



## **Polk Extension Service District**

### **2017-2018 BUDGET HEARING**

**MAY 16, 2017**

COURTHOUSE CONFERENCE ROOM

<b>TIME</b>	<b>AGENDA ITEM</b>	
1:30	CALL TO ORDER/NOTE OF ATTENDANCE ELECTION OF CHAIRMAN AND SECRETARY	Craig Pope, BOC Chair
1:35	APPROVAL OF MINUTES OF May 18, 2016	
1:40	BUDGET MESSAGE - FY 2017-2018	Greg Hansen, Budget Officer
<b><u>GENERAL FUND</u></b>		
1:45	GENERAL FUND REVENUES	Greg Hansen
1:50	GENERAL FUND EXPENDITURES	Greg Hansen
	OSU Extension	Derek Godwin
2:00	PUBLIC COMMENT	
2:15	BUDGET COMMITTEE ACTION	
	a) Approve 2017-2018 Budget	
	b) Approve 2017-2018 General Fund Tax Rate of \$0.075 per \$1,000	
	ADJOURNMENT	

**POLK EXTENSION SERVICE DISTRICT**  
**BUDGET HEARING MINUTES**  
**May 18, 2016**

**CALL TO ORDER AND NOTE OF ATTENDANCE**

At 1:30 p.m., Director Jennifer Wheeler declared the meeting of the Polk Extension Service District Budget Committee to be in session. Director Wheeler and Director Pope were present. Lay members Mike Calef and Darrell Ward were also present. Lay member Barbara Nichols and Director Mike Ainsworth were excused.

Staff present:           Derek Godwin, Regional Administrator  
                              Susan Busler, County Leader  
                              Greg Hansen, Administrative Officer

**ELECTION OF CHAIRMAN AND SECRETARY**

MOTION:   DARRELL WARD MOVED, CRAIG POPE SECONDED, TO ELECT JENNIFER WHEELER AS CHAIR.

MOTION PASSED UNANIMOUSLY

MOTION:   DARRELL WARD MOVED, MIKE CALEF SECONDED, TO ELECT CRAIG POPE AS SECRETARY.

MOTION PASSED UNANIMOUSLY

**APPROVAL OF MINUTES OF MAY 27, 2015**

MOTION:   MIKE CALEF MOVED, DARRELL WARD SECONDED, TO APPROVE THE MINUTES OF MAY 27, 2015.

MOTION PASSED UNANIMOUSLY

**BUDGET MESSAGE - FISCAL YEAR 2016-2017**

**2016-2017 BUDGET OVERVIEW**

The 2016-2017 Polk Extension Service District proposed budget before you today, is the sixth formal budget document for the District. The proposed budget sets out the funding/expenditure levels for the District for the upcoming fiscal year that includes the OSU-Extension program, the facilities at the Fairgrounds and office space rental.

**Prior Years' Budget History**

The 2010-11 Polk County budget had no contributions for either the Extension and Fairgrounds. It was believed by the Polk County budget committee and Board of Commissioners that the new District funding would address both of these issues for the programs.

The 2011-12 was the first formal budget for the District. It balanced the needs of the Extension programs and the Fairgrounds facility utilization. The total budget for the District was \$413,500 and contained a \$50,000 contingency.

The 2012-13 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$382,000. The two main expenses continued to be OSU-Extension and the Fairgrounds.

The 2013-14 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$378,000. The two main expenses continued to be OSU-Extension (\$250,000) and the Fairgrounds (\$60,000).

The 2014-15 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$369,300. The two main expenses continued to be OSU-Extension (\$250,000) and the Fairgrounds (\$60,000) which remained status quo for the year.

The 2015-2016 budget was increased from the prior year. The operating budget for the year totaled \$382,500. The two main expenses continued to be OSU-Extension (\$260,000 - an increase of \$10,000) and the Fairgrounds (\$60,000 - remained the same).

## **PROPERTY TAX LEVY**

I am proposing that the budget committee set a tax rate of \$0.075 / \$1,000 in the General Fund for the District. This is the maximum rate that the District can levy to the voters.

## **PROGRAM CHANGES / UPDATES:**

No changes this past year and none are proposed for the upcoming year.

## **REVENUES:**

General Fund revenues for fiscal year 2016-2017 are proposed at \$400,000 (an increase of 4.46% over last years budget). The primary revenue source for the District is Property Taxes. Also, included in the budget are beginning fund balance, interest income and donations.

