

BOARD OF DIRECTORS
POLK COUNTY EXTENSION SERVICE DISTRICT

DATE: June 21, 2017
TIME: 1:30 p.m.
PLACE: Polk County Courthouse Conference Room

THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD OF COMMISSIONERS (503-623-8173), AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED TO ATTEND OR PARTICIPATE IN THE MEETING.

PAGE: **AGENDA ITEMS**

1. **CALL TO ORDER AND NOTE OF ATTENDANCE**
2. **ANNOUNCEMENTS**
3. **COMMENTS (for items not on this agenda)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES OF January 18, 2017**
6. **GENERAL LIABILITY INSURANCE - FISCAL YEAR 2017-2018**
Consider purchasing liability and property insurance policies for fiscal year 2017-2018.
7. **PUBLIC HEARING - ADOPTION OF THE 2017-2018 BUDGET - RESOLUTION 17-01**
Consider Adoption of Resolution #17-01 in the matter of approving recommended budget and the levying of taxes for fiscal year 2017-2018.
8. **SERVICE DISTRICT MEETING SCHEDULE**
9. **ADJOURNMENT**

OSU Extension Service Polk County Service District Meeting
January 18, 2017
OSU Extension Service Polk County – Conference Room

Commissioner Pope called meeting into session at 1:34 pm

In attendance: Roberta Riportella, John Jiricek, Dolores May, Darrell Ward, Jim Clawson, Alisha Atha, Craig Pope, Tonya Johnson, Marion Ceraso, Mike Ainsworth, Derek Godwin

Approval of Agenda

- Commissioner Ainsworth moved, Commissioner Pope second, passed unanimously.

Approval of Consent Calendar

- Commissioner Ainsworth moved, Commissioner Pope second, passed unanimously.
 - o Approved notes from Oct 12, 2016 Service District Meeting
 - o Appointed Eric Setniker to Extension Budget Committee

New Business

Derek introduced Roberta Riportella – Associate Dean for College of Public Health and Human Services; Extension Family Community Health Program Leader. College of public health includes Family Community Health, SNAP Ed program and 4-H. Roberta provides oversight and direction for all of those programs.

Roberta Riportella - Update

Roberta explained the structure of College of PHHS funding; some people/programs have base funding such as state funding and county funding, most have “soft” funding in the form of grants such as SNAP Ed, SNAP outreach, WAVE, GROW, EFNEP, etc.

Cooperative Extension (National level) has 6 priority areas: 1) Health in All Policies; 2) Health Literacy; 3) Integrated Nutrition, Health, Environment, Ag Systems; 4) Chronic Disease Prevention and Management; 5) Health Insurance Literacy; 6) Positive Youth Development for Health.

Extension Family Community Health Program Goals (from most recent OSU College of PHHS strategic plan):

- Promote healthy Lifestyles – Individual Level
- Cultivate strong families and support systems – Family Level
- Grow healthy organizations – Organizational Level
- Foster healthy communities – Community Level

Columbia Gorge Region, OR/WA was the winner of the 2016 Robert Wood Johnson Foundation (RWJF) Culture of Health Prize. They were one of just a few winners selected from over 200 applicants. They were honored for their efforts to ensure that all residents have the opportunity to live healthier lives.

Direction and focus of Family Community Health Program

Direct education vs. Policy Systems Environment (PSE) Activities

- Direct Education = Focus on individual vs. PSE = focus on larger segment of population
- Direct Education = Focus on individual choices vs. PSE = modify environment to make healthy choices practical and available
- Direct Education = Use education and awareness to promote healthy choices vs. PSE = address conditions so people are more likely to act on their education and awareness

In the past, SNAP Ed funding has only been able to be used on Direct Education. That has changed – now a portion of funding has to be used towards Policy Systems Environment (PSE) activities.

Policy change activity: aimed at creating or amending laws/regulations/ordinances, etc.

Examples - Passing law on unhealthy food, passing law to allow residents to plant community gardens in vacant plots, prohibiting junk food in schools

Systems change: fundamentally alter the way a program/organization, etc. operates with regard to a particular issue.

