



## **FINANCE COMMITTEE MEETING AGENDA**

Commission Chamber

Tuesday, April 30, 2024

1:10 PM

### **FINANCE**

- 1.** The UGA Cooperative Extension Service proposes to create a supplemental pay position in order to promote a UGA employee to an Augusta-Richmond County Extension Agent.
- 2.** Motion to approve the minutes of the Finance Committee held on March 26, 2024.

**Title:** Approve Creating Supplemental Position for the Extension Service

**Agenda Category:** Finance

**Agenda Type:** Finance

**Department:** UGA Cooperative Extension Service

**Presenter:** Campbell Vaughn

**Caption:** The UGA Cooperative Extension Service proposes to create a supplemental pay position in order to promote a UGA employee to an Augusta-Richmond County Extension Agent.

**Background:** The Extension Service has a federally grant funded program through UGA referred to as Expanded Food and Nutrition that four total staff. Augusta-Richmond County is not responsible for any of these employees' salaries or benefits although Augusta-Richmond County does provide office space and some simple office supplies for the EFNP program. There is an UGA Educator that manages the EFNP program and supervises three full time program assistants. This employee is now eligible for promotion to Extension Agent which would allow for not only still managing the EFNP program, but also do other much needed food, nutrition, budgeting and healthy living programming in Richmond County. To move this employee to the new Extension Agent position, UGA is asking Augusta-Richmond County to supplement a portion of the salary and benefits for the total of \$12,540.

**Analysis:** The employee wishes to continue working for the Extension Office and the promotion to Extension Agent will provide more services to the community than what are currently being offered.

**Summary/Financial:** Funds not currently available in current budget

**Alternatives:** Do not approve the creation of the Supplemental Position

**Recommendation:** Approve funding for the creation of the Supplemental Position

## **New Personnel Request**

Item 1.

### **4821 Extension Service**

#### **Supplemental Pay Position FACS EFNEP Agent**

##### **Justification**

Kimberly Howell has worked for UGA Richmond County Extension as an Expanded Food and Nutrition Education Program Educator since January of 2017. During this time, she has supervised three program assistants who have met their yearly goal in excess every year. In August of 2023, Kimberly finished her Master degree from the University of Georgia qualifying her for a promotion from an educator to an agent. This promotion would allow for an increase in pay and potential advancements in the UGA non-tenured faculty track. The grant stipulates that Kimberly can only work with the EFNEP programming. With a move to an agent position, Kimberly would still be able to manage the entire Richmond County EFNEP program, but would have an opportunity to expand her reach into other Family and Consumer Science related programming. In Kimberly's six years with UGA Richmond County, all portions of her salary and benefits as well as all three of her program assistants have been paid by a grant funded by the USDA. This has been at no cost to Augusta-Richmond County except for the office space. Some of Kimberly's additional programming would work with obesity in adults which has reached 39% in Richmond County. SNAP participation in Richmond County is at 27.8% and eligibility for the program is 82% of the population.

##### **Job Description**

This position is responsible for coordinating the Family and Consumer Sciences (FACS) and in particular the Expanded Food and Nutrition Education Program (EFNEP) in the Richmond County area providing education and outreach programs in the areas of family, food, health, home, money, and related subject matter areas. The role will focus on prevention of chronic disease, increased financial literacy skills, and food safety and preservation. It collaborates with other agencies and community groups to plan and implement educational programs, provides leadership for the three Program Assistants in delivering EFNEP programs, and utilizes the expertise of advisory groups, community leaders, public officials and representatives of intended audiences to analyze data, identify needs, and assist in developing educational programs. It targets specific audiences for educational programs addressing critical issues identified in plan of work and implements the CAES Civil Rights/Equal Opportunity plan. It also develops and conducts relevant interdisciplinary programs with other staff members based on critical issues.

**The University of Georgia Northeast District Extension Office is requesting the City of Augusta supplement \$9,824 plus fringe benefits for the Richmond County Extension FACS EFNEP Agent Supplemental Pay Position. Please see the attached Request for Verification of Position Funding for the salary commitment breakdown.**



# UNIVERSITY OF GEORGIA EXTENSION

## Northeast District Cooperative Extension

1225 S. Lumpkin Street

Athens, GA 30602

Phone: 706-542-3179 Email: nedist@uga.edu

### Request for Verification of Position Funding for New and Replacement Positions

Please confirm/verify the position funding by completing this form. Please forward this form, along with supporting county related documents to the district office. Retain a copy of this fully signed and completed form for your records and give a copy to your county funding body.

