

California State 4-H Leaders' Council ----DRAFT----

Minutes

October 23, 2004

Radisson Hotel, 500 Leisure Lane
Sacramento, California

President Mary Engebretsen opened the meeting at 10:05 with the question "What is a mentor?" As everyone introduced themselves they answered with what they think a great mentor is. Responses were recorded. At the end of introductions the council was divided into five groups. (#1) Training leaders to become a mentor. (#2) What possible support curriculum might be needed? (#3) How to develop a mentoring attitude. (#4) The how to's of mentoring. (#5) The benefit to the 4-H program of a great mentor. Each group was given seven minutes to respond to their question.

The pledge of allegiance was led by Margo Lang and the 4-H pledge by John Trammell. Mary showed Clover Dairy milk cartons from the Petaluma area that displays a clover in support of the 4-H program. All were made aware of supporting firms in their area.

- Reporting #1. Training mentors: need to have information on what they are doing so that they can improve, good communication skills, age appropriate ideas, can deal with issues so they will know what to expect, --this will need to be added to as I could not pick it up from the recording--
- Reporting #2. Places to go for possible support curriculum: county and state 4-H extension offices, internet, other youth development organizations, resource leaders, National 4-H Council, other state 4-H offices, libraries, school systems, people within the communities with like interests and local TV stations.
- Reporting #3. Developing a mentoring attitude: have a smile, be happy and delightful, have a willing spirit to train and work with others, believe that you have to not already know the past, remember changing ideas are welcome and they promote creative ideas and create growth, remember that others will be following your examples, recognize youth who are setting a good example.
- Reporting #4. The how to's of mentoring: caring and understanding, teaching, advising, goal setting, communication, develop various ways of communication, keep going forward, follow through with everything that you are doing, just be friends, take bite size steps when you are mentoring adults as well as youth, volunteering means dedicating your time.
- Reporting #5. Benefits: to develop a pool of good leaders and future leaders, to keep the interest of the members, to lay the ground work for future leaders, make the program attractive, stronger and more effective, with a good mentor you develop a good club, you are a good resource and develop individual contacts, and the 4-H program becomes stronger as the leaders and mentors become stronger.

---Mary stated: Last year we developed a strategic plan. We came up, as a team, with two areas that we really wanted to focus on -- communication and leader training. Communication has not increased significantly but it has increased a bit. The area of leader training is what we really need to concentrate on better. We need to get to thinking about it. We have training at the State Forum and this year at WRLF. By April Mary wants us to have a really significant outline for leader training that we feel is the most important for to us.

--Mignone added that she is having sessions specifically on this at SLF. She is hoping she will really get a lot of input on this area. There is also a group of advisors and program specialists who are working diligently on the ideas of leader training. They are going to open up the group to volunteers from the council and other volunteers to join the task force to develop a plan. Deborah Lang added that she and Tom are presenting a session on project planning, working with leaders and understanding problem development, that is teachable and measurable. The ideas will be concise and assist in a way of encompassing the state project book, the skill development versus product. She encouraged all to attend both Mignone's and Tom's sessions.

--Mary added that she would hope that volunteers would be encompassed in the state committee so that ideas will be developed together instead of being presented ideas later that we are told we need. She stated that she knows they mean well and that we will continue to work on it.

---Minutes for Meeting 10/23/04 were presented-- Mary asked all to make sure that Birgit has the correct addresses so that all who should receive a hard copy will get them.

---Treasurer, Richard Meade handed out the treasurer's report. The only activity since the last council meeting was the money collected for the lunches. Income was from the interest of our accounts. Our expense was paying for the lunches of the last meeting. A deposit was made for Delaware Services for this year's student leaders forum. The corresponding secretary had mailing expenses. The closing balance in the checkbook is \$15,276.20. Mary asked everyone to notice that the expense at the Fairplex was for the lunches and that we have to pay for all lunches that we commit to. She asked that if someone is having a meeting and will not be in attendance for the luncheon that they let us know a week ahead so that we will not be charged. She stated that today there would probably be enough for each to have an additional half wrap as the meals had to be preordered ahead and that we would probably be down about \$200.