Examples - Implementation of “farm-to-clinic” program, create community plan to account for health impacts of new projects.

Environmental change activity: efforts to create assets in the community that promote health and well-being.

Examples - Install pedestrian friendly intersections to promote walking & biking, Improvements in layout/display of foods in grocery stores to promote healthy foods.

Comment from group: Commended the Rethink Your Drink presentation (demonstrates amount of sugar in various drinks, especially soda). That demonstration had such an impact and really made you think about how much sugar is in the drinks that you drink. If this could make such an impact on an adult who already has an idea of the health implications, it would probably make an even more significant impact on children. These are the kinds of demonstrations and education that Extension needs to be getting out to the community. The need of the FCH position in Polk County to address local needs in concert with the goals of the OSU program in partnership with local entities (Polk County).

FCH position for Polk County

Roberta expressed that the need for an FCH position in Polk County is still a priority for her. As soon as resources are available she is committed to putting an FCH position in Polk County. Due to the governor’s proposed budget, she could not go ahead with filling the position until she knows there will be funding to support it long term.

Admin Update – Derek Godwin

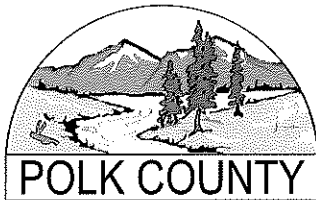
State budget

The Governor’s Recommended Budget for the 2017-19 biennium was “flat”, which means it proposes no increases for the OSU Statewide Public Service Programs -- the Extension Service, Agricultural Experiment Station, and Forest Research Laboratory, known as the “OSU Statewides.”

A continued service level increase of \$9.4 million would be needed to provide the same level of service next biennium as what was provided during the current biennium. Cost increases for the OSU Statewides are primarily driven by state mandates and state policies that require state retirement and health insurance benefits and salary increases. The Governor's recommended budget will have the effect of eliminating nearly 70 percent of the programmatic increases the legislature approved last session.

We are asking supporters to speak up for Extension in the legislative process of establishing the state budget.

Adjourn: 2:57pm



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: BOARD OF DIRECTORS

FROM: GREG HANSEN, ADMIN. OFFICER

DATE: JUNE 16, 2017

SUBJECT: INSURANCE

RECOMMENDED:

The Board of Directors approve the purchase of insurance (liability, car and contents only) from CIS in the amount of \$1,428.22.

ISSUE:

Should the District purchase insurance for fiscal year 2017-18?

BACKGROUND:

During the current fiscal year, the District began purchasing insurance for general liability coverage, auto coverage and contents only coverage on their rental space.

The coverage includes a \$5 million limit on general liability and auto coverage. The contents only coverage includes \$100,000 (increased from \$75,000).

FISCAL IMPACT:

The cost associated with the insurance is \$1,428.22. This amount was within the budget that was adopted.

CIS Equipment Breakdown Coverage Proposal



citycounty insurance services

CIS
1212 Court St NE
Salem, OR 97301

Named Member

Agent of Record

, OR

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Period: to

6/6/2017

Coverage Limits:*

Property Damage

Per current CIS Property Schedule or \$100,000,000, whichever is less.

Rental Value/Rental Expense

Included in Property Damage

Extra Expense

Included in Property Damage

Service Interruption

Included in Property Damage

Drying out following a flood

Included in Property Damage

Course of Construction

Included in Property Damage

Computer Equipment

Included in Property Damage

Portable Equipment

Included in Property Damage

CFC Refrigerants

Included in Property Damage

Hazardous Substance

Included in Property Damage

Data Restoration

\$2,000,000

Perishable Goods

\$250,000

Expediting Expense

\$2,000,000

Demolition

\$2,000,000

Ordinance or Law

\$2,000,000

Off Premises Property Damage

\$2,000,000

Contingent Rental Value/Rental Expense

\$250,000

Newly Acquired Locations

\$1,000,000 / 365 days max.

Extended Period of Restoration

30 Days

* This represents only a brief summary of coverages. Please refer to CIS Equipment Breakdown Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered: Per current CIS Property Schedule.

