

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

**Addendum A to Memorandum of  
Understanding (Model 2)**

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 Director of Field Operations and Regional Director.

The successful implementation of the MOU between Iowa State University and the Extension District depends on effective communication, mutual respect and professional behavior between the Extension Council, staff, Regional Director, and Director of Field Operations.

1. Director of Field Operations Appointment. ISU shall appoint individuals to serve as a Director of Field Operations (DFO). Regional directors report to and are supervised by the DFO. The DFO reports to and is supervised by the Assistant Vice President for County Services.

The DFO shall remain an employee of ISU. ISU shall be responsible for the payment of the DFO’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 Appointment. ISU shall appoint an individual to serve as a Regional Director exclusively for Extension District. 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.
3. Director of Field Operations Roles and Responsibilities: The DFO shall:
  - a. supervise regional directors;
  - b. assist, educate, and advise regional directors and Extension District councils and staff with compliance and budget and finance questions;
  - c. fill in for regional director when the regional director is absent;
  - d. addresses questions or concerns about individual regional directors when they arise;
  - e. engage the Assistant Vice President for County Services and/or Vice President for Extension and Outreach if the DFO believes it is warranted;
  - f. encourage Extension District councils and staff to talk to their DFO if they have an ongoing dispute involving a regional director.

4. Regional Director Roles and Responsibilities.

- a. Staff Development and Supervision. In collaboration with the council for the Extension District (“Extension Council”), the Regional Director shall:
- i. coordinate the hiring process;
  - ii. conduct onboarding and coach Extension District employees;
  - iii. plan and monitor staff development and collaborate with the Extension District with respect to annual performance reviews;
  - iv. recommend appropriate professional development opportunities;
  - v. lead staff meetings and oversee office operations;
  - vi. attend county fair at least one day per year;
  - vii. communicate new state initiatives to staff and help communicate staff questions or concerns to the Extension Council and to ISU program leaders and administration;
  - viii. coordinate participation in regional, area, and statewide events;
  - ix. coordinate with Extension District staff on visits to counties by ISU Extension and Outreach leadership, ISU leadership, USDA personnel, and other dignitaries;
  - x. comply with applicable employment laws, Extension District’s human resources policy, and best practices;
  - xi. perform initial approval of Extension District staff leave requests and hours worked through the designated time and absences management system and coordinate the submission of leave requests and hours worked for Extension Council final approval; and
  - xii. assist Extension District staff in the preparation of requests for travel reimbursements and coordinate the submission of travel reimbursement requests for Extension Council approval.
- b. Budget Implementation and Monitoring. In collaboration with Extension Council, the Regional Director will:
- i. lead annual budget planning to achieve Extension Council goals;
  - ii. proactively monitor monthly reports, actual to budgeted spending, and deviations;
  - iii. interpret and provide training on standard financial reports for Extension District staff and Extension Council;
  - iv. monitor voucher preparation, petty cash, receipts, and receivables;
  - v. pursue and oversee grants and contracts;
  - vi. create relationships with external funding partners and leverage those relationships; and
  - vii. ensure deadlines and rules are followed when performing the above activities.
- c. Program Planning and Implementation. In collaboration with Extension Council and Extension District staff, the Regional Director will:
- i. lead local needs assessment and share results with Extension Council and staff and program specialists and leaders;
  - ii. lead program plan of work development annually and longer term;
  - iii. encourage and assist Extension District staff with making partner connections

- and engagement;
  - iv. encourage and assist Extension District staff in identifying programming opportunities;
  - v. where appropriate encourage Extension District staff to implement programming;
  - vi. serve as a connection between county needs and program priorities and resources;
  - vii. coordinate program planning and programming between ISU program specialists and Extension Districts; and
  - viii. assist in partnership agreements, including with the county fair board.
- d. Council Support. In collaboration with the Extension Council and Extension District staff, the Regional Director will:
- i. attend all Extension Council meetings and committee meetings;
  - ii. onboard and train new Extension Council members;
  - iii. create Extension Council agendas and board packets;
  - iv. serve as a connection between Extension Council and staff, and between Extension Council and ISU;
  - v. develop the strategic planning process in alignment with the Extension and Outreach mission; and
  - vi. explore regional collaboration opportunities.
- e. Compliance Activities. In collaboration with the Extension Council and Extension District staff, the Regional Director will:
- i. arrange civil rights training, coordinate development of civil rights compliance plan, prepare and submit reports required by USDA and ISU, gather and organize materials for audits conducted by ISU, and facilitate the reporting of discrimination complaints to proper channels;
  - ii. support nominating committee;
  - iii. assist the Extension Council in complying with open meeting law;
  - iv. facilitate the review of accommodation requests;
  - v. coordinate volunteer screening, review, and processes; and
  - vi. coordinate fiscal and personnel policy development and adherence.
- f. Office and Facility Oversight. In collaboration with the Extension Council and Extension District staff, the Regional Director will:
- i. coordinate the safety audit, staff training, and risk management assessment;
  - ii. coordinate the bid process on leases, repairs, services, and insurance coverage;
  - iii. coordinate office closure/weather decisions with the Extension Council and communicate decisions with Extension District staff.
5. Work Space; Office Support. Extension District shall provide at no cost to ISU a designated office in the Extension District office for the exclusive use of the Regional Director and internet access. Extension District shall also provide through Extension District staff clerical and administrative support services to the Regional Director.

6. 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.
7. 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 or Extension District employees need legal advice, Extension District shall consult its own legal counsel. Extension Districts that are members of the Iowa Extension Council Association may utilize reduced-cost legal guidance from Whitfield & Eddy PLC. 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 and Extension District employees.
8. 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.
9. Regional Director Cost Share Fee. In exchange for the services provided by ISU as set forth in this Addendum, the Extension District shall pay ISU (i) a Regional Director Cost Share Fee equal to 80% of the regional director's salary and benefits and (ii) 80% of the Regional Director's travel and expenses and (iii) 80% of the Regional Director's professional development expense. ISU shall pay the remaining 20% of the regional director's salary, benefits, travel and expenses, and professional development expense. ISU will pay 100% of travel and expenses, and professional development expenses if participation is required by ISU. ISU will issue an invoice to Extension District twice a year in May and November for the Regional Director Cost Share Fee for the preceding six months. The Extension District shall pay the invoices within thirty days of receipt. The Regional Director Cost Share Fee is in addition to the Shared Services Support Fee set forth in the Memorandum of Understanding.

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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