

# Staff Report

**Subject:** UGA Extension Office staffing contract revised  
**Author:** Mark W. Barnes, Finance Director  
**Department:** Finance  
**Meeting Date:** 8/20/24  
**Item Description:** Consideration to approve the revised FY 2025 UGA Extension Office personnel agreement

## **Summary Recommendation:**

Staff is requesting approval of the revised FY 2025 UGA Extension Office personnel agreement.

## **Executive Summary:**

In prior fiscal years, the personnel at the UGA Extension Officer were treated as employees of both UGA and the County. In order to simplify this arrangement, in FY 2023 the County contracted with UGA in such a way that the Extension Office personnel would be employed fully by UGA, and the County would reimburse UGA for its share of the costs, on a quarterly basis. The FY 2024 amended contract total was for \$234,215 and this revised proposed FY 2025 contract is for \$236,921.

## **Background:**

1. As in FY 2024, this FY 2025 contract is for six positions
2. The original FY 2025 contract was approved on 7/3/24 but it didn't contain the 4% COLA. It was for \$229,983
3. The adopted budget for this contract did contain the COLA, so this revised contract brings the contract in alignment with the adopted FY 2025 budget. The 'consultant' line item on page 45 of the budget book is for \$236,921
4. Amended FY 2024 contract was \$234,215
5. Actual expenses for the contract could be lower, depending on insurance selections when vacancies are filled

## **Alternatives for Commission to Consider:**

1. Approve the revised FY 2025 UGA Extension Office personnel agreement.
2. Do not approve the revised FY 2025 UGA Extension Office personnel agreement.
3. Provide staff with direction.

## **Recommended Alternative:**

Staff recommends Alternative number 1 – Approve the FY 2025 UGA Extension Office personnel agreement.

**Other Alternatives:**

N/A

**Department Review:** *(list departments)*

Finance

**Funding Source:**

General Fund, UGA Extension Office department

**Attachments:**

FY 2025 UGA Extension Office personnel agreement, revised