Deductible: \$1,000 All Coverages: 24 hour waiting period applies for service interruption.

Contribution: Included

Forms Applicable: Equipment Breakdown Coverage Agreement - CIS BM (7/1/0)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by:

Authorized Representative / Agent

Date:

CIS Property Coverage Proposal



citycounty insurance services

CIS
1212 Court St NE
Salem, OR 97301

Named Member
Polk County Extension District
850 Main St
Dallas, OR 97338

Agent of Record
Craven-Woods Insurance
PO Box 1130
Dallas, OR 97338

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Period: 7/1/2017 to 7/1/2018

6/6/2017

Coverage Limits (Per Occurrence):*

Building and Contents and PIO	Per current CIS Property Schedule
Mobile Equipment	Per current CIS Mobile Equipment Schedule
Earthquake	\$5,000,000
Excess Earthquake - Coverage applies only if coverage limit is shown.	None
Flood	\$5,000,000
Excess Flood - Coverage applies only if coverage limit is shown.	None
Combined Loss of Revenue and Rental Value	\$1,000,000
Combined Extra Expense and Rental Expense	\$1,000,000
Property in Transit	\$1,000,000
Hired, Rented or Borrowed Equipment	\$150,000
Restoration/Reproduction of Books, Records, etc.	\$100,000
Electronic Data Restoration/Reproduction	\$250,000
Pollution Cleanup	\$25,000
Crime Coverage	\$50,000
Police Dogs (if scheduled)	\$15,000
Off Premises Service Interruption	\$100,000
Miscellaneous Coverage	\$50,000
Personal Property at Unscheduled Locations	\$15,000
Personal Property of Employees or Volunteers	\$15,000
Unscheduled Fine Arts	\$100,000
Temporary Emergency Shelter Restoration	\$50,000
Difference In Conditions - Earthquake & Flood (if any):	\$0
Extra Items (if any):	

* This represents only a brief summary of coverages. Please refer to the CIS Property Coverage Agreement for detailed coverages, exclusions, and conditions that may apply.

Locations Covered: Per current CIS Property Schedule.

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions contained in the coverage forms listed below under Forms Applicable.

Deductibles: \$2,500 Per occurrence except as noted and as follows (if any).

Earthquake and Flood: Special deductibles and restrictions per Section 2 of the CIS Property Coverage Agreement.

Total Contribution: \$250.00 (Property) \$0.00 (Excess Earthquake)

Forms Applicable: CIS Property Coverage Agreement - CIS PR (7/1/2017)

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by:

Authorized Representative / Agent

Date:

CIS Liability Coverage Proposal



citycounty insurance services

CIS
1212 Court St NE
Salem, OR 97301

Named Member
Polk County Extension District
850 Main St
Dallas, OR 97338

Agent of Record
Craven-Woods Insurance
PO Box 1130
Dallas, OR 97338

This Proposal Does Not Bind Coverage
Refer to Coverage Forms for terms, conditions, and limitations of coverage

Coverage Period: 7/1/2017 to 7/1/2018		6/6/2017		
Coverage*	Per Occurrence Limit*	Annual Aggregate*	Per Occurrence Deductible / SIR*	Agg/Retro Deductible
Public Entity Liability Coverage (Including Auto Liability) as described in CIS General & Auto Liability Coverage Agreement	\$200,000	\$600,000	None	None

Forms Applicable: CIS General & Auto Liability Coverage Agreement - CIS GL/LAL (7/1/2017)

Coverage*	Per Occurrence Limit	Annual Aggregate		
Excess Public Entity Liability Coverage as described in the CIS Excess Liability Coverage Agreement (limits shown are excess of primary coverage limits)	\$4,800,000	\$14,400,000		

Forms Applicable: CIS Excess Liability Coverage Agreement - CIS XS/GL (7/1/2017)

* Refer to the CIS General & Auto Liability Coverage Agreement and CIS Excess Liability Coverage Agreement and endorsements (if any) for detailed coverages, special deductibles, limits, sublimits, exclusions, and conditions that may apply.
Excess Liability Coverage does not provide Uninsured Motorist coverage.