---Dr. Carole MacNeil, State 4-H Office – She shared staffing update. Several people have left and Barbara Stacy is in charge of disbursements. She asked that all be careful with their forms so that they do not need to be sent back. Please be patient as they are doing the best they can. Carole announced that half of her time has been bought out by the National 4-H Council to work on the National Youth and Government team. Most of her duties on the California 4-H Foundation will shift to Chris Facie as they seek new office personnel in the State Office.

One committee that is going on at the state level is the marketing task force, which is composed of youth, volunteers, county based staff and state based staff. The group will be asking you for input about what you think 4-H is and what kind of message we should be sending out to the community. —What we do! —Why we do it! —Why they should support 4-H! She handed out a survey, which can also be completed on the web. One of their first commissions is to have a professional brochure that tells the public about 4-H. It will be something that really tells our story and one that all can use whether conducting conferences or recruiting new leaders.

Carole stated that during the last year, three county kits have come out and are to be used in the counties. 1. a reference notebook about the state office, services they provide; 2. a kit for mission and direction, which are tools that the county can use for workshops among other things; 3. a county fundraising kit, which the foundation put together as a way to assist counties and local groups with fundraising activities.

---Mignone Pollard, State 4-H Office added that she was really excited about the improvements planned for the 4-H program. The curriculum committee is really making great progress. The policy committee welcomes more people. She encouraged all to become involved.

---Mary asked all to submit where they get the curriculum and information they use in their groups. The committee needs to know where you are getting your information. Include what you make up yourself.

Let the committee know what materials from across the country you are using so that they can compile a useable and workable reference notebook similar to the wildlife book.

----Joe Lester reported the nominating committee would be meeting during lunch.

----Budget committee will meet later.

WRLF 2005----Ambassadors Margo Lang and Carrie Crane reported about the WRLF community action day committee. They handed out applications and ask for help in identifying groups that might assist. They are looking for groups to put on hands on activities. There will be a sign up for on site activities and off site activities. You can contact any of the ambassadors or Steven Worker at the state office.

-- Mary stated that all participants would receive a free T-shirt to commemorate the event, approximately 600. Molly Meade had found a company who would do the shirt for \$3.25 and put their small logo on the back. Anyone can come for the Community Action Day on Saturday.

--She said that the tours are coming along nicely. She thanked Dolores Hemphill for working so patiently with the tour groups. They still are not complete but are progressing.

--Memorabilia, being spearheaded by Molly Meade, is really organized and she has an abundance of items to be offered on a preorder basis as well as a number of items that will be available at the Forum.

--Reminder: be sure to send in your 30 year + service award.

--Youth who attend are limited to ten and must go through the state office. Applications as well as youth of distinction application must go through the state office.

--Mary went through the tentative schedule for the forum with those attending the council meeting. The complete form is available on the Internet.

SLF 2004 ----Candy Brown reported that it is really worthwhile to have some one working with the committee who has some experience with putting on the forum at Asilomar. They are concerned that they presently have only about one hundred eighty signed up but will still take applications. They have a great program planned for the forum. They have a dynamic speaker coming for the keynote and he will also be conducting a workshop. She presented the schedule and said that they scheduled a time for each section to have a sectional meeting Friday evening. Many attend the forum that might not go to the sectional meetings. This would give them a time to become informed about sectional activities.

South Central Report: In addition to working on the 2004 State Leaders' Form at Asilomar this November, Pauline Smokes reported that they are planning the Jr. Leaders' Conference to be held in January

North Section Report: Joe Lester reported that they had a sectional meeting October 2 in Eureka.

