --- West Central District)

- **Weekly Office Conferences (Activity)**

The goal is to give leadership for MOnday mornign office confernces. We meet as a total staff togo over the calendar and to share what happened the week before or what to expect. There are times that we also work on reports or plans for office related topics.

Collaborators: office staff

Funding: none

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Roseau
Submitted By (Primary Work Location): Piehl, Barbara (Chisago County --- Northeast District)

- **Writing & editing county Extension Line newsletter (Activity)**

I write articles for the 4-H section and the Agriculture section, and serve as the chair of the editorial board. Our newsletter covers all capacity areas, and is published monthly.

Collaborators: Dakota County staff

Funding: Dakota County pays for all costs except some EE time (U of M).

Hours/Month: 20

Recommended Capacity Area as of 7/1/2002: Other

Geographic Area Served: Polk **Submitted By (Primary Work Location):** Geske, Jeremy (Dakota County --- Metro District)

- **Youth Development Newspaper Columns and Radio Reports (Activity)**
Write weekly column for newspaper. Record 5 minute weekly radio reports (every other week -- shared with one other educator).
Collaborators: Western Guard and Dawson Sentinnal - Newspapers KLQP Radio
Funding: Print space and air time all provided at no charge
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Geographic Area Served: Carlton, Hubbard **Submitted By (Primary Work Location):** Bremseth, Tamara (Lac qui Parle County --- West Central District)

Section III: Other Community/Organization/Local Relationships

- **'Washington County Employment and Training Advisory Committee (Relationship)**
I served as a link to Extension training resources by serving on this committee. I also represented the Department of Public Health and Environment. Kim Ball from Public Health will be my replacement on the committee. Sue Eskerka from the county is the training director and is beginning to make more requests to extension for training resources.
Importance: Low
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Templin, Elizabeth (Washington County --- Metro District)
- **Academic Promotion Review Committee (Relationship)**
To determine correct policies and guidelines for faculty to apply and proceed with application in promotion of academic rank, from Instructor through Full Professor.
Importance: High
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Melin, Thomas (Norman County --- Northwest District)
- **Aitkin County Board of Commissioners (Relationship)**
Provide on-going updates of Extension Programs and outcomes.
Importance: High
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Hink, Renee (Aitkin County --- Northeast District)
- **Aitkin County Board/County Administrator (Relationship)**
Update Board and Administrator of Extension Related items on a timely basis. Attend monthly Department Head meetings, and have responsibility to chair the census sub-committee.
Importance: High
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Pitt, Jeanette (Aitkin County --- Northeast District)
- **Aitkin County Extension Committee (Relationship)**
Develop agendas, send out quarterly meeting packets, complete quarterly reports of work, recruit new members, training and orientation, budget development and organizing program
Importance: High
Hours/Month: 6
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Pitt, Jeanette (Aitkin County --- Northeast District)
- **Attend Legislative Meetings three times a year (Relationship)**
Three times a year there are Saturday morning experiences for people to come out and visit, ask questions, voice concerns to local legislators. Goodno, Langseth and Marquet are the local representation
Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Frosaker Johnson, Nancy (Clay County --- Northwest District)

- **Carver County Board (Relationship)**

Keep Board updated on programming. Stress level is quite high with county board as they are struggling with issues surrounding new commissioners. Some issues Extension deals with (feels/odor) have become highly controversial.

Importance: High

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Oraskovich, Vernon (Carver County --- Metro District)

- **Cattlemen's Association (Relationship)**

Coordination with educational programming

Importance: High

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Schott, Lori (Mille Lacs County --- Northeast District)

- **Clearwater County Board of Commissioners (Relationship)**

attend monthly dept heads meetings, attend board meetings as needed do Quarterly report to county board at board meeting, Meet with county board to work with financial needs

Importance: High

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Nennich, Terrance (Clearwater County --- Northwest District)

- **Clearwater County Computer training (Relationship)**

Extension is responsible to conduct computer trainings for all the county employees on all the programs that are commonly used in the county. Some of this is taught by staff members and some instructors are hired. We currently have 10 sessions scheduled.

Importance: High

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Nennich, Terrance (Clearwater County --- Northwest District)

- **Cluster Extension Committee Training Team (Relationship)**

Service to Cluster Extension Committee training team - two programs per year including picnic. 2001 program was Extension Live! Update on current Extension programming and role of Extension Committee members.

