

**Iowa State University of Science and Technology
and
_____ County Agricultural Extension District**

**Addendum A to Memorandum of Understanding
(Model 3)**

This Addendum A supplements the Memorandum of Understanding between Iowa State University of Science and Technology on behalf of its Division of Extension and Outreach (“ISU”) and _____ County Agricultural Extension District (“Extension District”) and addresses the role of the Regional Director.

1. Regional Director Appointment. ISU shall appoint an individual to serve as a regional director for Extension District and for extension districts in the counties of _____. The regional director shall be present in each county on average four days or more per month.

The regional director shall remain an employee of ISU. ISU shall be responsible for the payment of the regional director’s wages, benefits, expense reimbursements, taxes, unemployment, and workers’ compensation. The regional director shall remain subject to the employment policies and rules of ISU.

2. Regional Director Roles and Responsibilities.
 - a. County Director Development and Supervision. In conjunction with the council for the Extension District (“Extension Council”) and County Director for the Extension District, the regional director shall:
 - i. coordinate the hiring of the County Director;
 - ii. conduct onboarding and coach County Director;
 - iii. plan and monitor County Director development and collaborate with Extension Council with respect to the County Director’s annual performance reviews;
 - iv. recommend appropriate professional development opportunities for the County Director;
 - v. attend staff meetings;
 - vi. communicate new state initiatives to staff;
 - vii. coordinate participation in regional, area, and statewide events;
 - viii. coordinate with Extension District staff on visits to counties by ISU Extension and Outreach leadership, ISU leadership, USDA personnel, and other dignitaries;
 - ix. assist Extension Council and County Director in complying with applicable employment laws, Extension District’s human resources policy, and best practices;
 - x. perform initial approval of County Director’s leave requests and hours worked (if County Director is non-exempt employee) through the TimeClockPlus system and coordinate the submission of leave requests and hours worked for Extension Council final approval; and
 - xi. assist County Director in the preparation of requests for travel reimbursement and

coordinate the submission of travel reimbursement requests for Extension Council approval.

- b. Budget Implementation and Monitoring. In conjunction with Extension Council and the County Director, the regional director will:
 - i. participate in annual budget planning to achieve Extension Council goals;
 - ii. monitor monthly reports, actual to budgeted spending, and deviations;
 - iii. provide training and support to the County Director on standard financial reports for Extension District staff and Extension Council; and
 - iv. assist the County Director in ensuring deadlines and rules are followed when performing the above activities.
- c. Program Planning and Implementation. In conjunction with Extension Council and the County Director, the regional director will:
 - i. lead local needs assessment and share results with Extension Council and program leaders;
 - ii. participate in program plan of work development annually and longer term;
 - iii. assist the County Director with making partner connections and engagement;
 - iv. assist the County Director with connecting county needs with program priorities and resources;
 - v. assist the County Director and Extension District staff with engagement and programs; and
 - vi. assist in partnership agreements, including with the county fair board.
- d. Council Support. In conjunction with Extension Council and the County Director, the regional director will:
 - i. attend 80% or more of Extension Council meetings and most committee meetings subject to conflicts with the meeting schedules of other extensions councils served by the regional director;
 - ii. onboard and train new Extension Council members;
 - iii. provide regional director report to County Director for Extension Council agenda;
 - iv. serve as a connection between Extension Councils and ISU;
 - v. assist with the strategic planning process in alignment with the Extension and Outreach mission; and
 - vi. explore regional collaboration opportunities.
- e. Compliance Activities. In conjunction with Extension Council and the County Director, the regional director will:
 - i. arrange civil rights training, coordinate development of civil rights compliance plan, prepare and submit reports required by USDA, gather and organize materials for audits conducted by ISU, and facilitate the reporting of discrimination complaints to proper channels;
 - ii. assist the County Director in supporting the nominating committee;
 - iii. assist the Extension Council and the County Director in complying with open meeting law;
 - iv. assist the County Director with facilitating the review of accommodation requests;

- v. assist County Director with the processing of volunteer screenings and seeking Extension Council approval of volunteers; and
 - vi. assist the County Director with coordinating fiscal and personnel policy development and adherence.
- f. Office and Facility Oversight. In conjunction with Extension Council and the County Director, the regional director will:
- i. coordinate the safety audit, staff training, and risk management assessment; and
 - ii. provide information on insurance coverage to Extension Council.
3. Work Space; Office Support. Extension District shall provide the regional director work space, internet access and access to a room with a door for meetings with individual staff when the regional director is present at the Extension District office. Extension District shall also provide through Extension District staff clerical and administrative support services to the regional director.
4. Extension Council Authority. The parties acknowledge and understand that Extension Council retains the authority to make final decisions with respect to matters under its purview, including but not limited to employment matters for Extension District staff, such as decisions relating to hiring, promoting, demoting, leave requests, accommodations, and termination. The parties also acknowledge and understand that the regional director is not authorized to execute contracts and agreements on behalf of the Extension District and that the regional director must present the contracts and agreements to the Extension Council for approval and execution.
5. Legal Counsel. If the regional director needs legal advice in order to perform the regional director's duties, the regional director shall contact ISU's Office of University Counsel. If Extension Council, the County Director or Extension District employees need legal advice, Extension District shall contact its own legal counsel. ISU, including its regional director and attorneys in the Office of University Counsel, shall not provide legal advice to Extension District, including the Extension Council, the County Director and Extension District employees.
6. Liability. To the extent permitted by applicable law, each party shall be responsible for the liabilities arising out of its own conduct and the conduct of its officers, employees and agents. Each party reserves any immunities, defenses or other limitations on liability to which the party is entitled by law.
7. Regional Support Fee. In exchange for the services provided by ISU as set forth in this Addendum, Extension District shall pay ISU a Regional Support Fee equal to 1% of the maximum Extension District is allowed to levy under Iowa law. The Regional Support Fee is waived for Fiscal Year 2021 (July 1, 2020 – June 30, 2021). Extension District shall pay the Regional Support Fee in Fiscal Years 2022 and Fiscal Years 2023. ISU will issue an invoice in November for half the Regional Support Fee and issue another invoice in May for the remaining half of the Regional Support Fee. Extension District shall pay the invoices within thirty days of receipt. The Regional Support Fee is in addition to the Shared Service Support

Fee set forth in the Memorandum of Understanding.

8. County Director. Extension Council shall appoint an Extension District employee to serve as the County Director (or similar title) for the Extension District. The County Director shall:
- a. provide leadership for county strategic planning and program planning based on local needs;
 - b. build community collaborations and serve as the face of Extension and Outreach locally;
 - c. provide programming management and oversight in collaboration with ISU program specialists and faculty;
 - d. supervise Extension District staff;
 - e. serve as county staff representative for the Extension Council and create Extension Council agendas and board packets;
 - f. manage the county budget;
 - g. secure and manage outside funding including grants and private sources;
 - h. oversee day-to-day office operations;
 - i. evaluates and report outcomes and impacts to Extension Council, stakeholders, and ISU Extension and Outreach; and
 - j. potentially fulfill the role of a program area coordinator in addition to county director duties.

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For Iowa State University of Science and Technology:

Vice President for Extension and Outreach
and Director of Cooperative Extension Service

Date

For the _____ County Agricultural Extension District:

Council Chair

Date