The property tax revenue is beginning to grow at a greater rate then the past four years. Unfortunately, when the District was formed, the anticipated property tax revenue growth did not occur, resulting in the District not being able to build reserves and increase operational appropriations. This year the property tax revenue is projected to grow at approximately 2.9%.

## **EXPENDITURES/APPROPRIATIONS:**

### **PROPOSED STAFFING LEVELS:**

There are no positions with the proposed budget of the District. However, the appropriation which is sent down to OSU includes staffing. Staffing makes up approximately 75% to 80% of the costs associated with the funding request from OSU.

### **MATERIALS & SERVICES:**

The two largest expenditures within this area of the budget are the appropriations for OSU-Extension (proposed at \$273,000) and appropriation for Rentals – Fair/Fairgrounds Facilities (proposed at \$60,000). The amount for OSU-Extension is proposed at \$13,000 greater than last year's budget, while the Fairgrounds rental remains the same.

### **INTERNAL CHARGES:**

Included in the District budget is a flat overhead fee of \$6,000 paid to Polk County (same as last year).

### **PROPOSED CAPITAL OUTLAY:**

There is no proposed capital outlay in this budget.

### **TRANSFERS:**

There are no transfers in this proposed budget.

### **CONTINGENCY:**

The proposed budget has a \$7,500 contingency figure. This amount is increased from last year's amount by \$2,500.

### **CONCLUSION:**

As always, it is my goal as Budget Officer to propose a budget which meets the needs of both OSU-Extension and the Fairgrounds, because without one or the other functioning at a high level the ability to provide a quality product to our citizens and youth does not exist.

Over the past five years, I feel we have found a good balance for services provided from the tax base, which has allowed both the Fairgrounds and Extension to provide services at a higher level.

This year's budget is seeing continued growth in the property tax revenue. Hopefully, if this revenue continues to grow we will be able to expand services or improve infrastructure in the future.

### **OSU EXTENSION REPORT**

Erik Setniker, PECAN Chair, reviewed the accomplishments of the PECAN group over the last year, and explained the focus areas for the upcoming year.

Suzy Busler, County Leader, gave a PowerPoint presentation outlining the District highlights over the last year.

Derek Godwin, Regional Administrator reviewed the organizational chart, and highlighted the 3.0 FTE that are funded by the County portion of the Extension District budget. Other Extension staff serve Polk County but are based out of other County Extension offices or the North Willamette Research & Extension Center. This fiscal year is the first year that Marion County will have a tax base, which should benefit Polk County as well.

Derek explained that there has been a reallocation of staff time: Suzy Busler is returning to a 1.0 FTE support staff in 4-H, and Alisha Atha will be shifting to County Leader 0.2 FTE. The Small Farms position is increasing by 0.1 FTE, and Judy Peters is decreasing by 0.1 FTE.

Director Wheeler opened the meeting for public comment. Hearing none, Director Wheeler closed the public hearing.

**BUDGET COMMITTEE ACTION**

**MOTION: CRAIG POPE MOVED, MIKE CALEF SECONDED, TO APPROVE THE 2016-2017 BUDGET FOR THE POLK EXTENSION SERVICE DISTRICT IN THE AMOUNT OF \$400,000.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION: CRAIG POPE MOVED, MIKE CALEF SECONDED, TO APPROVE THE 2016-2017 GENERAL FUND TAX RATE OF \$0.075 PER \$1,000.**

**MOTION PASSED UNANIMOUSLY.**

Director Wheeler adjourned the meeting at 2:45 p.m.



# INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

**TO: MEMBERS OF THE 2017-18  
BUDGET COMMITTEE**

**FROM: GREG HANSEN, BUDGET OFFICER**

**DATE: MAY 8, 2017**

**SUBJECT: 2017-18 BUDGET MESSAGE**

## INTRODUCTION

### 2017-18 Budget Overview

The 2017-18 Polk Extension Service District proposed budget before you today, is the seventh for the District. The proposed budget sets out the funding/expenditure levels for the District for the upcoming fiscal year that includes the OSU-Extension program, the facilities at the Fairgrounds, office space rental and operations.

### Prior Years' Budget History

The 2010-11 Polk County budget had no contributions for either the Extension and Fairgrounds. It was believed by the Polk County budget committee and Board of Commissioners that the new District funding would address both of these issues for the programs.