Importance: Medium

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Peterson-Vangsness, Glenyce (Le Sueur County --- Southeast District)

- **Consumer Calls/walk in clients (Relationship)**

Hort Consumer calls Connect with resources and specialist Misc. 4-H consumer calls, activities, newsletter information, rules, meeting times and locations. Animal Science Nutrition Calls Custom Rates and Rental rates Other misc. topics

Importance: Medium

Hours/Month: 15

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Berg, Philip (Pipestone County --- Southwest District)

- **County Extension Committee (Relationship)**

Building community relationships and support for Extension, Community needs assessment,

Program planning, and Program Evaluation. Developing county budget.

Importance: High

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Mahoney, Paul (Pine County --- Northeast District)

- **Countryside Public Health (Relationship)**
- trainer for Car Seat Safety Public training - resource for youth drug education programming
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Olson, Carrie (Big Stone County --- West Central District)
- **County (Relationship)**
Attend Dept Head meetings, technology meetings, etc.
Importance: High
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Fruechte, Naomi (Houston County --- Southeast District)
- **County Board (Relationship)**
communicate
Importance: High
Hours/Month: 8
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Schafer, Karen (Kanabec County --- Northeast District)
- **County Board of Commissioners (Relationship)**
Build support and resources for Extension. Build community relationships, provide information and resources to the board, quarterly reporting to the board.
Importance: High
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Mahoney, Paul (Pine County --- Northeast District)
- **County Board, Extension Committee, Office Management (Relationship)**
Budget Review purchases and expenses Presenting information and financial request to board
Department head meetings Supervision of summer intern/part time help Computer problem solving
County board and Extension Committee Communication Water Plan Board Chamber of Commerce
Importance: High
Hours/Month: 16
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Berg, Philip (Pipestone County --- Southwest District)
- **County Citizen Recognition (Relationship)**
Extension is asked to provide assistance in selecting individuals for recognition for Farm Family, Emerging Leadership, Valley Agri-couple, etc.
Importance: Medium
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Drewlow, Milan (Traverse County --- West Central District)
- **County Commissioners and Extension Committee (Relationship)**
*Meet every other month in Jan, March, May, July, Sept and Nov. with county Extension Committee. Maintain relations with them. *Farm Family Recognition program *Meet with Commissioners to make periodic reports. *Help Extension Committee chair prepare a meeting agenda, give reports, explain issues needing clarification, be a liason to the district director *Orient new committee members

Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Salmela, Theron (Kanabec County --- Northeast District)

- **County department head meeting (Relationship)**
Attend monthly meetings, report back to rest of staff
Importance: High
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Ihrke, Mary (Blue Earth County --- Southeast District)
- **County Executive Committee (Relationship)**
Meets 2-3 times per month at descretion of the County Administrator. All county department managers are encouraged to attend.
Importance: High
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Broadwater, Neil (Winona County --- Southeast District)
- **County Extension Committee (Relationship)**
Help set agenda. Attend and present staff update.
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)
- **County Extension Committee (Relationship)**
coordinate monthly meeting, seek input on program priorities, budgets, staffing
Importance: High
Hours/Month: 6
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Hoyt, Ronald (Ramsey County --- Metro District)
- **County Extension Committee/County Commissioners (Relationship)**
Every Extension Educator needs to be connected to the CEC and County Board, keeping good communications flowing by phone and county reports and being responsive to their questions/concerns/suggestions
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Craig, Sheila (Fillmore County --- Southeast District)
- **County GIS Committee (Relationship)**
Office representative on the GIS committee. Help to plan and execute the undertaking of GIS in the county.
Importance: Low
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Arlt, Timothy (Steele County --- Southeast District)
- **County Officials (Relationship)**
Determine goals for the county, learn about mandates/updates, plan activities, conduct research/evaluation on needs and programs on occasion
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Althoff, Claire (Wilkin County --- West Central District)
- **County Training (Relationship)**

Serve on the county training committee and coordinate resources to provide training. Created survey of employee needs for training, developed system and communication for training, set up training instructors. Evaluation of training.

Importance: High

Hours/Month: 8

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Olson, Kathleen (Goodhue County --- Southeast District)

- **Dakota County Emergency Management team** (*Relationship*)

I represent Extension on the Dakota County EOC which would respond if there was an accident at the Prairie Island nuclear plant. My job is to protect the food chain by representing agriculture by being the local liaison between the county EOC and the Dept. of Ag at the state EOC. I have also been involved in recent trainings to be on the EOC if Foot and Mouth Disease would ever occur in Minnesota.

