



Fulton County Board of Commissioners
Agenda Item Summary

18-0917

BOC Meeting Date

12-19-18

Requesting Agency

Cooperative Extension

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Recommend the renewal of Memorandum of Understanding between the University of Georgia Cooperative Extension and Fulton County Board of Commissioners to continue to provide research-based education in the areas of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H and Youth Development to Fulton county citizens.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Recommend the renewal of Memorandum of Understanding between the University of Georgia Cooperative Extension and Fulton County Board of Commissioners to continue to provide research-based education in the areas of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H and Youth Development to Fulton county citizens.
 Amount \$202,623.00 pending approval of 2019 budget

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

No

Is this a purchasing item?

No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: To provide research-based education in the areas of Agriculture and Natural Resources, Family and Consumer Sciences, 4-H and Youth Development to Fulton County citizens.

Community Impact: Will enable Cooperative Extension to maintain its current level of education services located at the North Fulton Service Center, the Extension Education Center in East Point, the Atlanta History Center, and the Camp Truitt/4-H Center.

Department Recommendation: Approval of Memorandum of Understanding between the University of Georgia Cooperative Extension Service and Fulton County Board of Commissioners.

Project Implications: We don't foresee any changes in the services provided.

Community Issues/Concerns: We are not aware of any issues or concerns at this time.

Department Issues/Concerns: We don't have any issues or concerns at this time.

History of BOC Agenda Item: Approval of the renewal of Memorandum of Understanding between the University of Georgia Cooperative Extension and Fulton County Board of Commissioners.

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

(For purchasing items, provide the project history chart or if a new procurement, insert “New Procurement”.)

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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University of Georgia
Contracts & Grants Division
310 East Campus Road
Tucker Hall, Room 411
Athens, GA 30602

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

18-0917

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	.			
Total M/FBE Values	.			
Total Prime Value	.			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
.				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement			
Contract Attached: Yes		Previous Contracts: .Yes	
Solicitation Number: .	Submitting Agency: Cooperative Extension	Staff Contact: Von Baker	Contact Phone: 404-762-4077
Description:.			
FINANCIAL SUMMARY			
Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount:		Amount: .	%: .
Previous Adjustments: .		Amount: .	%: .
This Request: . \$ 202,623.00		Amount: .	%: .
TOTAL: . \$202,623.00		Amount: .	%: .
Grant Information Summary:			
Amount Requested: .	<input type="checkbox"/>	Cash	
Match Required: .	<input type="checkbox"/>	In-Kind	
Start Date: .	<input type="checkbox"/>	Approval to Award	
End Date: .	<input type="checkbox"/>	Apply & Accept	
Match Account \$: .			
Funding Line 1: 100-181-6300-1160 (\$67,541.00 pending approval 2019 budget	Funding Line 2: 100-181-6303-1160 (\$67,541.00 pending approval 2019 budget)	Funding Line 3: 100-181-6304-1160 (\$67,541.00 pending approval 2019 budget)	Funding Line 4: .
KEY CONTRACT TERMS			
Start Date: 1/1/2019	End Date: 12/31/2019		
Cost Adjustment: .	Renewal/Extension Terms: renewal pending BOC approval (2018 approval #17-0913)		
ROUTING & APPROVALS (Do not edit below this line)			
X	Originating Department:	Thomas, Lionell	Date: 11/27/2018
X	County Attorney:	Ringer, Cheryl	Date: 11/20/2018
.	Purchasing/Contract Compliance:	.	Date: .
X	Finance/Budget Analyst/Grants Admin:	Jones, Monica	Date: 11/27/2018
.	Grants Management:	.	Date: .
X	County Manager:	Gillespie, Alana	Date: 11/27/2018

Northwest District Extension
1109 Experiment St.
Flynt Bldg., Room 227
Griffin, GA 30223

Dear Mr. Hammond,

This letter is to notify you that we wish to renew the contract between the Fulton County Board of Commissioners and Board of Regents of the University of Georgia System of Georgia on behalf of the University of Georgia, Cooperative Extension from January 1, 2019- December 31, 2019. The budget is attached.

