



FY2019 Extension Services Agreement
 between
Montana State University Extension
 and
Ravalli County, Montana

The parties hereto enter into this agreement for the funding and operation of Extension in the above named county. This agreement is entered into under the authority 7-21-3203 MCA; the Smith-Lever Act of May 8, 1914, and subsequent Acts of the Congress of the United States.

BUDGET AND PERIOD COVERED: The above named county will contribute funds for the support of extension work in agriculture and natural resources, family and consumer sciences, 4-H/youth development, community development, and related subjects in the amounts and for the purposes specified in the following budget. Montana State University Extension will contribute the amounts necessary to pay the balance of the cooperatively financed salaries and all of the payroll benefits of county Extension agents assigned to the above county. It is recommended by MACo that the county provide support to the MSU Extension Service for each agreed-upon full-time equivalent (FTE) at the level of 65% of the Clerk and Recorder's salary. For FY2019, counties may choose to contribute at the 65% formula level or a maximum of \$37,000 (50% of the average agent salary plus benefits). The maximum contribution is subject to annual review to allow for salary and benefit inflation.

This agreement covers the period beginning July 1, 2018 and ending June 30, 2019.

FY19 Clerk/Recorder Bases Salary = \$55,995.12

Foundational Support of Agents

Position	Name	FTE	Employment	Comm. Allow.	Total Contrib.
Agent, Chair	Katelyn Andersen	1.00	\$36,396.83		\$36,396.83
Agent	Patrick Mangan	1.00	\$36,396.83		\$36,396.83

Total County contribution to agents' salaries for contracted services* \$72,793.66

Supplemental Support

Employee Name	Purpose of funds	Contribution

Total supplemental support **\$0.00**

Total County Funding:

Personnel:	FTE	Name	Salary
Admin Support	1.00	Jocelyn Snider	\$26,735.00
Admin Support		Temporary Support	\$2,381.00
Co. Only Funded Agent or Other			
Program Assistant or Other (please enter description here)			
Other (please enter description here)			
		Total Support Staff Salaries	\$29,116.00
		Support Staff Benefits (incl. Term Pa	\$10,335.00
		Agent Salary Support	\$72,793.66
		Agent Termination Pay	\$0.00
		Total Personnel Costs	\$112,244.66
Operations:		Travel	\$3,369.00
		All Other	\$28,391.00
		Total Operations	\$31,760.00
Capital:		Total Capital	\$0.00
		TOTAL ALL ITEMS	\$144,004.66

Additional Information (include information concerning cooperative arrangements between counties or with weed districts, special arrangements for part-time agents, etc.):

1. **EXPENDITURE OF FUNDS:** Expenditure of funds will not exceed the amounts appropriated, but transfers of funds between items within the budget may be approved, as permitted by State law. Money appropriated by the County for operations shall be expended by county warrant in accordance with regular procedures followed by the County. MSU Extension will bill the County for its portion of the agents' salaries. Money appropriated from State and Federal funds as well as County funds for agents' salaries will be paid directly to the agents each month by the MSU Extension, Montana State University, Bozeman, Montana 59717-2230.
2. **COUNTY ACCOUNTS:** It is agreed by MSU and the County Commissioners that all financial accounts managed by the Extension office will be subject to such audits as are determined necessary in compliance with County, MSU or State auditing requirements. If either party has reason to believe that the Extension staff is engaged in any financial malfeasance, misappropriation or misuse of funds managed by the Extension office, it will promptly notify the other party and conduct an audit or investigation. Any audit or investigation conducted by MSU or the County regarding funds managed by the Extension office shall be made available to the other party.
3. **OFFICE SPACE, ADMINISTRATIVE SUPPORT, OPERATIONS AND EQUIPMENT:** The Board of County Commissioners, with the agreement of Extension administration, shall provide sufficient office space, administrative support, operational and capital support for the county-based MSUE faculty.
4. **SELECTION AND APPOINTMENT OF AGENTS:** The MSU Extension, in cooperation with the County Commissioners, will develop a position announcement for any vacant Extension agent positions in the county. The MSU Extension will assess the qualifications of one or more candidates on the basis of education, experience, and other criteria listed in the position announcement. An applicant review committee will be appointed to interview the selected candidates and make recommendations. MSU Extension is the hiring authority for the position. Extension agents will be appointed as adjunct or tenure track faculty of Montana State University and, in some cases, may have appointments with the United States Department of Agriculture and would be subject to the privileges and responsibilities consistent with these appointments and the position. One member of the County Extension faculty will be appointed as chairperson and serve as the county department head for the Extension Office and as liaison between the MSU Extension and the county.
5. **COUNTY EXTENSION PROGRAM:** The Director of the MSU Extension is responsible for the work done under the name of Extension. The County Extension faculty will annually submit, on predetermined dates, a Plan of Work based on county priorities and needs. Approval of these plans of work will be given by the Regional Department Head. An annual report will also be submitted in the format provided.
6. **ENSURING EFFECTIVE SERVICE:** The parties to this agreement are mutually interested in providing the people of the county with an effective educational program in agriculture and natural resources, family & consumer sciences, 4-H/youth development, community development, and related subjects. Provision of the highest level of services requires a well-managed office and personnel who are capable of working effectively with people. The parties agree that any concerns about services, staff or operation of the county Extension program will immediately be discussed between the Director or his/her designee and the County Commissioners or their designee, and every effort made to provide a solution. Annual salary rates may be adjusted when changes in personnel occur, but such adjustments will not change the schedule for county contributions to the salaries of county Extension agents. The resignation of an Extension Agent does not affect continuance of this agreement. Counties will not be billed during periods when a vacancy exists.
7. **TERMINATION PAY:** Upon resignation, termination or retirement of the Extension agent, each party shall be responsible for its share of termination pay for annual and sick leave based upon the budget agreement in effect. In the case of transfers from one county to another, Extension administration will notify the county from which the agent departed of the sum of money to be paid to the county of destination.
8. **DURATION OF AGREEMENT:** This agreement shall cover the period stated on the budget agreement form, except that it may be terminated by either party, without cause, ninety (90) days after written notice is delivered to the other party.
9. **EQUAL OPPORTUNITY:** The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.

The County confirms that the Clerk/Recorder salary recorded on page one is accurate for time period of this agreement. In the event the an error is discovered in this agreement, the county and MSUE (county chair and regional department head) will correct the error and develop reasonable payment adjustments.

BOARD OF COUNTY COMMISSIONERS

Commissioner Date

Chief Executive Officer (if applicable) Date

Commissioner Date

Director, Montana State University Extension Date

Commissioner Date

Glenda Wiles

From: Katelyn Andersen
Sent: Monday, September 24, 2018 4:51 PM
To: Glenda Wiles
Cc: Chris A. Hoffman; Greg Chilcott; Jeff Burrows; Ray Hawk; Doug Schallenberger
Subject: Extension Agreement for tomorrow
Attachments: ES Agreement Worksheet 2019.pdf

Hello,

We have a meeting tomorrow to review the Extension Agreement with MSU. Attached is a copy of this agreement that I will be bring to the meeting.

Thank you,

Katelyn Andersen

MSU Extension Agent

215 S. 4th Street, Ste G

Hamilton, MT 59840

Email: katelyna@montana.edu

Phone: 406.375.6611

Connect with us on Facebook [MSU/Ravalli County Extension](#) and [Ravalli County 4-H](#)

Website: www.msuextension.org/ravalli

The Montana State University Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.