Importance: Medium

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Geske, Jeremy (Dakota County --- Metro District)

- **department head** (*Relationship*)

Attend department head meetings as called; work with county administrator and county board as needed, attend county board meetings and committee of the whole as needed/ongoing. Work with budget, such as preparation, quarterly and year end reports, attend budget related meetings, board meetings. Work with personnel matters related to department in cooperation with human resources in county and with U of M human resources and district director. Serve on county committees as needed, such as technology, training, etc.

Importance: High

Hours/Month: 24

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Olson, Kathleen (Goodhue County --- Southeast District)

- **Department head meetings** (*Relationship*)

Attend 2 meetings a month with the other department heads on the days following the County Board meetings. Primary purpose to learn about County Board action.

Importance: High

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Syverson, Sandra (Jackson County --- Southwest District)

- **Department Heads** (*Relationship*)

Department Head Chairman

Importance: Medium

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Bau, David (Murray County --- Southwest District)

- **EFCC -Alternate** (*Relationship*)

I am an alternate to EFCC for the Central District. This may change as we revisit our new Districts and structure.

Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Anderson, Mary (Wright County --- Central District)

- **Emerging Leaders** (*Relationship*)

Meet with committee to select new leaders each year

Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Johnson, Nathan (Kittson County --- Northwest District)

- **Ext Committee** (*Relationship*)
 Evaluation, program development etc.
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Severson, Russell (Polk County --- Northwest District)
- **Extension Advisory Committee** (*Relationship*)
 Recruit and orientate committee members. Build agenda -- Gather input from Committee Chair and Extension Educators for building agenda. Write correspondence. Respond to questions. Etc.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Bremseth, Tamara (Lac qui Parle County --- West Central District)
- **Extension Committee** (*Relationship*)
 Coordinate Extension Committee meetings, communications and workings. Handle budget meetings, trainings and work with the county board.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Arlt, Timothy (Steele County --- Southeast District)
- **Extension Committee** (*Relationship*)
 Work with committee; set agendas, send notices of meetings etc.
Importance: High
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Fruechte, Naomi (Houston County --- Southeast District)
- **Extension committee** (*Relationship*)
 communicate, use as adviser
Importance: High
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Schafer, Karen (Kanabec County --- Northeast District)
- **Extension Faculty Consultative Committee** (*Relationship*)
 NW District representative to meet with UMES administration to review and discuss Extension issues and policies and relevant to all extension faculty.
Importance: High
Hours/Month: 10
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Melin, Thomas (Norman County --- Northwest District)
- **Extension Office** (*Relationship*)
 I am responsible for monthly office conferences, promotion of Extensions work to the public, and staff supervision. Supervision includes: 1 Administrative Assistant, 1 4-H Program Coordinator (28 hours per week), 1 Community Program Specialist (14 hours/week), and 3 part-time event coordinators (2-5 hours per week).
Importance: High
Hours/Month: 16
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Bremseth, Tamara (Lac qui Parle County --- West Central District)
- **Extension Organizational Tasks** (*Relationship*)
 Includes such items as academic promotion committee, capacity area leadership team, search

committees, district program leadership committees, etc. Take place throughout the year.

Importance: Medium

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Hachfeld, Gary (Nicollet County --- Southwest District)

- **FAC committee (Relationship)**
Meet with other federal or building organizations to discuss building needs, ways to work together more effectively.
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Elmstrand, Rodney (Chisago County --- Northeast District)
- **Family Services Collaborative (Relationship)**
Member
Importance: Low
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Anderson, Aimee (Fillmore County --- Southeast District)
- **Faribault Chamber of Commerce Ag Committee (Relationship)**
Attend meetings and offer input. Occasionally volunteer to help with an event.
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)
- **farm family (Relationship)**
work with committee to nominate farm family for the year
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Johnson, Nathan (Kittson County --- Northwest District)
- **Garvin Brook Park Board (Relationship)**
The estate of Mr. Garvin states that an extension "agent" must serve on the park board. The park is dedicated to farmers, 4-Hers, and "homemakers". In return 4-H and EHSG' receive \$2,000 each towards educational programming held at the park. Meet from April through October.
Importance: Low
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Onstad, Phyllis (Winona County --- Southeast District)
- **Goodhue County Safety Council (Relationship)**
The Goodhue County Safety Council membership includes representatives of public safety departments, public works departments, general public and industry safety managers from local businesses. The council meets monthly (9 months a year) for safety education programs and to deal with issues of public safety in the community. I am currently chair of the council. The Extension Service normally provides one relevant safety program per year to the council's annual agenda.
Importance: Medium
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Schwartau, Charles (Goodhue County --- Southeast District)
- **Head Start Advisory Committee (Relationship)**
I serve as an advisory member to the group in the area of Food and Nutrition. I meet with the group two times a year.(Hours below would not reflect actual time.)

