Extension Administrative Structure Overview

Administrative Structure Transition Goals:
- Increase agent time available for programming.
- Increase supervisor mentoring opportunities.
- Streamline fiscal accountability and compliance.
- Reduce staff to supervisor ratios.

New Administrative Structure:
- Establishes 28 areas designed within the boundaries of current districts and based upon number of personnel, number of facilities and financial metrics. (see attached map)
- Area Extension Directors (AEDs) will serve as the administrator for each of the 28 areas.
  - **Location**: AEDs 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.
  - **Support staff**: The regional office administrative support staff will provide designated support for confidential and personnel records, travel, and other needs not specific to an individual county. County support staff will be responsible for functions currently performed within the county office (overall file maintenance, District Board support, daily fiscal functions, etc.).
  - **Job responsibilities**: The AEDs job responsibilities are delineated in seven categories – employee management and development; financial and public accountability; program development; county boards and advisory councils; facilities management; communication and collaboration; and professionalism. (See attached job description.)
- Defined but reduced county coordinator roles remain to ensure continuity of county operations. The process of reviewing the current coordinator roles is underway. The continuing roles will be reduced in scope and focus on day-to-day operations.
• The regional office structure will include:
  o The Regional Extension Director (RED) will be the lead administrator for the geographic region. The job responsibilities are divided in six categories: employee management and development; budget and finance; governmental and public relations; leadership, policies and procedures; communication and collaboration; and professionalism. This includes supervision of Area Extension Directors and administrative support staff assigned to the regional office.
  o The regional administrative support staff will continue to perform functions in support of county operations currently associated with District Director administrative staff. Each regional office will have two administrative support staff associates with each assigned to support specific counties.

• 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.

• This new administrative structure does not eliminate options to provide flexibility for counties who have unique needs that may require additional management and oversight. Extension administration is committed to working with counties to best serve local needs.

• Timeline for implementation:
  o Fall 2019: Plans Developed to Address Number of Agent Vacancies
  o Regional Director Interviews:
    ▪ November 25, 2019 - East Region
    ▪ December 2, 5, 6 and 9, 2019 - Central Region
    ▪ December 17 and 18, 2019 - West Region
  o Early 2020: Regional Extension Directors Announced
  o February/March 2020: County Funding Model Finalized and Distributed
  o Late Winter/Spring 2020: Phase One of Area Extension Director Hiring and Onboarding
  o Summer/Fall 2020: Phase Two of Area Extension Director Hiring and Onboarding

• Agent hiring will occur throughout 2020 as the Area Extension Director positions are filled and supervisory ratios are decreased.