The 2011-12 was the first formal budget for the District. It balanced the needs of the Extension programs and the Fairgrounds facility utilization. The total budget for the District was \$413,500 and contained a \$50,000 contingency.

The 2012-13 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$382,000. The two main expenses continued to be OSU-Extension and the Fairgrounds.

The 2013-14 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$378,000. The two main expenses continued to be OSU-Extension (\$250,000) and the Fairgrounds (\$60,000).

The 2014-15 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$369,300. The two main expenses continued to be OSU-Extension (\$250,000) and the Fairgrounds (\$60,000) which remained status quo for the year.

The 2015-16 budget was increased from the prior year. The operating budget for the year totaled \$382,500. The two main expenses continued to be OSU-Extension (\$260,000 an increase of \$10,000) and the Fairgrounds (\$60,000 remained the same).

The 2016-17 budget was increased from the prior year. The operating budget for the year totaled \$400,000. The two main expenses continued to be OSU-Extension (\$273,000 an increase of \$13,000) and the Fairgrounds (\$60,000 remained the same).

#### **PROPERTY TAX LEVY**

I am proposing that the budget committee set a tax rate of \$0.075 / \$1,000 in the General Fund for the District. This is the maximum rate that the District can levy to the citizens.

#### **PROGRAM CHANGES / UPDATES:**

No changes this past year and minor expansion of programs are proposed for the upcoming year.

#### **REVENUES:**

General Fund revenues for fiscal year 2017-18 are proposed at \$442,000 (an increase of 10.5% over last year's budget). The primary revenue source for the District is property taxes. Also, included in the budget are beginning fund balance, interest income and donations.

The property tax revenue is beginning to grow at a greater rate then the past four years. Unfortunately, when the District was formed, the anticipated property tax revenue growth did not occur, resulting in the District not being able to build reserves and increase operational appropriations. This year the property tax revenue is projected to grow at approximately 2.9%.

#### **EXPENDITURES/APPROPRIATIONS:**

##### **PROPOSED STAFFING LEVELS:**

There are no positions with the proposed budget of the District. However, the appropriation which is sent down to OSU includes staffing. Staffing makes up approximately 75% of the costs associated with the funding request from OSU.

##### **MATERIALS & SERVICES:**

The two largest expenditures within this area of the budget are the appropriations for OSU-Extension (proposed at \$288,000) and appropriation for Rentals – Fair/Fairgrounds Facilities (proposed at \$65,000). The amount of proposed funding for OSU is \$15,000 greater than last year's budget, while the Fairgrounds rental increased \$5,000.

##### **INTERNAL CHARGES:**

Included in the District budget is a flat overhead fee of \$9,000 paid to Polk County (\$3,000 more than last year).

##### **PROPOSED CAPITAL OUTLAY:**

There is no proposed capital outlay in this budget.

##### **TRANSFERS:**

There are no transfers in this proposed budget.

**CONTINGENCY:**

The proposed budget has a \$20,000 contingency figure. This amount is increased from last year's amount by \$12,500.

**CONCLUSION:**

As always, it is my goal as Budget Officer to propose a budget which meets the needs of both OSU-Extension and the Fairgrounds, because without one or the other functioning at a high level the ability to provide a quality product to our citizens and youth does not exist.

Over the past six years, I feel we have found a good balance for services provided from the tax base, which has allowed both the Fairgrounds and Extension to provide services at a higher level.

This year's budget is seeing continued growth in the property tax revenue that we had hoped for when we formed the District. Because of this growth we are beginning to see the expansion of services.

