

## COUNTY ADMINISTRATIVE HANDBOOK COMMITTEE MEETING

Members:

	CEED	Office Assistant	Extension Council	Field Specialist
Central		Pat Reed, Boone Co. 2000		
East Central	Steve DeHoogh, Iowa Co. 2001 <b>Secretary</b>			
North Central				
North East		Elsie J. Wilson, Grundy Co. 2001		Pat Gorman, Grundy Co. 2000
North West		Jeanette Grote, Sac Co. 2000		Jerry Weiss, Pocahontas Co. 2001 <b>Vice Chair</b>
South East	Janet Smith, Henry Co. 2001		Margaret Mordan, Monroe Co. 2000	
South West	Mary Clancy, Shelby Co. 2000 <b>Chair</b>		Brad Pellette, Cass Co. 2001	
Administration	Tahira Hira, Sherry Glenn, Del Marks			

Attending: Reed, DeHoogh, Wilson, Gorman, Grote, Weiss, Mordan, Clancy, Pellette, Hira, Glenn, Marks

Bringing order from minor chaos, Sherry Glenn, Central Aeed, opened the meeting. All attending introduced themselves. Tahira Hira, Sherry and Del Marks presented some background on the development of the previous manual and how updates were handled.

The charge to the group was to develop into a committee with 2 year staggered terms, meaning half of the group would start with 1 year terms, elect a chair and vice-chair, and finally to identify a process to review and update the handbook. During the setting of terms, it was discovered that the North Central area did not have a representative. Sherry will contact the North Central area and have them name a representative.

Mary Clancy was selected as Chair and Jerry Weiss as Vice Chair with Jerry to assume the Chair position next year. Each year a Vice Chair will be selected from the newly appointed and then move up. Terms were selected to balance out the representation as much as possible. Some areas that have 2 representatives this time will only have one next time. The intent is to keep the committee balanced as to the jobs people represent and also rotate them around the areas.

Consensus of the group was to form sub-committees based on the sections of the handbook. Some sections will not need a sub-committee as there is another group working on that area. Committees formed with their volunteers are:

Marketing	E.J. Wilson, Margaret Mordan, Steve DeHoogh
Extension Council	Mary Clancy, Brad Pellette, Margaret Mordan
Insurance	Pat Gorman, Jerry Weiss, Jeanette Grote, Pat Reed
Office Procedures	E.J. Wilson, Janet Smith, Steve DeHoogh
Personnel	Jerry Weiss, Pat Reed, Jeanette Grote, Pat Gorman

Extension Council, Office Procedures and Personnel were determined to be major committee with Marketing and Insurance to be minor committees. We were to volunteer for one of each.

We spent the remainder of our time meeting as major subcommittees to review the materials. Del Marks has converted much of the book to a web based publication. Each section was printed out for the sub-committees to work on. As Del converted the materials, he updated the information. Del has included many links to original documents and forms. The hope is to continue and increase the number of links to reduce duplication. This should also allow the handbook to remain more current. As the sub-committees work their way through the sections, they are to note additional links that can be added and if at all possible to furnish Del with the URL. If Del has to locate the URL, it will be less likely to happen.

Discussion on the format of the handbook settled on printing a paper copy once all the changes were complete. All future revisions will be done on the web with county offices notified of the changes. If the county office wants to keep a current paper version, they will have to print out a copy of the updated page and insert it into the notebook. Del felt that the table of contents could contain the date of any updates, so anyone could take the notebook and compare the tables of content to determine how out of date the information is.

Discussion on a possible name brought these suggestions:

1. ISUE Source Book
2. ISUE Administrative Handbook
3. ISUE Administrative Guide
4. Extension Field Operations Guide
5. Extension Field and Counties Operations Guide
6. Extension Field Operations Guide

Numbers 3, 5 & 6 will be sent on to Tahira.

We talked about the “coming out” of the new, revised handbook. We need to come up with a way to tell all the staff about the handbook. One suggestions was to have counties bring the old notebook to a staff meeting, remove the old parts, throw the old parts away and insert the new sections.

Agreement was quickly reached on coming up with a bright distinctive slip in cover for the binders. This will make it easier to find.

The relationship of the Administrative Handbook to the Office Assistants Handbook was discussed. It was felt that the Administrative Handbook covered policy while the Office Assistant Handbook showed how the policy was to be implemented. Del felt that the two handbooks could easily be linked. Then if a policy was studied (on the web), clicking on a link would show how to implement the policy. And OA's would have a link in their handbook to show the policy that related to the procedure they were working on. One other suggestion would be to include the Office Assistant Handbook table of contents in the Administrative Handbook and vice versa.

Some discussion occurred on the possibility of combining the two handbooks since in many ways they are so closely related. Sherry will also be at the Office Assistant Handbook committee meeting that will be updating that book and will learn their feelings on the matter. The committee took no position, just felt that it was something to consider at this time.

All good things must come to an end and so must this meeting. It was decided that all revisions were to be in Del Marks hands by October 1. Revisions are to be made on a web printout. This committee will meet again between November 1 and 15. We discussed the possibility of meeting during Annual Conference with the Extension Council and Office Assistant members joining us via ICN or teleconference. That meeting will constitute the final review. Del Marks would finish making changes to the web version with a completion target date of December 15, 1999. Once the web version is complete, Del would convert it to a print version and get it printed for distribution early in 2000.

A brief discussion on how to handle subsequent updates seemed to settle on a web "suggestion box" with the message to come either to all members of the committee or to a gatekeeper. Further discussion on this will take place at the next meeting.

Committee member email and phone:

Mary Clancy	x1clancy@exnet.iastate.edu	(712) 755-3104
Steve DeHoogh	x1steve@exnet.iastate.edu	(319) 642-5504
Sherry Glenn	x1glenn@exnet.iastate.edu	(515) 965-9355
Pat Gorman	x1gorman@exnet.iastate.edu	(319) 824-6979
Jeanette Grote	x1grote@exnet.iastate.edu	(712) 662-7131
Tahira Hira	x1hira@exnet.iastate.edu	(515) 294-4576
Del Marks	x1marks@exnet.iastate.edu	(515) 294-9807
Margaret Mordan	cmmordan@lisco.com	(515) 932-5230
Brad Pellett	pellett@netins.net	(712) 243-5574
Pat Reed	x1pareed@exnet.iastate.edu	(515) 432-3882
Janet Smith	x1jsmith@exnet.iastate.edu	(319) 385-8126
Jerry Weiss	x1weiss@exnet.iastate.edu	(712) 335-3103
Elsie Wilson	x1wilson@exnet.iastate.edu	(319) 824-6979