Importance: Low

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Kunkel, Kelly (Niccollet County --- Southwest District)

- **Healthy 2000 Coalition** (*Relationship*)

Coalition member with other organizations committed to providing health programs for citizens of Swift County. Responsibilities include development of programs, paperwork and organization, press releases and being a contact person during program times. Also seek and write grants looking for funding. (Hours a month are variable - avg given)

Importance: Medium

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Vergin, Shelly (Swift County --- West Central District)

- **Hennepin County Department Directors** (*Relationship*)

Attend monthly meetings of the Hennepin County Department Directors, hosted by the County Administrator. These sessions are held the first Wednesday of each month from 8-10 a.m at the Hennepin County Government Center.

Importance: High

Hours/Month: 3

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Boyce, Kim (Hennepin County --- Metro District)

- **Hennepin County Extension Committee** (*Relationship*)

Lead staff to the Hennepin County Extension Committee, including working with the chair of the committee to develop the agenda, developing and nurturing relationships with Extension Committee members, meeting with perspective extension Committee members, orienting new Extension Committee members developing materials for the monthly meetings, providing monthly budget, personnel and facilities updates, regular Extension Committee correspondence, and handling most of the arrangements for meeting logistics (room set-up/take down, purchasing meeting food, etc.).

Importance: High

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Boyce, Kim (Hennepin County --- Metro District)

- **Hennepin Extension Staff Meetings** (*Relationship*)

Meet twice a month with Extension Educators and lead support staff. Develop and distribute meeting agendas and requests for information. At the meetings lead staff discussions on current and upcoming issues (budget, personnel, facility, program, as well as develop proactive plans for issues relating to the entire Hennepin County Extension operations. Meet four times each year as an entire office team (all EE's, support staff, program assistants and NEA's). Develop quarterly program for these meetings, often with a focus on Extension organizational issues, team building, and effective communications for the entire office.

Importance: High

Hours/Month: 15

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Boyce, Kim (Hennepin County --- Metro District)

- **Isanti County Board** (*Relationship*)

Weekly communication with County Coordinator; Quarterly meetings with the Board for an update time

Importance: High

Hours/Month: 9

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Anderson, Jean (Isanti County --- Northeast District)

- **Itasca County-Department Heads** (*Relationship*)

As a dept. head, attend monthly meetings-third Monday of each month from 11:30-1:00 in Sheriff's training room. Lunch meeting. Provide agenda items for discussion as appropriate.

Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Hendrickson, Lori (Itasca County --- Northeast District)

- **Lake County (Relationship)**
Provide training in use of the satellite equipment as well as serving as the host for satellite downlink programs.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Seidel, Wayne (Lake County --- Northeast District)
- **Lake County Board (Relationship)**
Meet with the Lake County Board on a regular basis to keep them up-to-date on Extension programming and relevant issues. I also participate in monthly Department Head meetings.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Seidel, Wayne (Lake County --- Northeast District)
- **Lake County Extension Committee (Relationship)**
Serve as the County Extension Leader and help to facilitate Extension Committee meetings. These duties are primarily administrative but also include program planning, personnel, and budgeting.
Importance: High
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Seidel, Wayne (Lake County --- Northeast District)
- **Le Sueur County Extension Committee (Relationship)**
Communications/correspondence, Orientation of new members, department budget, staff performance review, hirings as needed, program planning and needs assessment. The Le Sueur County Extension Committee meets quarterly. County Commissioners serve as Chair and Vice Chair. Extension Educators work collaboratively in planning and implementation of each meeting.
Importance: High
Hours/Month: 6
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Peterson-Vangsness, Glenyce (Le Sueur County --- Southeast District)
- **Litchfield School Community Ed Advisory Board (Relationship)**
Attend as an advisory member to the Board for the Community Education program.
Importance: Medium
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Radke, Barbara (Meeker County --- Central District)
- **MAEE and MAE4-HE (Relationship)**
MAEE- Serve on the Awards Committee MAE4-HE- Serve as the District representative on the board
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Piehl, Barbara (Chisago County --- Northeast District)
- **Media Communications (Relationship)**
For the first 3 years of my employment I did a regular (usually monthly) column that centered around personal accounts with research supporting information about transitions in our community. This past year this activity was not continued because of time demands. I received frequent positive comments and I believe that it provided an important educational tool for the community. I also

participate in a rotation of a weekly morning memo radio program- 2 min segments for 5 days -5 times a year.