Sincerely,

Fulton County Board of
Commissioners
Robb Pitts, Chairman



County Extension Coordinator

10/17/17

Date

District Extension Director

Date

Associate Dean for Extension- CES, UGA

Date

Dean & Director of Agriculture and Environmental Sciences, UGA

Date

Vice-President for Public Service & Outreach, UGA

Date

Fulton County Board of Commissioners
January 1, 2019-December 31, 2019

Personnel	Current Salary
Coordinator Von Baker	41,000
Ag Agent Abra Lee	26,650
4-H Agent vacant	32,573
FACS Agent Kristin Sumpter	15,996
Ag Agent Melissa Mattee	26,617
4-H Agent Laurie Murrah-Hanson	14,350
<u>Program Assistant (temp)</u>	<u>2,220</u>
Total Personnel	159,406

TRS 1/1/19-6/30/19	20.90%
Coordinator Von Baker	4,285
Ag Agent Abra Lee	2,785
4-H Agent vacant	3,404
Ag Agent Melissa Mattee	2,782
4-H Agent Laurie Murrah-Hanson	1,500
TRS 1/1/19-6/30/19	14,756

TRS	21.14%
Coordinator Von Baker	4,334
Ag Agent Abra Lee	2,817
4-H Agent vacant	3,443
Ag Agent Melissa Mattee	2,814
4-H Agent Laurie Murrah-Hanson	1,517
TRS 7/1/19-12/31/19	14,925

ORP	9.24%
<u>FACS Agent Kristin Sumpter</u>	<u>1,478</u>
Total ORP	1,478

FICA (Social Security/Medicare)	7.65%
Coordinator Von Baker	3,137
Ag Agent Abra Lee	2,039
4-H Agent vacant	2,492
FACS Agent Kristin Sumpter	1,224
Ag Agent Melissa Mattee	2,036
4-H Agent Laurie Murrah-Hanson	1,098
Total SS/Medicare FICA	12,026

FICA (Medicare only)	1.45%
<u>Program Assistant (temp)</u>	<u>32</u>
Total Medicare only FICA	32

Budget Total \$202,623

To Contracts and Grants Department:

Account 2631GE354004 pays for hospital and life for this account.

Please mail the final bill no later than 45 days after the contract ends on December 31st.

*Fulton County Board of Commissioners will be billed monthly by the University of Georgia for the actual expenses incurred.

Please mail to the address below:

Fulton County CAES
1 Margaret Mitchell Square, NW
Suite 109
Atlanta, GA 30303-1022

Fulton County BOC
Rob Pitts, Chairman

Clerk to the Commissioner

**Fulton County State Contribution for MOU
January 1, 2019-December 31, 2019**

Personnel	Current Salary
Coordinator Von Baker	39,560
Ag Agent Abra Lee	18,075
4-H Agent vacant	13,471
FACS Agent Kristin Sumpter	38,366
Ag Agent Melissa Mattee	29,084
4-H Agent Laurie Murrah-Hanson	21,875
Program Assistant (temp)	2,166
Total Personnel	162,687

TRS 1/1/19-6/30/19	20.90%
Coordinator Von Baker	4,134
Ag Agent Abra Lee	1,889
4-H Agent vacant	1,408
Ag Agent Melissa Mattee	3,040
4-H Agent Laurie Murrah-Hanson	2,286
TRS 1/1/19-6/30/19	12,757

TRS 7/1/19-12/31/19	21.14%
Coordinator Von Baker	4,182
Ag Agent Abra Lee	1,911
4-H Agent vacant	1,424
Ag Agent Melissa Mattee	3,074
4-H Agent L Murrah-Hanson	2,312
TRS 7/1/19-12/31/19	12,903

