

Extension Administrative Transition: Frequently Asked Questions

1. **Where will area directors be housed?** Area Extension Directors (AED) will have a designated shared office space available at the corresponding regional office. Counties will be expected to provide a work location (office, workstation, conference room, etc.) for use when the AED is in the county.
2. **Will the area director need an assistant/who will provide support?** The regional office administrative support staff will provide designated support for confidential and personnel records, travel, etc. County support staff will be responsible for county-specific functions (overall file maintenance, District Board support, daily fiscal functions, etc.).
3. **How much will this cost/what is the cost per county?** The administrative structure, including regional directors, regional support staff and area directors, will be funded using state and federal dollars. County contributions are expected to incrementally increase over the next three to five years. These incremental increases will directly support county programming and operations. The current budget model and county tier system is under review and will likely be updated. A statistical analysis is being conducted to better rank counties, and various options for allocating the county contributions are being considered. Additional details regarding the revised budget model will be communicated in February.
4. **How is the cost of the area director going to be split between counties?** See question above regarding cost and funding for the administrative structure.
5. **Who pays for AED travel, computer, etc.?** Funding for salary, benefits, travel, training, and equipment for Regional Extension Directors, regional office personnel and Area Extension Directors will be provided using state and federal funds.
6. **Will the AEDs be in each office one day a week/how will time be divided?** Area Extension Directors will be expected to routinely spend time in each county office in the area grouping. A primary goal of the new administrative structure is to provide enhanced supervision and mentoring to all counties through greater access and increased presence within the county.
7. **Will the AED take over County Extension Council duties?** The Area Extension Directors will be expected to provide leadership for and work collaboratively with the agents to maintain and develop strong County Extension Council and District Board engagement and leadership.
8. **Will the AED take over District Board duties?** The Area Extension Directors will be expected to provide leadership for and work collaboratively with the agents for all District Board functions and to attend all District Board meetings.
9. **Will counties (District Boards and agents) still have input on budgetary needs for the county?** Yes. The AED will be expected to work collaboratively with the agents in outlining budgetary needs and communicating with District Boards in the budget process.
10. **Are agents and District Boards giving up the control of the county budget?** No. (see above)



11. **Who will be responsible for program councils?** The corresponding program area agent will retain responsibility for program councils.
12. **How will agents be involved with local leaders and locally elected officials?** It is a critical aspect of all agents' positions to build and maintain strong relationships with local leaders and locally elected officials.
13. **Will agents have input into facility planning and changes to bring before the District Board?** The AEDs will be expected to work collaboratively with agents and the District Board on facility planning.
14. **What will happen with District staff meetings/will we have area or regional staff meetings?** From an administrative perspective, Regional Extension Directors will have regularly scheduled meetings with Area Extension Directors. Area Extension Directors will work closely with county personnel to communicate and implement any measures conveyed through these administrative meetings. Issues with system-wide importance will be communicated with all personnel via the Extension Director. From a programmatic perspective, Area Extension Directors will be expected to support flexibility in multi-county and district programming and any meetings associated with these efforts.
15. **How will this impact filling vacancies/will vacancies be filled?** Planning is in place to address current agent vacancies and a comprehensive staffing plan will be developed to guide the system long-term.
16. **Will agents have the opportunity to apply for area director positions?** The application process will be open and anyone with interest will have the opportunity to apply.
17. **How quickly will agent positions be replaced if they move into the AED roles?** Any agent vacancies created through the hiring of Area Extension Directors will be incorporated into the agent hiring schedule.
18. **Will District boards/counties have input into AED selections?** *[Updated February 2020]* Hiring will be coordinated by Extension Administration and the appropriate Regional Extension Director. The interview process will include a time for selected candidates to visit each county in the area. The county visit will include separate interview times with all agents, all staff, and invited leaders, as well as a brief facility walk-through. Those involved in the interview process will have an opportunity to provide feedback via online forms.
19. **Will there still be three areas of responsibilities for agents to be assigned to: fiscal, staff, councils?** The feedback received in regard to the two potential models confirmed the need for limited day-to-day responsibilities to remain under the direction of agents in each individual county.
20. **Who will have day to day fiscal responsibility/check writing and deposit responsibility?** The Area Extension Director will work with each county to determine the optimal strategy for day-to-day fiscal accountability and cash handling policy compliance. The Area Director, the County Fiscal Contact and the County Support Staff will all play some role in the process.
21. **Who will evaluate agents?** The Area Extension Directors will supervise agents and conduct performance evaluations with input from program leaders and review by Regional Extension Directors.

22. **Who supervises program assistants?** Supervision of program-specific Extension assistants will remain with the appropriate agent. Supervision of NEP assistants will remain as currently set.
23. **Will agents have input into staff assistants/custodial hiring and evaluations?** Yes. The AED will be the direct supervisor for staff assistants and custodians and will be expected to include all agents in evaluation and hiring.
24. **Will district 4-H programming remain the same/how will competitions be grouped?** The area groupings are for administrative purposes. Programming and competition structures can continue as current.
25. **What will ANR, 4-H, and Homemaker participation look like above the county level?** The area groupings are for administrative purposes. Programming and participation can continue as current.
26. **Will counties in different areas that program together be able to do so without layers of area director approval?** Area Extension Directors will be expected to support flexibility in multi-county programming.
27. **What will happen to the District Director and County Manager positions?** The new administrative structure will replace the current structure utilizing district directors and county managers. The people serving as district directors will continue to have administrative roles. Current county managers will have the opportunity to transition into other positions within the system.
28. **When will it be decided/implemented?** The new structure, including an implementation timeline, was announced November 13, 2019. The hiring process for the three Regional Extension Directors is in progress with interviews scheduled in November and December and projected hiring early in 2020. The AED hiring process will begin in late winter with a first phase. The second and final phase of AED hiring will be completed by late fall 2020. Transition to the new model is anticipated to be complete before the end of 2020.
29. **How will facility management work?** The AED position description includes a major job responsibility for facility management. The AED will be expected to work with county agents, county staff and District Boards to determine the best strategy for local needs.
30. **How will this affect county facilitators?** Those assignments will be phased out as AEDs are hired.
31. **How do district director roles continue during the transition?** Through June 30, 2020, the current and former District Directors will continue to function in their normal roles for their entire district. All counties within the district should continue to work with District Directors and their administrative support associates as they have historically. After the AEDs are hired in phase one, District Directors will transition out of their administrative roles within these areas. The District Directors will fully transition to their new administrative roles when phase two of AED hiring is complete.
32. **Who will be my supervisor during the transition?** Supervisory structure will remain as currently in place until Area Extension Directors are hired. Changes in supervision will occur as AEDs begin in their new positions.

33. **Who will make final decisions regarding AED hiring and how will the decision be made?** The Extension Director and appropriate Regional Extension Director will consider all feedback from the interview process to finalize hiring decisions.
34. **Could you clarify the status of district meetings for 2020?** For calendar year 2020, District Staff meetings will take place as previously scheduled. Please continue to hold these dates in your calendar (February 12, March 11, May 13, September 9 and November 11). District Directors will coordinate these meetings for the full year.
35. **How will AED salary be determined?** Per UK standards, salary offers will be calculated with consideration for education and applicable years of experience.

*Questions in blue were updated or added in February 2020. The original draft was prepared and posted in November 2019.