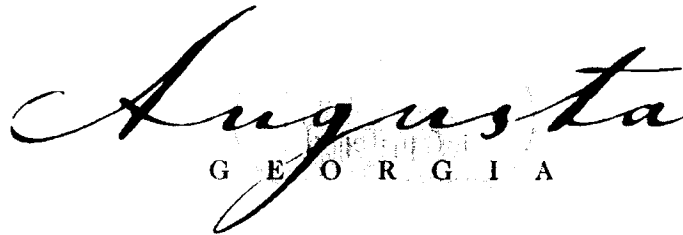
New Position: ☐Existing Position: ☐Full Time: ☒Part Time: ☐

County	Richmond		Position Title:	FACS Agent	
Employee Replacing:					Hours/week: 40
<b>Salary Commitment Breakdown</b>					
	Board of Commission	Board of Education	Other (Grant)	UGA	Totals
Cooperative Pay Type:	Direct Pay <input type="checkbox"/> Contract Pay <input type="checkbox"/>	Direct Pay <input type="checkbox"/> Contract Pay <input type="checkbox"/>	Internal <input type="checkbox"/> External <input type="checkbox"/>		
Gross Wages	9,824.00			44,176.00	\$54,000.00
SS/Med - FICA (7.65%)	752.00			3,380.00	\$4,132.00
TRS (19.98% eff. 7/1/22)	1,963.00			8,827.00	\$10,790.00
Ins. (Med/Life)				16,000.00	\$16,000.00
Other: (Travel)					\$0.00
Other:					\$0.00
Total Commitment	\$12,539.00	\$0.00	\$0.00	\$72,383.00	\$84,922.00
Combo Code / Exp. Date			<input type="checkbox"/> County is providing use of county vehicle.		
Position Justification:					
CEC Signature				Date	
BOC Official Signature				Date	
BOE Official Signature				Date	
FACS / Other Funding Official Signature				Date	
Search Committee Members:					

**Finance Committee****April 30, 2024****Minutes**

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Motion to approve the minutes of the Finance Committee held on March 26, 2024.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



## FINANCE COMMITTEE MEETING MINUTES

Commission Chamber  
Tuesday, March 26, 2024  
1:10 PM

### FINANCE

#### PRESENT

Mayor Garnett Johnson  
Commissioner Wayne Guilfoyle  
Commissioner Francine Scott  
Commissioner Stacy Pulliam

#### ABSENT

Commissioner Jordan Johnson

1. Presentation by Evangelist Eunice Ingram, President of Souls Seekers International Prayer Band, Inc., regarding help with purchasing a church building.

Motion to approve receiving this item as information.

Motion made by Scott, Seconded by Pulliam.

Voting Yea: Guilfoyle, Scott, Pulliam

Motion carries 3-0.

2. Presentation by Ms. Yvonne L. Murphy regarding real estate frauds in Richmond County, Georgia.

Motion to approve receiving this item as information.

Motion made by Scott, Seconded by Pulliam.

Voting Yea: Guilfoyle, Scott, Pulliam

Motion carries 3-0.

3. Discuss processes and procedures of expenditure reports by the department heads and who approves the reports. **(Requested by Commissioner Sean Frantom)**

Motion to approve receiving this item as information.

Motion made by Pulliam, Seconded by Scott.

Voting Yea: Scott, Pulliam

Voting Nay: Guilfoyle

Motion fails 2-1.

4. Motion to approve renewal of Augusta POL/EPL Insurance with Premium Quote for 2024 – 2025 POL/EPL coverage with MarshMcLennan Agency, current broker, through insurance carrier RSUI for a premium of \$70,760.

Motion to approve.

Motion made by Pulliam, Seconded by Scott.

Voting Yea: Guilfoyle, Scott, Pulliam

Motion carries 3-0.

5. Motion to approve the minutes of the Finance Committee held on March 12, 2024.

Motion to approve.

Motion made by Pulliam, Seconded by Scott.

Voting Yea: Guilfoyle, Scott, Pulliam

Motion carries 3-0.

6. Discuss the process of how an elected official or Director is held accountable on expenditures of credit cards or use of his or her budget. **(Requested by Commissioner Wayne Guilfoyle)**

Motion to approve receiving this item as information.

Motion made by Scott, Seconded by Pulliam.

Voting Yea: Guilfoyle, Scott, Pulliam

Motion carries 3-0.