Importance: Medium

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Weaver, Laurel (Nobles County --- Southwest District)

- **Media work with local television, radio and newspapers** (*Relationship*)
Connect with local media on upcoming events that extension believes is newsworthy and encourages media to run a story on an extension event
Importance: High
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Frosaker Johnson, Nancy (Clay County --- Northwest District)
- **Meeker County Community Educators Group** (*Relationship*)
I am not sure what the official name is, but we (Public Health, Family Services, Hospital/Clinic, etc.) meet monthly to coordinate and offer local programming around health (physical, mental, emotional) issues. Programming activities include a Women's Night Out and Men's Night Out which both offer educational booths and programming around pertinent issues.
Importance: High
Hours/Month: 4
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Radke, Barbara (Meeker County --- Central District)
- **MN Association of Extension Family Consumer Sciences** (*Relationship*)
2001-2002--Vice President; 2002-2003--President
Importance: High
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Burtness, Carol (Todd County --- Central District)
- **Montevideo Community Education Advisory Committee** (*Relationship*)
Serve on the Montevideo Community Education Advisory Committee, providing input to community education offerings/activities. This networking/relationship role is important. Advisory committee members are often expected to volunteer at various events, including set up/take down of community education children's theater productions, or to work at basketball tournaments, etc.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Croymans, Sara (Chippewa County --- West Central District)
- **Mower County Fairboard** (*Relationship*)
Attend monthly meetings and committee meetings pertaining to 4-H involvement at fair.
Importance: Medium
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Walter, Ann (Mower County --- Southeast District)
- **Nobles County Extension Committee** (*Relationship*)
Give leadership to working with our Extension Committee, planning agenda, meeting notices, etc.
Importance: High
Hours/Month: 10
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Jacobs, Joyce (Nobles County --- Southwest District)
- **NRCS Local Working Group** (*Relationship*)
This group meets to review applications for funding for the EQIP program, both for state allocation

to the area, and for individuals applying for local funding. Meets as needed, usually 2-3 times per year.

Importance: Medium

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)

- **Office Administration (Relationship)**

Supervise county staff, monitor budget and expenditures, submit reports, performance evaluations, and participate in county training and staff development related to supervision.

Importance: High

Hours/Month: 2

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Pitt, Jeanette (Aitkin County --- Northeast District)

- **Organization Maintenance, St. Louis County (Relationship)**

Presentations to St. Louis County Board of Commissioners, St. Louis County Extension Committees, and attending all staff meetings and so. St. Louis County staff meetings.

Importance: Medium

Hours/Month: 15

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Olen, Robert (St. Louis County --- Northeast District)

- **PACT 4 (Relationship)**

This is a four-county formal family and children's mental health collaborative effort involving the counties of Meeker, Kandiyohi, Renville and Yellow Medicine. Attend monthly meetings and serve on committees as needed. This does not neatly fit into one capacity area because it involves family, youth and community partnerships.

Importance: High

Hours/Month: 6

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Radke, Barbara (Meeker County --- Central District)

- **Participate on County Management Team (Relationship)**

a member of the county management team that meet monthly. Every county department is represented and meets with the county administrator.

Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Frosaker Johnson, Nancy (Clay County --- Northwest District)

- **Public Relations (Relationship)**

Pull together county extension report to Extension Committee Members, Commissioners and other stakeholders One article from each educator and the NEA

Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Clement, Lennis (Faribault County --- Southeast District)

- **Ramsey County Department of Public Health, Division of Solid Waste (Relationship)**

In exchange for funding outlined above, I maintain a close relationship with employees of the above division. Upon request, I develop articles for local publication, research answers to questions, and contact other University faculty on their behalf. I also have been responsible for keeping our local Master Gardener organization responsive to our funded mission to emphasize a waste reduction message.