ORP	9.24%
FACS Agent Kristin Sumpter	3,545
Total ORP	3,545

FICA (Social Security/Medicare)	7.65%
Coordinator Von Baker	3,033
Ag Agent Abra Lee	1,383
4-H Agent vacant	1,031
FACS Agent Kristin Sumpter	2,935
Ag Agent Melissa Mattee	2,225
4-H Agent Laurie Murrah-Hanson	1,673
Total SS/Medicare FICA	12,280

FICA (Medicare only)	1.45%
Program Assistant (temp)	31
Total Medicare only FICA	31

Budget Total **\$204,203**

**COUNTY EXTENSION PERSONNEL CONTRACT/MEMORANDUM OF
UNDERSTANDING
Between
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
on Behalf of
THE UNIVERSITY OF GEORGIA COOPERATIVE EXTENSION
and the
FULTON COUNTY BOARD OF COMMISSIONERS**

In accordance with the Smith-Lever Act of 1914, 7 U.S.C. §§ 341 through 348, the Board of Regents of the University of Georgia System ("Board of Regents"), on behalf of the University of Georgia Cooperative Extension, (hereinafter collectively referred to as the "UGA Extension") agrees to conduct extension work in Georgia, and by virtue of the authority conferred upon the governing authority of the county under Article IX, Section IV, Paragraph 2 of the 1983 Georgia Constitution, and as implemented in O.C.G.A. § 20-2-62 and O.C.G.A. § 48-5-220(10), the Fulton County Board of Commissioners (hereinafter referred to as the "County") and the UGA Extension do hereby agree to cooperate in the operation of an extension education program in agriculture, natural resources and environmental management, family and consumer science, 4-H/youth work, and subjects related thereto in Fulton County.

SECTION I

The UGA Extension shall:

1. Employ and supervise UGA Extension personnel, except for those staff members exclusively employed and supervised by Fulton County. Fulton County, solely, employs and supervises the administrative clerks and administrative coordinator (hereinafter collectively referred to as "County Extension personnel"). It shall be UGA Extension's responsibility to establish minimum qualifications for UGA Extension personnel, certify the qualifications of all applicants, and determine the total salary paid to those applicants.
2. Appoint UGA Extension personnel in compliance with Equal Employment Opportunity regulations and subject to the County's approval.
3. In the event the work of any UGA Extension personnel member becomes unsatisfactory to the County, it shall be the responsibility of the County to communicate its dissatisfaction to UGA Extension's District Extension Director. It shall then be UGA Extension's responsibility to appropriately manage the dissatisfaction and advise the County of the action taken, if any. The UGA Extension shall have the right to terminate or transfer a UGA Extension personnel member from the County. In either case, UGA Extension will select a replacement for the removed UGA Extension personnel member implementing the procedure described above.
4. Keep, at all times, an accurate record of all funds received and disbursed under this agreement including all supporting documents. The UGA Extension shall retain such records for a period of three (3) years unless an audit has begun but not been completed or the audit

findings have not been resolved at the end of three (3) year period. In such cases, the records shall be retained until the audit is complete or the audit findings are resolved.

5. Carry out all work under this Contract/Memorandum in accordance with administrative and other requirements, including personnel matters, established by the University of Georgia, federal and state laws, regulations, standards, and Fulton County regulations, where applicable.
6. Provide UGA Extension personnel and County Extension personnel with the necessary stationery, envelopes, publications and other educational materials needed for an effective program. The UGA Extension also agrees to plan, implement and conduct training as necessary to keep UGA Extension personnel and County Extension personnel adequately prepared to conduct effective, relevant extension programs.
7. Pay a portion of the salary and associated benefits of UGA Extension personnel at a rate in compliance with the UGA Extension salary administration policies. The UGA Extension will provide monthly statements to the County reflecting the County's portion of benefits and/or salary.
8. Reimburse all UGA Extension personnel and County Extension personnel directly for expenses incurred on behalf of UGA Extension for officially designated travel outside of Fulton County authorized by the District Extension Director.
9. Support UGA Extension personnel, County Extension personnel and Fulton County's extension program with necessary assistance with regard to district and state subject matter and utilize supervisory personnel and other resources as available from the University of Georgia, the University System of Georgia, and other agencies and organizations with whom the UGA Extension cooperates.
10. Report to the County at regular intervals on the nature of the County Extension program and progress being made.