**Polk County 4-H, Master Gardener,  
Agriculture, Forestry, Extension District**

Fiscal Year 2017-18

Beginning July 1, 2017

100 General Fund	(Fund)
100 Extension Services	(Divn)
100 Extension Services	(Dept)

**Expenditures**

FY 14-15 Actual	FY 14-15 Actual	FY 16-17 Adopted	FTE	Acct. Num.	Description	FY 17-18 Requested	FTE	FY 17-18 Proposed	FTE	FY 17-18 Approved	FTE
<b>Expenditures</b>											
0	0	0	0.00	8010	Clerical/ Admin. Specialist	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
0	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		<b>Total Salaries</b>	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		<b>Total Personal Services</b>	0	0.00	0	0.00	0	0.00
0	0	100		8220	Operating Supplies	100		100			
0	166	0		8240	Software & Maintenance	0		0			
0	0	0		8250	Small Tools & Minor Equipment	0		500			
225	234	0		8310	Advertising & Printing	0		0			
4,186	4,109	4,500		8320	Photocopying	4,500		4,500			
1,328	1,064	1,400		8330	Postage	1,400		1,400			
6,717	5,325	2,500		8340	Telephone	2,500		2,500			
4,008	4,124	4,500		8350	Utilities	4,500		5,000			
310	238	300		8410	Dues, Memberships & Publications	300		300			
0	0	0		8420	Workshops and Conferences	0		0			
12	22	0		8510	Professional Services	0		0			
2,855	2,990	3,200		8540	Contract Services-Audit	3,200		3,200			
250,000	260,050	273,000		8550	Contracts-Other Public Agencies (OSU)	283,000		288,000			
4,175	4,400	3,500		8580	Special Projects	5,000		7,000			
0	0	1,500		8610	Repairs and Maintenance	1,500		1,500			
28,200	27,920	30,000		8660	Rentals	32,000		32,000			
60,000	60,000	60,000		8660	Rentals - Fair/Fairgrounds Facilities	65,000		65,000			
0	0	0		8790	Misc. Departmental Expenses	0		0			
1,394	1,403	2,000		8820	Insurance	2,000		2,000			
8,000	5,000	6,000		8830	Overhead	9,000		9,000			
0	0	0		8840	Information Services Interdept.	0		0			
371,410	377,045	392,500			<b>Total Materials and Services</b>	414,000		422,000		0	
0	5,216	0		8948	Computers and Attachments	0		0		0	
0	5,216	0			<b>Total Capital Outlay</b>	0		0		0	
0	0	7,500		9990	Contingency	25,000		20,000			
0	0	7,500			<b>Total Contingency</b>	25,000		20,000		0	
371,410	382,261	400,000	0.00		<b>Total Department Expenses</b>	439,000	0.00	442,000	0.00	0	0.00
<b>Revenues</b>											
5,995	6,653	8,000		6000	Beginning Fund Balance	15,000		18,000			
357,852	383,446	375,000		6010	Property Taxes	410,000		410,000			
13,869	0	13,000		6020	Property Taxes Previous Years	10,000		10,000			
0	0	0		6300	Charges for Services	0		0			
347	672	500		6800	Interest Income	500		500			
0	9,500	3,500		6980	Donations	3,500		3,500			
0	0	0		6990	Miscellaneous	0		0			
378,063	400,271	400,000			<b>Total Revenues</b>	439,000		442,000		0	
<b>Net Cost of Program</b>											
(6,653)	(18,010)	0			<b>Expenditures less Revenue</b>	0		0		0	

# Budget Request for Fiscal Year 2017-2018

## OSU Extension Service, Polk County

### Executive Summary

Polk County has provided funding to the Oregon State University Extension Service for many years as part of the General Fund budget. In May 2010, the Polk County voters established a special Tax Service District entitled "4-H, Master Gardener, Agriculture, Forestry Extension District". The Extension Service's budget request for fiscal year 2017-2018 follows.

The OSU portion of the Polk County Extension Service's total FY16-17 budget request is \$283,000. This is a \$10,000 increase from fiscal year 2016-2017; \$4,000 is for increased costs in personnel and the remaining is due to an increase in connectivity charges and a new newsletter project.

