

EFCOG Minutes  
August 8, 2001

Jerry called the meeting to order with Jerry Weiss, Diane Dirks, Del Marks, Sherry Glenn and Steve DeHoogh in attendance.

Tahira was unable to attend, but would be available by phone if we needed her.

The first item was who would be making the changes to the web pages. Our previous technician left. Del reported that in conversation with Tahira, Kaela Postma will be working with Myrt Hanson, Tahira's secretary, to get the job done. Kaela has a developing reputation for her web abilities. Myrt and Kaela will be attending future meetings.

With the change in area boundaries, we looked at our composition and recommend the following composition for the future:

- 5 County Extension Education Directors (one per area) on 2-year terms
- 5 Office Assistants (one per area) on 2-year terms
- 3 Field Specialists (one Ag, one Family, and one 4-H & Youth) on staggered 3-year terms NOTE: We are not ignoring the considerable contributions of Community and CIRAS staff, but due to their heavy work loads, we decided to not ask them to serve.
- 2 IACEC representatives on 2-year terms.
- Myrt Hanson will represent the Area Office OA's

At the September meeting some negotiation may be needed to get everyone on the correct timetable.

Using this framework, the following positions will need to be filled:

- 3 County Extension Education Directors – one each from Northeast, Southeast and Southwest
- 1 Office Assistant from Southwest
- 2 Field Specialists – one Ag FS from Central and one 4-H & Youth from Northwest.  
At the September meeting one of these will get a 2-year term expiring in 2003 and the other will get a 3-year term expiring in 2004.

Sherry will contact the Area Directors and have them recruit these people to attend the September 5 meeting in Des Moines.

Our discussion moved to ways to keep people informed about the presence of EFCOG and how to keep it being used. One suggestion would be that when Administrators release new forms, like the budgeting or end of year financial reports, that the link information be given through the EFCOG manual. That will assist in keeping the manual up to date and keep the manual in the minds of the user. Another suggestion was to promote EFCOG to new employees and possibly use it in their training. Sherry offered to get representatives from the committee on to the October Administration Team meeting for a presentation on this.

Jerry DeWitt's PAT group is working on a handbook for OA's and asked about including it with our guide. We felt that the best way to handle this and other similar requests would be to create a subsection in Section 10 for Program Materials.

The section on Finance and Cost Recovery is still being written.

We discussed the September meeting and decided that we would divide the group into 6 groups and each group would get 1 or 2 sections of EFCOG to go through and note what needs updating, changing, adding or deleting, etc. We discussed who could bring laptops and LCD projectors. Sherry has 2 conference rooms each with 3 network connections so we should be able to have a computer connected to the system for each group. We will have one written copy for people to make changes on.

Having no further business to discuss, we adjourned.