RESOLUTION
AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE A
MEMORANDUM OF UNDERSTANDING WITH
VIRGINIA COOPERATIVE EXTENSION

WHEREAS, established in 1914, Cooperative Extension was designed as a partnership of the U.S. Department of Agriculture, the Land-Grant Universities, and local governments; and

WHEREAS, Virginia Cooperative Extension provides research based educational programs to the people of the Commonwealth through Extension Agents in 106 county and city offices, including Powhatan; and

WHEREAS, local citizens are engaged in helping Extension agents design, implement and evaluate educational programs in the areas of Agriculture and Natural Resources (ANR), 4-H Youth Development, Family and Consumer Sciences, and Community Viability to address the educational needs of local residents; and

WHEREAS, Powhatan County residents are well-served by Extension’s services and agents, and the County desires to memorialize its mutual agreements with Extension related to administration, programs, and personnel.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to execute a memorandum of understanding with Virginia Cooperative Extension that is substantially similar to the attached Exhibit A.

ADOPTED BY THE POWHATAN COUNTY BOARD OF SUPERVISORS ON DECEMBER 15, 2014.

Carson L. Tucker, Chairman
Powhatan County Board of Supervisors

ATTEST:

Patricia A. Weiler, Clerk
Powhatan County Board Of Supervisors

Recorded Vote:

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<td>David T. Williams</td>
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Memorandum of Understanding  
*between*  
**Virginia Cooperative Extension**  
(Virginia Tech and Virginia State University)  
*and the*  
**County of Powhatan, Virginia**

**Introduction**

Established in 1914, Cooperative Extension was designed as a partnership of the U.S. Department of Agriculture, the Land-Grant Universities, and local governments. Today, Virginia Cooperative Extension provides research-based educational programs to the people of the Commonwealth through Extension Agents in 106 county and city offices. Local citizens are engaged in helping Extension agents design, implement, and evaluate educational programs in the areas of Agriculture and Natural Resources, 4-H Youth Development, Family and Consumer Sciences, and Community Viability to address the educational needs of local residents.

**Agriculture and Natural Resources**

Agriculture and natural resources (ANR) programs help sustain the profitability of agricultural and forestry production and enhance and protect the quality of our land and water resources. We help the agriculture industry use the most current technology and management practices to develop strong businesses that prosper in today's economy. We deliver programs that help put research-based knowledge to work for Virginia's agriculture industry.

**4-H Youth Development**

4-H is a community of young people across America who are learning leadership, citizenship, and life skills. 4-H, the largest comprehensive youth development program in the nation, educates young people, ages 5-18, through a variety of experiential techniques that encourage hands-on, active learning.

**Family and Consumer Sciences**

Virginia Cooperative Extension views the family unit as the cornerstone of a healthy community. We strive to improve the well-being of Virginia families through programs that help participants put research-based knowledge to work in their lives in the areas of family financial management, family and human development, and nutrition education.

**Community Viability**

Community viability programs are dedicated to strengthening communities and their economic viability by creating innovative programs that allow citizens and local governments to respond to local issues. Our faculty can assess community needs, design a plan of action, and determine the appropriate delivery method suitable for various programs.
I. Purpose of Memorandum

The purpose of the memorandum of understanding is to establish a mutual agreement between Virginia Cooperative Extension and the County of Powhatan related to Extension’s administration, programs, personnel, and financial arrangement.

II. Administrative Responsibility

Extension faculty (Agents and Unit Coordinators) in the Powhatan County Extension office will report administratively to the Virginia Cooperative Extension District Director.

The District Director will appoint a Unit Coordinator for the Powhatan County office after consultation with local government. The Unit Coordinator will supervise the support staff in the Powhatan County Extension Office, and is responsible for office operations. Also, the Unit Coordinator is responsible for those additional assignments which are mutually agreed to by Virginia Cooperative Extension and Powhatan County. Appointment of the Unit Coordinator may require a local interview when multiple faculty members express interest in this role.

*Specific Administrative Responsibility agreements can be outlined in Appendix I, Section A.*

III. Program Responsibility

Programs will be developed in accordance with the Virginia Cooperative Extension programming. This process involves citizens in the determination and implementation of programs that will address their needs. Supervision of the total program will be under Virginia Cooperative Extension with the expectation that there will be close program coordination and collaboration with local government, and other key agencies and organizations. Reports of Extension programs and program impacts will be provided to the local government at least quarterly.