Importance: High

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Foulk, Doug (Ramsey County --- Metro District)

- **Ramsey County Volunteer Coordinating Council** (*Relationship*)
 Serve on council charged with recruitment and retention of volunteers in Ramsey County Government offices. Our mission is to improve the environment for all volunteers in our county.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Foulk, Doug (Ramsey County --- Metro District)
- **Red Wing Information Providers, Libraries and Educators (RIPLE)** (*Relationship*)
 RIPLE is a consortium of librarians and educators in Red Wing who meet quarterly to coordinate public education programs in libraries and promote general literacy issues. The Extension Service became involved when we were recognized as a source of information used by many in the general public so could supplement the work done in the reference sections of the other libraries (both public and private). The Extension Service played a much larger role when Internet access was first coming into the community. The Extension Service was the first to be connected so could exercise a leadership role introducing the Internet to other providers and the community.
Importance: Low
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Schwartau, Charles (Goodhue County --- Southeast District)
- **Regional Mentoring Task Force** (*Relationship*)
 Co Chair team with Mary Lou Ihrke, Blue Earth County Extension Educator. Team meets six time per year to network about mentoring program liability, volunteer recruitment, volunteer training, grant writing/funding, etc.
Importance: High
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Peterson-Vangsness, Glenyce (Le Sueur County --- Southeast District)
- **Relationships with Community Organizations** (*Relationship*)
 Serve as the lead person to meet with local agencies and community organizations, outlining the work of the Hennepin County Extension Service and University of Minnesota. Develop and update promotional and informational materials for these meetings.
Importance: Medium
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Boyce, Kim (Hennepin County --- Metro District)
- **Rice County Extension Budget** (*Relationship*)
 Track budget numbers and help guide spending to live within budget. Use spending patterns to develop new budget, work with office staff, Extension Committee, and county staff
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)
- **Rotary, Chamber of Commerce other service clubs** (*Relationship*)
 Service, occasionally asked to do a program for their meeting.
Importance: Low
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Severson, Russell (Polk County --- Northwest District)
- **Rural Concerns Task Force** (*Relationship*)
 Member of the group which includes a rep from Social Services, Public Health, SEMCAC and Extension. Main activity is a "Christmas in Fillmore County" project with provides gifts to needy children. Extra funds also provide school supplies, summer rec passes, and gift certificates to fire victims I spend minimal time on this - mainly the group meets for an hour about twice a year. Most

as the staff time is provided by SEMCAC.

Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Craig, Sheila (Fillmore County --- Southeast District)

- **Rural Help Network & Farm Wrap** (*Relationship*)

Due to low commodity prices and weather related crop stresses Extension is involved with providing leadership and educational resources for area agencies that provide assistance to stressed rural families.

Importance: High

Hours/Month: 5

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Drewlow, Milan (Traverse County --- West Central District)

- **Salvation Army Service Unit Advisory Committee** (*Relationship*)

I serve on the committee to help assess needs in the St. Peter area, and advice ways the Salvation Army can help the community.

Importance: Medium

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Kunkel, Kelly (Nicollet County --- Southwest District)

- **Scott, Carver, Dakota Community Action Agency** (*Relationship*)

Vice-President of Executive Board; Chair of the Personnel Committee; Member of the Headstart Health Advisory Committee; Member of the Ready-for-School Youth Supplies Fund Drive; Guest Speaker for CAP Outreach upon request. On CAP Board at the request and as a representative named by the Dakota County Board of Commissioners.

Importance: High

Hours/Month: 4

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Herman, Marilyn (Dakota County --- Metro District)

- **Staff Development** (*Relationship*)

Staff meetings AFE staff development Cluster/District Meetings Species team meetings Agronomy update meetings Identified area staff development (individualized) Local commodity groups and organization meetings. Time listed below is very conservative.

Importance: High

Hours/Month: 24

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Berg, Philip (Pipestone County --- Southwest District)

- **Support staff evaluation** (*Relationship*)

Solicit input on office staff regarding support staff performance. Conduct staff evaluations and submit necessary paperwork.