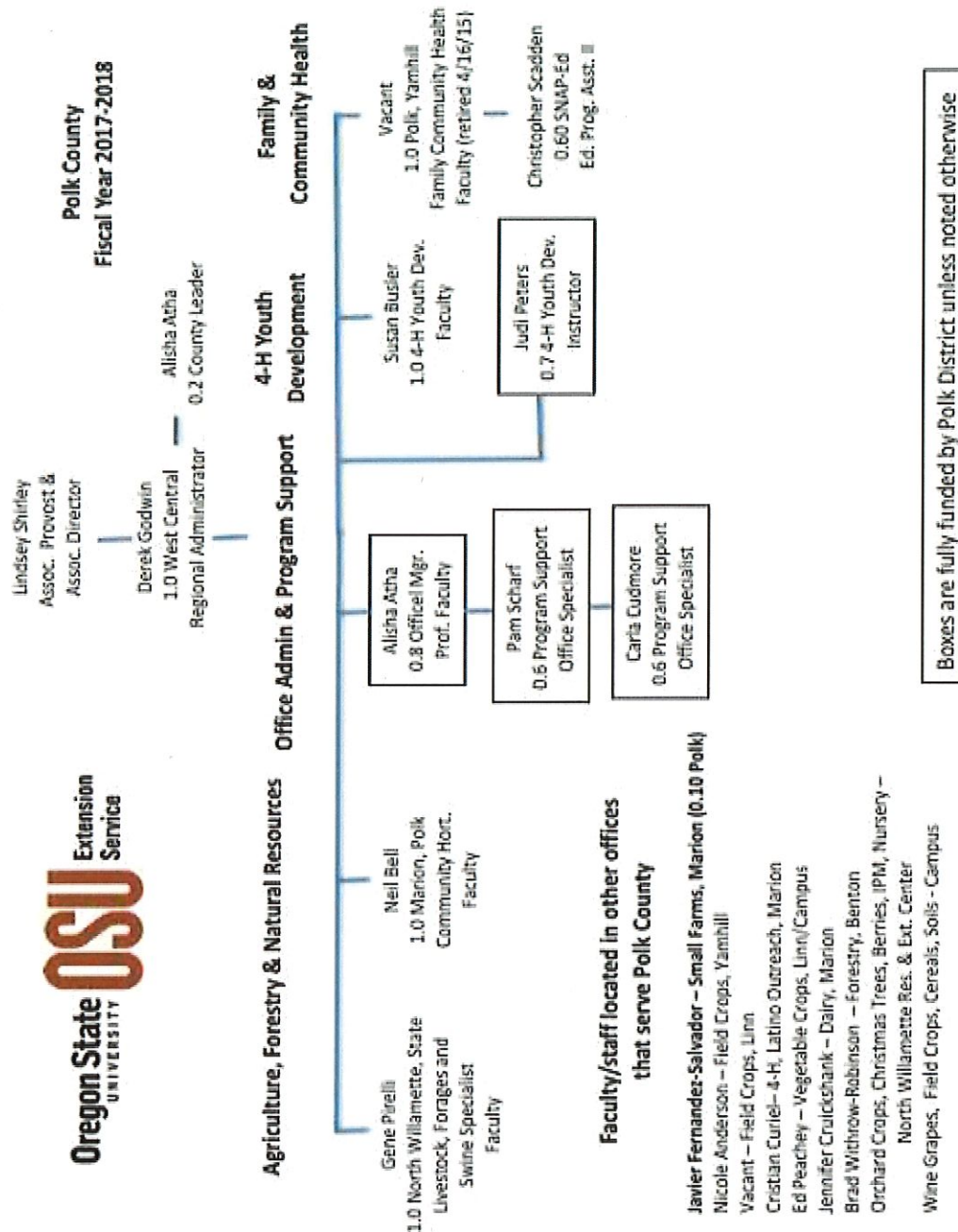
Most of the funds for the total budget (\$209,080) are used for personnel to deliver and/or help others deliver education programs. This includes 0.70 FTE 4-H faculty, 0.10 FTE Small Farms, 0.80 FTE Office Manager/program support and two 1.20 FTE in classified staff shared between two people. The remaining funding (\$73,920) is for materials and services which include travel, internet connections, phones, computer support, office equipment and supplies, outreach materials, custodial work, etc. This amount includes approximately \$5,000 for focused marketing and outreach efforts.

The remaining amount of Service District funds not included in this budget will pay for office space, utilities, three cell phones, copier and copies, rent and utilities at Fairgrounds, Fair costs (ribbons, judges, etc.) and other related items as outlined in the Polk County Tax District budget.