<u>Coverage</u>	<u>Contribution</u>
General Liability	\$1,000.00
Auto Liability	\$222.39
Liability Total	\$1,222.39

To effect coverage, please sign, date and return this form before requested effective date. Fax or email is acceptable

Accepted by:

Authorized Representative / Agent

Date:

Property and/or Liability Proposal Summary



citycounty insurance services

Member

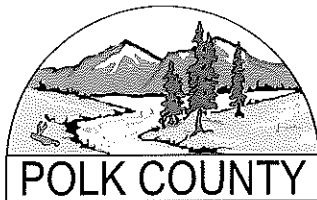
Polk County Extension District
850 Main St
Dallas, OR 97338

Agent

Craven-Woods Insurance
PO Box 1130
Dallas, OR 97338

Member Number	Effective Date	Termination Date	Proposal Date
50033	7/1/2017	7/1/2018	6/6/2017

Coverage	Description	Amount	Total Due
General Liability (Standard Plan)	Contribution Limit: \$5,000,000	\$1,000.00	
	Multi-Line Credit	(\$30.00)	\$970.00
Auto Liability	Contribution	\$222.39	
	Multi-Line Credit	(\$6.67)	\$215.72
Auto Physical Damage	Contribution	Not Purchased	
	Multi-Line Credit	\$0.00	\$0.00
Property	Contribution	\$250.00	
	Multi-Line Credit	(\$7.50)	\$242.50
Optional Excess Quake	Contribution	Not Purchased	\$0.00
Optional Excess Flood	Contribution	Not Purchased	\$0.00
Optional Excess Crime	Contribution	Not Purchased	\$0.00
Optional Excess Cyber Liability	Contribution	Not Purchased	\$0.00
Difference In Conditions	Contribution	Not Purchased	\$0.00
Summary	Contribution	\$1,472.39	
	Multi-Line Credit	(\$44.17)	
This is not an invoice. Information Only		Total:	\$1,428.22



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: BOARD OF DIRECTORS

FROM: GREG HANSEN, ADMIN. OFFICER

DATE: JUNE 14, 2017

SUBJECT: ADOPTION OF THE 2017-2018 BUDGET

RECOMMENDATION:

The Board adopt Resolution 17-01 in the matter of the 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget, Appropriation of Funds and Imposing of Taxes for fiscal year beginning July 1, 2017.

ISSUE:

Should the Board of Directors adopt the recommended budget and the levying of taxes for fiscal year 2017-2018?

BACKGROUND:

The Budget Committee met May 16, 2017 and approved the 2017-2018 fiscal year budget. During those deliberations the Budget Committee reviewed and discussed the budget for upcoming year and set a property tax rate to levy.

Attachment 1 is the budget recommended for adoption. The budget includes increases in revenues and expenses of \$13,000 that were added to the Approved Budget.

Attachment 2 is budget resolution 17-01. The Resolution for your consideration has total appropriations in the amount of \$455,000. The permanent property tax rate being considered in the Resolution is \$0.075/\$1,000 which is the permanent rate established by the Department of Revenue for the District.

DISCUSSIONS:

There were no changes to the approved budget for your consideration. As a result, the total operating budget for the District is \$455,000 for the upcoming fiscal year.

ALTERNATIVES:

The following are alternatives before the Board:

1. Adopt the recommended Budget as presented.
2. Modify the recommended budget with additions/deletions to the Budget.
Your limits on additions to the Budget can not exceed 10% for any given fund.

FISCAL IMPACT:

Total budget for the District is \$455,000.