Importance: High

Hours/Month: 1

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)

- **System Committees and Support to colleagues** (*Relationship*)

There are major aspects of work that colleagues help each other out with plus communication as we make this transition. There are also responsibilities with committees that does impact work 11 days total 6 days - communication, colleague event support, office tasks. 4 days - county fair support 5 days - committees of 4-H impact eval, POST, and YD staff development

Importance: High

Hours/Month: 10

Recommended Capacity Area as of 7/1/2002: Other

Submitted By (Primary Work Location): Boyce, Sherry (St. Louis County --- Northeast District)

- **Tech college Farm Business Management Program** (*Relationship*)
 I routinely attend their functions to find out what they are doing and use the information to direct county programming. I network with these people.
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Carlson, Bradley (Rice County --- Southeast District)
- **Technology Committee** (*Relationship*)
 Serve on the Olmsted County Technology committee. I am the Extension Rep.
Importance: High
Hours/Month: 2
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Behnken, Lisa (Olmsted County --- Southeast District)
- **Todd County Department Heads** (*Relationship*)
 The Todd County Department Heads meet monthly on the third Wednesday of each month from 9:00 to 10:00 a.m. Current EE's have served on various county government committees and have taken leadership for many.
Importance: High
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Williams, LeRoy (Todd County --- Central District)
- **Todd County Home Council** (*Relationship*)
 Provide leadership support to Home Council, facilitate some of the established working committees, provide maintenance via letters and programming.
Importance: High
Hours/Month: 8
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Burtness, Carol (Todd County --- Central District)
- **Township Officers** (*Relationship*)
 Annual Meeting in March. Provide information on Extension and/or other topics as requested. Could cover all capacity areas
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Arlt, Timothy (Steele County --- Southeast District)
- **UMN faculty search committees** (*Relationship*)
 Attend search committee meetings and assist in evaluating, interviewing, and recommending candidates to be hired as University faculty. Recent committees: -Double search for two College of Natural Resources / Department of Fisheries, Wildlife, and Conservation Biology Extension faculty, completed December 2002, both positions filled. -MN Sea Grant search: Coastal communities and land use planning EE. Currently active.
Importance: High
Hours/Month: 3
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Sagor, Eli (Carlton County --- Northeast District)
- **United Way Board** (*Relationship*)
 I serve on the United Way Board. We meet about 7 times a year to collect and distribute local funds in our community.
Importance: High
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Swanson, Van (Pennington County --- Northwest District)

- **University of Minnesota Alumni Association** (*Relationship*)
 I have served on the board of the St. Croix Valley Chapter in my role as legislative chair. In this role, I distributed e-mail messages to members for calls to action as well as working with the President to arrange breakfast meetings with area legislators. Jim Schug, County Administrator, is active with this organization serving as the Vice Chair. Also, the group has been meeting at the Extension Office.
Importance: Medium
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Templin, Elizabeth (Washington County --- Metro District)
- **Volunteer Recognition Week** (*Relationship*)
 As county staff we have in some way recognized our volunteers. Sometimes we write news columns about them or suggest names to area media and they do the stories. This year we are hosting an open house for volunteers to stop by for coffee and visit.
Importance: High
Hours/Month: 1
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Craig, Sheila (Fillmore County --- Southeast District)
- **Wabasha County Restorative Justice Committee** (*Relationship*)
 I served as chair of this committee. The mission includes both prevention education and restorative efforts. We run a youth mentoring program and restorative program. The Extension staff have been a vital partner in assisting in the development of the group and we have leveraged \$140,000 in grant funds to conduct the programs over the last couple of years.
Importance: Medium
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Smith, Toni (Wabasha County --- Southeast District)
- **Washington County Performance Measurement** (*Relationship*)
 1. Compiled Extension's data on Performance Measurement according to county standards. (The county board and the county administrator HIGHLY VALUE performance measurement data. This needs to continue, though Public Health's Lowell Johnson could be the representative to the PerMIT meetings.) 2. I have conducted focus groups for county departments upon request for their Performance Measurement. 3. I have worked with Dick Krueger to have him do a training on evaluation for staff in the county. Dick has agreed to be a resource to the county to review the plan for conducting Focus Groups by county employees.
Importance: High
Hours/Month: 5
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Templin, Elizabeth (Washington County --- Metro District)
- **West Central Growth Alliance, WC Regional Partners Board, Other Regional Economic Development Efforts** (*Relationship*)
 I am now and have in the past served on a number of Regional Boards as a representative of the county, the area, or the region. Some of these will fit with my new role as CED. Some may not. In the short run I will continue to serve on most of the ones I'm currently engaged with. I expect that some time in the not too distant future we will have discussions at the district level about what should be covered and who will do so?
Importance: High
Hours/Month: 12
Recommended Capacity Area as of 7/1/2002: Other
Submitted By (Primary Work Location): Cunningham, John (Big Stone County --- West Central District)