Budget Request for Fiscal Year 2017-2018  
OSU Extension Service, Polk County

OSU Extension Service, Polk County Budget Sheet					
FY 2017-2018 Budget					
AVAILABLE RESOURCES					Sent to OSU
Line #	Acct	Account Title			
1	02130	County/District Appropriations			283,000
2	TOTAL AVAILABLE RESOURCES				283,000
BUDGETED EXPENDITURES				Total FTE	Spent From OSU
3	10102	Unclassified Salaries (0.7 4-H, 0.1 Ag, 0.8 Office Mgr.)		1.60	82,034
4	10301	Classified Salaries (2 part-time office specialists)		1.20	43,873
5	10410	Wages - Student interns/workers			0
6		Sub-Total Salaries & Wages			125,907
7	10960	Other Payroll Expenses (OPE) Unclassified			51,365
8	10970	Other Payroll Expenses (OPE) Classified/Temps/Students			31,808
9		Subtotal Personnel and OPE			209,080
10	20101	Office & Administrative Supplies			5,500
11	20102	General Operating Supplies			1,750
12	20106	Books, Publication & Other Ref. Mat.			1,500
13	20200	Minor Equipment (under \$5,000 per unit)			5,000
14	220XX	Telephone/Telecommunications			3,500
15	22016	T1 Line & Network Access Charges (required item)			13,120
16	225XX	Postage/Freight			250
17	23XXX	Utilities			
18	235XX	Building/Equipment Repairs			1,250
19	23530	Custodial Non-Contract			4,200
20	24151	Building Rentals & Leases			
21	24599	Other Professional Services			4,000
22	24612	Duplicating (copier rental and copies)			
23	24606	Advertising-Inst Promo public relations			850
24	39XXX	Travel (6 faculty, 3 staff, plus visiting faculty)			25,000
25	28701	Insurance, taxes and licenses			
	Acct	Other Expenditures (specify below)			
26	286XX	Hosting			500
27	28902	Memberships (Chambers, SEDCOR, Bus Assoc, etc.)			1,000
28	28703	Licenses (Pesticide applicator)			200
29	202XX	Software Licenses			1,500
30	24999	Misc Fees and Services			500
31	24606	Printing and Publishing (marketing, outreach)			4,300
32		Subtotal Service, Supplies, Travel			73,920
33	40000	Capital Outlay (\$5,000 & over per unit)			
34	92001	Transfers-Out To Other Counties (specify below):			
35		TOTAL BUDGETED EXPENDITURES			283,000

# Budget Request for Fiscal Year 2017-2018 OSU Extension Service, Polk County



## Budget Request for Fiscal Year 2017-2018 OSU Extension Service, Polk County

### Mission Statement: *Helping Oregonians build their future*

Oregon State University Extension Service engages the people of Oregon with research-based knowledge and education that strengthen communities and economies, sustain natural resources, and promote healthy families and individuals.

### Organizational Core Values and Operating Principles

- **Community-Based** - We value community relationships and connect OSU to local people and issues to enhance the present and the future of the people and communities of Oregon.
- **Accountability** - We focus on achieving measurable outcomes, and document and communicate the impact and value of our work.
- **Credibility** - We deliver relevant, research-based knowledge through our educational programs.
- **Diversity** - We exhibit respect, value differing perceptions and worldviews, and encourage diversity.
- **Partnerships** - We collaborate with academic, public, and private partners to achieve greater results and build community capacity. We value the public good that comes from collaborating with volunteers.

### OSU Extension Service Programs in Polk County

The OSU Extension Service has been in existence since 1911 and began operating in Polk County in 1918. An outgrowth of federal legislation including the 1862 Morrill Act, the Hatch Act of 1887 and the 1914 Smith-Lever Act, the partnership and cooperation with Oregon counties enables OSU Extension Service to be the “Front door to OSU”. In Polk County, the Extension Service functions as an integral part of the county. Faculty housed in this office, in surrounding counties and at the North Willamette Research and Extension Center in Aurora deliver educational programs to Polk County citizens in several key areas: Commercial Agriculture, Gardening, 4-H and Youth Development, Family and Community Health (formerly known as Home Economics), and Forestry and Natural Resources.

OSU places Extension faculty in counties in support of these program areas and also supports additional staff through special grant funded initiatives. As a general rule of thumb, every \$1 of county funds invested leverages an additional \$4 in state, federal and grant funding for positions that serve Polk County citizens. In addition, faculty train volunteers that serve Polk County residents (train-the-trainer programs). We estimate that our volunteers provide approximately 15,000 hours of service annually. If these hours were valued at the current Oregon volunteer rate, this would equate to approximately \$300,000 in wages.

### 4-H and Youth Development

The 4-H program is an informal, educational youth development program that helps youth grow and develop into positive citizens by providing life-long learning and life-skill development through a variety of trainings, clubs, and activities. Adult 4-H volunteers serve as club leaders, event coordinator, teachers, and mentors. Adult 4-H volunteers work in partnership with youth at

## Budget Request for Fiscal Year 2017-2018 OSU Extension Service, Polk County

both the club and county level to plan and conduct programs which lead to the positive youth development outcomes of competence, caring, confidence, connection and character.