SECTION II

The County shall:

1. Provide a suitable County Extension office to be agreed on by all parties. The County further agrees to provide sufficient funds to pay for necessary office supplies, office equipment, telephone, utilities, data communication/networking (including broadband internet connectivity), postage, demonstration materials, janitorial service and other items necessary for the operation of an effective extension program. With regard to Internet Technology ("IT"), the County shall:
 - a. coordinate with UGA Extension IT personnel prior to removal or modification of network infrastructure UGA Extension deployed and/or managed and prior to the addition of new network infrastructure where UGA Extension deployed and/or managed the existing network infrastructure;

- b. coordinate with UGA Extension IT personnel in planning for the relocation of an existing or establishing a new extension office where the network infrastructure and/or computing resources will be managed by UGA Extension; and
 - c. allow the installation and use of client software and unrestricted access to online resources deemed necessary by UGA Extension to conduct extension business operations and program delivery.
2. Provide a portion of the salaries and associated benefits of UGA Extension personnel and County Extension personnel as shall be agreed upon by UGA Extension and the County. Salary and benefits, including leave, for UGA Extension personnel shall be calculated according to policies established by the Board of Regents. The County's reimbursement for its portion of benefits for the UGA Extension personnel will be made to the Board of Regents in the full amount upon receipt of the Board of Regents' monthly statement. The County's reimbursement for its portion of salary for UGA Extension personnel shall be paid monthly by the County directly to County Extension personnel unless some other method is agreed upon in writing by the UGA Extension and the County.
3. When an UGA Extension personnel terminates employment through resignation or retirement, and chooses to take a lump-sum payment for accumulated annual leave, the County agrees to pay its share of the annual leave payment in accordance with the Board of Regents' leave policy.
4. Reimburse the travel expenses of UGA Extension personnel and County Extension personnel for official travel on behalf of Fulton County. The reimbursement shall be paid monthly by the County directly to UGA Extension personnel and County Extension personnel unless some other method is agreed upon in writing by UGA Extension and the County.
5. Approve or disapprove appointment recommendations of UGA Extension personnel.
6. Notify UGA Extension's District Extension Director if the work of any UGA Extension personnel member is unsatisfactory to the County.
7. Evaluate financial support to UGA Extension annually, make adjustments as necessary for continued effective support, and to notify the UGA Extension of these adjustments. The evaluation should include salary dollars for cost-of-living and/or merit increases.

SECTION III

1. This Contract/Memorandum shall take effect when it is executed by the County and UGA Extension.
2. This Contract/Memorandum's term shall be from January 1, 2019 through December 31, 2019. It may be terminated by either party by providing written notice of such intent ninety (90) days in advance.
3. This Contract/Memorandum may be modified by mutual written agreement of the parties.

4. This Contract/Memorandum may be renewed annually by written agreement of the parties.
5. Neither party to this Contract/Memorandum shall discriminate against any employee or applicant for employment or against any applicant for enrollment at any school or college or against any student in his/her course of study or training because of race, color, sex, creed, national origin, age, disability, or veteran status.

[This space is intentionally left blank]

[Signatures to the Contract/Memorandum]

Date Chairman, Board of Commissioners, Fulton County

10/17/18
Date 
County Extension Coordinator, Fulton County

Date Vice President for Public Service and Outreach, University of Georgia

Date Fulton County Clerk to the Commission

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