- Laurie Bolton will be the North chair for Asilomar SLF 2005.
- Richard Meade reported that the WHY Leadership Conference for Jr. and Teen age leaders was held September 23, 24, 25 and was held at Camp Tehema. They were excited about the conference and the communication between those attending. They are looking forward to planning for next year. They had 52 people attend.
- They will be rotating their meetings between Chico and Redding. Officers will be elected in December.
- The Nevada Council gave \$500 to those who attended the National Rabbit Event.

North Central Section: Tom Fraser reported that they have elected a new President, Pat Wright. They are planning their citizenship and CAL Conference for the end of January. They will be planning their retreat in mid December. Sacramento County reported that they had the state

winner in Poultry judging. A few years ago the section added a dollar surcharge onto all conferences. This money is used to provide scholarships to youth who attend out of the state events.

South Section Report: Sectional elections were held in September. The committee for Asilomar SLF 2006 was formed. Rosie Trammell is the chair.

- Youth were recognized for their project books that were submitted to the section and state with a sectional winner's pin. Those who won from the section and are attending the state leaders' council today are: Carrie Crane, San Bernardino County Sheep; John Trammell, San Bernardino County Photography and Matthew Smith, Imperial County Agriculture and other Plant Sciences. Carrie Crane was also the California State Fair winner of the Golden Bear for Master Showmanship.

- South section had two youth to qualify for the National Jr. Horticulture Association. The section gave each \$100. The team placed 8th.

Matthew Smith was the Grand National Winner in Illustrated Talks Briana Sallows, San Bernardino County was Grand National Winner in demonstrations and several other divisions.

- TIC will be held January 23-25; John Trammel reported that anyone from the state is welcome to attend. Registration forms are on line. Carrie Crane encouraged anyone to submit a workshop proposal to Monica Butong, Teen Council Vice-president.

- The next meeting of the council is January 8.

***---Pauline Smokes suggested that we have a training session for future State Leaders' Forum at Asilomar. It would be great to have an ongoing mentorship because there is a four-year gap between hosting. Maybe it would be a good idea to have a session at Asilomar taught by past committees who have the expertise to pass on. It is even hard to get those knowledgeable within your own section to help. Even though people try to help it is really hard because you don't know what you don't know.

---Mary added that next year we have been told that registration must go through the state office. This is a real concern to the people putting on the 2005 forum. So we must work something out.

--Carole MacNeil stated that as a result of a past audit the state office has been instructed to take more responsibility for programs that are being run in the 4-H name. A lot of things have changed as to how we deal with money. 4-H has not been targeted, as all programs are to follow the examples.

--Mignone Pollard added that the State Leadership Conference followed this example this past year. Carole added that it is their hope that this will help the sections.

--Richard Meade asked where the money would be held. It was hoped that it would be deposited in the private account of the forum. There is much to be worked out so that we all understand.

----**Nominating Committee:** Joe Lester reporting that the committee was proposing that we accept Mary Engebretth as their nominee for President and Bernardine Marquez as their nominee for secretary. Tom Fraser moved to close nomination, cast a white ballot for president and secretary to serve a second term. Carol Crossett seconded the motion. Motion carried.

---Mary brought forward recommendations from the Policy Committee. She stated that there are a couple of rules that the policy committee follows and one is that you will not be introduced to a policy that is to be implemented immediately. The introduction to the policy will be in January before the July implementation. Some policies are difficult. That is why committee members are needed. One such example is the grievance policy. Where do you go and what do you do with the grievance policy.

Mignone Pollard reported that the Policy Committee has been working on the following attachments for about a year.

**They are:

310 Appointment of a 4-H Volunteer

- 311 Volunteer Break in Service
- 312 Removing the Appointment of a 4-H Volunteer
- 312.1 Informal Review of Appointment
- 312.2 Formal Review of Appointment
- 313 313.1 Complaints Regarding Volunteers
- 313.2 Complaints Regarding Staff Members
- 313.3 Complaints Regarding Policies or Procedures
- Table 1:
- 313.4 Sexual Harassment/Civil Rights Complaints

Questions and answer sessions with Carole and Mignone were inclusive as the charts were explained.