The 4-H program has been growing and diversifying to meet the needs of Polk County's ever changing population, from clubs, to after-school, to camps and other special events. We estimate that we are reaching nearly 10% of our school age population in Polk County. Programs are supported by approximately 425 adult volunteer leaders and with similar number of youth involved in leadership roles. The traditional program is staffed by one Extension 4-H faculty who supports youth in clubs, volunteer leaders and the county Fair participants with a variety of educational training opportunities. District funds provide an additional full-time 4-H Youth and Families faculty to increase outreach, provide short-term special interest programs to youth and provide programs to young parents and their children.

The 4-H program engages young people through project exploration in animal science, communication and expressive arts, science and technology, family and consumer science, horticulture, leadership, personal development, and citizenship. The 4-H program is inclusive to all audiences, making intentional efforts to reach out to the Latino community through bi-lingual, bi-cultural staff housed in neighboring counties and offering bi-lingual youth programs in soccer, robotics, art, science and technology, leadership, and camp experiences.

The largest event that culminates many of these activities is the Polk County Fair. The fair provides a unique multi-faceted educational experience for 4-H members and the public. The members gain experience and knowledge from experts in the field related to their project discipline and life-skills such as presentations, communications, reporting, and ethics. It also provides an opportunity for the public to become educated on a plethora of projects from agriculture to public speaking to arts and science.

### **Commercial Agriculture, Gardening, Forestry and Natural Resources**

Polk County ranks 10<sup>th</sup> among all counties in Oregon in terms of gross agriculture commodity sales. The estimated gross cash income of all commodities, including farm forestry, was approximately \$163 million in 2012. OSU Extension agriculture faculty provide educational programs, applied research and updates and other services to this sector of the economy. Faculty serving agriculture businesses are generally commodity-based and serve multiple counties regardless of which county their office is located. One faculty member in Polk County covers livestock and forages, while other faculty in the region cover field crops (grass and legume seed, grains, hops and mint), vegetable crops, grains, soils, dairy management and small farms. Faculty housed at the North Willamette Research and Extension Center in Aurora cover berries, fresh vegetables, nursery crops, orchard crops and Christmas trees!

Oregon ORS regulates the certification of grass, legume and other seeds. The authority for this is delegated to the Dean of the College of Agriculture at OSU and is operated through the Extension offices. The field crops Extension faculty, housed in Yamhill and Linn counties, and the Polk County office support staff manage the certification program in Polk County.

## Budget Request for Fiscal Year 2017-2018

### OSU Extension Service, Polk County

Another key agriculture effort is the Community Horticulture or Gardening program. This faculty member serves Polk and Marion Counties and is responsible for the OSU Master Gardener volunteer program that provides over 8000 hours of volunteer time and serves over 2,500 clients annually. They provide service to the public through our Extension Office “Master Gardener Help Desk”, plant clinics at various public events, gardening projects and workshops, an annual native plant sale, and research projects with the faculty member.

The Extension Forestry program funds a faculty member in the Benton County office that provides Forestry and Natural Resources Extension programs for private small woodland owners and Christmas tree growers in Linn, Benton and Polk counties. This faculty member trains and manages the Master Woodland Manager volunteers that provide education to other small woodland owners in Polk County.

#### **Family and Community Health/Home Economics**

The Family and Community Health (FCH) faculty serves both Polk and Yamhill Counties with educational programs on food preservation and safety, nutrition, parenting, gerontology and wise use of family financial resources. The faculty is responsible for training and managing volunteer Master Food Preservers on basic aspects of food safety and preservation who answer calls and assist the public. Unfortunately, this position has been vacant since June 2015 due to a faculty retirement. The College of Public Health and Human Sciences is hiring a new Extension FCH Program Leader in May 2016. This person will make a decision about the future funding level of this position. This position has been able to reach a variety of families by providing both Spanish and English programming and collaborating with the Marion-Polk Food Share, Polk County Health Dept., and Polk County Commission on Children and Families and other related agencies to deliver educational programs.

A federally funded state initiative has enabled Extension to provide nutrition education to families with limited income (SNAP-Ed). The program has resulted in over \$270,000 annually of support for programs in Marion, Polk and Yamhill County. A part-time bilingual (Spanish/English) education program assistant serving Polk County have been placed in the Polk County office.