

**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 Director of Field Operations, Regional Director, and County 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, County Director, Regional Director, and Director of Field Operations. The relationship in Model 3 counties is one of shared leadership and workload and collaboration to effectively serve stakeholders of the county.

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 DFO 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 for the Extension District and for extension districts in the counties of _____. The Regional Director shall be present in each county on average four work days or more per month and communicates regularly with County Director and the council chair.

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. County Director Appointment. Extension Council shall employ an Extension District employee to serve as the County Director (or similar title) for the Extension District. The individual is an employee of the Extension District and subject to the District’s personnel policy.
4. 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. address 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.

5. Regional Director Roles and Responsibilities.

- a. County Director Development and Supervision. In collaboration with the council for the Extension District (“Extension Council”) and County Director for the Extension District, the Regional Director shall:

- i. work collaboratively with County Director;
- ii. coordinate the hiring of the County Director;
- iii. conduct onboarding and coach County Director;
- iv. plan and monitor County Director development and recommend appropriate professional development opportunities for the County Director;
- v. collaborate with Extension Council with respect to the County Director’s annual performance reviews;
- vi. attend staff meetings;
- vii. attend county fair at least one day per year;
- viii. communicate new state initiatives to staff and help communicate staff questions or concerns to the Extension Council, County Director, and to ISU program leaders and administration;
- ix. coordinate participation in regional, area, and statewide events;
- x. coordinate with Extension District staff on visits to counties by ISU Extension and Outreach leadership, ISU leadership, USDA personnel, and other dignitaries;
- xi. assist Extension Council and County Director in complying with applicable employment laws, Extension District’s human resources policy, and best practices;
- xii. assure that County Director’s leave requests and hours worked (if County Director is non-exempt employee) are appropriately entered through the designated time and absences management system and coordinate the submission of leave requests and hours worked for Extension Council final approval; and
- xiii. assist County Director in the preparation of requests for travel reimbursement and coordinate the submission of travel reimbursement requests for Extension Council final approval;
- xiv. perform duties of County Director on a temporary basis during vacancy in that role if the Extension Council requests and Regional Director has capacity.

- b. Budget Implementation and Monitoring. In collaboration with the Extension Council and the County Director, the Regional Director will:

- i. assist the County Director in annual budget planning to achieve Extension Council goals;
- ii. assist the County Director to 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 collaboration with the 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. facilitate program planning discussions between Extension District staff and program specialists;
 - iv. assist the County Director with making partner connections and engagement;
 - v. assist the County Director with connecting county needs with program priorities and resources;
 - vi. assist the County Director and Extension District staff with engagement and programs; and
 - vii. assist in partnership agreements, including with the county fair board.
 - d. Council Support. In collaboration 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 collaboration with the 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 and ISU, 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 the 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 collaboration with the 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.
6. County Director Roles and Responsibilities. Extension Council shall employ an Extension District employee to serve as the County Director (or similar title) for the Extension District. The County Director shall:
 - a. work collaboratively with ISU Regional Director;
 - b. provide leadership for county strategic planning and program planning based on local needs;
 - c. build community collaborations and serve as the face of Extension and Outreach locally;

- d. provide programming management and oversight in collaboration with ISU Regional Director and program specialists;
 - e. supervise Extension District staff;
 - f. serve as Extension District staff representative for the Extension Council;
 - g. create Extension Council agendas and board packets;
 - h. manage the Extension District budget;
 - i. secure and manage outside funding including grants and private sources;
 - j. oversee day-to-day office operations;
 - k. evaluate and report outcomes and impacts to Extension Council, stakeholders, and ISU Extension and Outreach; and
 - l. potentially fulfill the role of a program area coordinator in addition to county director duties.
7. 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.
8. Extension Council Authority. The parties acknowledge and understand that the 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 County Director and Extension Council for approval and execution.
9. 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 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, the County Director, and Extension District employees.
10. 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.
11. Regional Director Cost Share Fee. In exchange for the services provided by ISU as set forth in this Addendum, Extension District shall pay ISU a Regional Director Cost Share Fee equal to 1% of the maximum Extension District is allowed to levy under Iowa law. Extension District shall pay the Regional Director Cost Share Fee in Fiscal Years 2024, 2025, and 2026. ISU will issue an invoice in November for half the Regional Director Cost Share Fee and issue another invoice in May for the remaining half of the Regional Director Cost Share Fee. 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