*Specific Program Responsibility agreements can be outlined in Appendix I, Section B.*
IV. Personnel

There may be two types of employees within a Virginia Cooperative Extension office. These are employees of Virginia Cooperative Extension and employees of the County/City assigned to Virginia Cooperative Extension.

Virginia Cooperative Extension employees are those employees who are pay-rolled by Virginia Cooperative Extension and may be funded 100 percent by the County/City, or funded jointly by Virginia Cooperative Extension and the County/City. These employees will be employed through the procedures prescribed by the Commonwealth of Virginia and the Virginia Tech EEO/Affirmative Action Program. A minimum of one-third combined local funding is required for funding extension agents.

Local government input will be sought on the selection of Virginia Cooperative Extension personnel and on their annual performance evaluation. The District Director will work with local government to secure this input.

Any employees pay-rolled by Powhatan County and assigned to Virginia Cooperative Extension will be employed in accordance with the local government’s established hiring procedures. Virginia Cooperative Extension is not liable for actions of the Powhatan County employees and the Powhatan County is not liable for actions of Virginia Cooperative Extension employees.

Virginia Cooperative Extension agents are faculty of the University and subject to the guidelines of the Faculty Handbook. Virginia Cooperative Extension employees who are members of the State of Virginia Personnel Classification System are subject to system guidelines, including salaries and employee benefits. Wage employees pay-rolled by Virginia Cooperative Extension are subject to the applicable state and university guidelines. Wage employees pay-rolled by the County/City and assigned to Virginia Cooperative Extension are subject to applicable County/City guidelines.

The title of Extension Agent is reserved for the employees of Virginia Cooperative Extension. No County/City employee can assume the title of Extension Agent.

*Specific Personnel Agreements can be outlined in Appendix 1, Section C.*
V. **Financial Arrangement**

Virginia Cooperative Extension will annually submit a formal budget request for Powhatan County funds to support the Extension program. The guidelines for the budget are:

**Salaries and Employee Benefits**

**VCE Employees**

Virginia Cooperative Extension will payroll all Extension employees and will bill Powhatan County for the locality’s portion of salaries and benefits on a quarterly basis. Virginia Cooperative Extension will pay employee benefit costs on the state portion of salaries. The percentage of employee benefits to be applied to salary costs will be requested in the local budget document.

This includes Virginia Cooperative Extension (VCE) employees funded 100 percent by VCE, funded 100 percent by the County/City, or funded jointly by VCE and Powhatan County.

Salary adjustments for Extension Agents are based on an annual evaluation. The local government will be asked by the District Director to provide input into Extension Agents’ evaluations. The County/City is responsible for the local portion of the approved salary increase. Any salary increases designated by the University Board of Visitors for Extension employees will occur on November 25th unless the University Board of Visitors or the Governor of Virginia designate additional salary increases during the course of the fiscal year. By contrast, when the locality provides a raise to their employees, this does not apply to Virginia Cooperative Extension employees.

**Staff Support**

Virginia Cooperative Extension agrees to provide Faculty Specialist assistance from Virginia Tech and Virginia State University, base level secretarial support, university laboratory services both fee based and non-fee based, office equipment, publications, travel funds, office supplies, postage budget, personal computers, in-service education, and program development support to the extent of budget limitations.

Powhatan County agrees to provide office space and appropriate insurance, custodian services, and telephone service. Powhatan County agrees, as funding permits, to provide printing, equipment, supplies, training opportunities, information technology support, additional secretarial assistance, and travel funds not furnished by Virginia Cooperative Extension and approved by the Powhatan County.
Specific Financial Arrangements can be outlined in Appendix 1, Section D.

VI. Amendment

This memorandum supersedes all previous versions. It may be further amended upon written consent of the parties involved. However, before the memorandum can be terminated by either party, a three month notice must be given in writing to the appropriate party.

The following representatives of Virginia Cooperative Extension and Powhatan County agree to the above MOU and attached Appendices.

Unit Coordinator ___________________________ Date ___________________________

Powhatan County Representative ___________________________ Date ___________________________

District Director ___________________________ Date ___________________________

Director, Virginia Cooperative Extension ___________________________ Date ___________________________