1
2
3
4
5
6 **BEFORE THE BOARD OF DIRECTORS**
7 **FOR THE 4-H, MASTER GARDENER,**
8 **AGRICULTURE, FORESTRY, EXTENSION**
9 **DISTRICT**

10
11 In the Matter of the Adoption)
12 of the Polk County 4-H, Master)
13 Gardener, Agriculture,)
14 Forestry, Extension District)
15 Budget, Appropriation of)
16 Funds, and the Levying of)
17 Taxes for Fiscal Year)
18 2017-2018.)
19

20
21 **RESOLUTION NO. 17-01**

22
23 **SECTION I.**

24
25 **ADOPTION OF BUDGET**

26
27 **BE IT RESOLVED** that the Board of Directors for the 4-H,
28 Master Gardener, Agriculture, Forestry, Extension District hereby
29 adopts the Budget for 2017-2018 in the sum of \$455,000 now on file
30 at the County Courthouse.
31

32 **SECTION II.**

33
34 **ADOPTION OF APPROPRIATIONS**

35
36 **BE IT FURTHER RESOLVED** that the amounts for the fiscal year
37 beginning July 1, 2017, and for the purposes shown below, are
38 hereby appropriated as follows:
39

40 **GENERAL FUND (100)**

41
42 EXTENSION SERVICES \$ 435,000
43
44 CONTINGENCY
45 Fund Operating Contingency 20,000
46
47 **TOTAL GENERAL FUND** \$ 455,000
48
49
50 **Total of All Fund Appropriations** \$ 455,000
51

**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 Proposed	FTE	FY 17-18 Approved	FTE	FY 17-18 Adopted	FTE
Expenditures											
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		Total Salaries	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		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	100		8220	Operating Supplies	100		100		100	
0	166	0		8240	Software & Maintenance	0		0		0	
0	0	0		8250	Small Tools & Minor Equipment	500		500		500	
225	234	0		8310	Advertising & Printing	0		0		0	
4,186	4,109	4,500		8320	Photocopying	4,500		4,500		4,500	
1,328	1,064	1,400		8330	Postage	1,400		1,400		1,400	
6,717	5,325	2,500		8340	Telephone	2,500		2,500		2,500	
4,008	4,124	4,500		8350	Utilities	5,000		5,000		5,000	
310	238	300		8410	Dues, Memberships & Publications	300		300		300	
0	0	0		8420	Workshops and Conferences	0		0		0	
12	22	0		8510	Professional Services	0		0		0	
2,855	2,990	3,200		8540	Contract Services-Audit	3,200		3,200		3,200	
250,000	260,050	273,000		8550	Contracts-Other Public Agencies (OSU)	288,000		288,000		288,000	
4,175	4,400	3,500		8580	Special Projects	7,000		7,000		20,000	
0	0	1,500		8610	Repairs and Maintenance	1,500		1,500		1,500	
28,200	27,920	30,000		8660	Rentals	32,000		32,000		32,000	
60,000	60,000	60,000		8660	Rentals - Fair/Fairgrounds Facilities	65,000		65,000		65,000	
0	0	0		8790	Misc. Departmental Expenses	0		0		0	
1,394	1,403	2,000		8820	Insurance	2,000		2,000		2,000	
8,000	5,000	6,000		8830	Overhead	9,000		9,000		9,000	
0	0	0		8840	Information Services Interdept.	0		0		0	
371,410	377,045	392,500			Total Materials and Services	422,000		422,000		435,000	
0	5,216	0		8948	Computers and Attachments	0		0		0	
0	5,216	0			Total Capital Outlay	0		0		0	
0	0	7,500		9990	Contingency	20,000		20,000		20,000	
0	0	7,500			Total Contingency	20,000		20,000		20,000	
371,410	382,261	400,000	0.00		Total Department Expenses	442,000	0.00	442,000	0.00	455,000	0.00
Revenues											
5,995	6,653	8,000		6000	Beginning Fund Balance	18,000		18,000		28,000	
357,852	383,446	375,000		6010	Property Taxes	410,000		410,000		415,000	
13,869	0	13,000		6020	Property Taxes Previous Years	10,000		10,000		8,000	
0	0	0		6300	Charges for Services	0		0		0	
347	672	500		6800	Interest Income	500		500		500	
0	9,500	3,500		6980	Donations	3,500		3,500		3,500	
0	0	0		6990	Miscellaneous	0		0		0	
378,063	400,271	400,000			Total Revenues	442,000		442,000		455,000	
Net Cost of Program											
(6,653)	(18,010)	0			Expenditures less Revenue	0		0		0	