310 Appointment of a 4-H Volunteer

4-H Youth Development Program Volunteers are appointed by the County Director. The decision to appoint or not appoint a volunteer (whether initially or upon renewal) rests with the County Director, in consultation with appropriate 4-H YDP staff. All appointments should be made with the best interest of the 4-H Youth Development Program and 4-H members as the primary criteria.

Applicants must satisfactorily complete the appointment process that includes:

- o Completing a volunteer application
- o Receiving fingerprint clearance initiated by UCCE Cooperative Extension and cleared by the California State Department of Justice.
- o Completing the official 4-H Volunteer Orientation.

Counties may have additional clearance procedures such as:

- o
- o
- o

Interviews with 4-H YDP staff members

In-depth reference checks

Review of previous service within 4-H YDP Volunteer appointments are reviewed and renewed on an annual basis. Volunteers must apply annually for reappointment by completing an application packet, including the required waivers and the confidential self-disclosure statement. If the services of the 4-H volunteer are no longer needed, the County Director, in consultation with the 4-H Youth Development Program staff, may elect not to renew the volunteer's appointment.

Appointed volunteers are agents of the University of California, and as such, shall be entitled to protection under the University's general liability and automobile liability self- insurance programs for actions related to the conduct of their official 4-H activities and duties so long as:

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- ~
- o

Their appointment as a 4-H volunteer is current, They conform with the policies and core values of the University of California 4-H Youth Development Program, and They are performing within the course and scope of their 4-H volunteer responsibilities.

(See Appendix F: Risk Brochure.)

4-H volunteers returning to the 4-H YDP after a year or more break in service must repeat the Volunteer appointment process, including a new fingerprint clearance.

312 Removing the Appointment of a 4-H Volunteer If a 4-H volunteer fails to meet county requirements, or is acting in a manner detrimental to the best interests of the 4-H Youth Development Program, or is in violation of- oThe 4-H Code of Conduct Responsibilities and Rights, o UC or 4-H YDP policies and/or procedures, o Or 4-H YDP core values, this person can be dismissed as a volunteer by the County Director the State 4-H YDP Director or Assistant Director. Volunteer appointments may also be removed when it is deemed that the services of the volunteer are no longer necessary.

While the removal of a volunteer appointment is being considered, the volunteer may be suspended by the County Director. In consultation with the 4-H YDP staff, the County Director (or State 4-H YDP Assistant Director, as appropriate) may determine for what period of time or from what activities the volunteer will be suspended.

312.1

312.2

Informal Review of Appointment

Informal efforts should be made to resolve the actions of the volunteer that are detrimental to the 4-H YDP. Such discussion shall include the County Director (or the State 4-H YDP Director or Assistant Director, as appropriate) and/or 4-H YDP staff, and the volunteer. The discussion shall include a review of the appropriate policy sections, the Code of Conduct/Responsibilities and Rights, the core values of the California 4-H Youth Development Program, a review of the volunteer's actions and the steps necessary to regain compliance with policy or procedures.

Formal Review of Appointment

In cases where informal review was not successful or is not attempted due to the circumstances of the situation, the County Director (or State 4-H YDP Assistant Director, as appropriate) shall use the following steps:

1. Notify all appropriate parties of the formal review of the appointment.
2. Contact and involve the Regional Director and State Assistant 4-H YDP Director and other personnel, as needed.
3. Review all materials and correspondence generated in the informal review process (if available) in consultation with 4-H YDP staff to determine what other information is needed.
4. Provide the volunteer with the nature of the offense in writing and, if appropriate, the required corrective action. In these cases the volunteer shall be given 30 days to correct the infractions. If, after the 30-day period, the appropriate actions are not deemed satisfactory, the County Director will proceed to Step 7.
5. In some cases, the nature of the offense does not lend itself to corrective action. In these cases the volunteer shall be provided with the nature of the offense and planned dismissal action in writing. The volunteer shall be given 30 days to
Respond to the complaint. If the volunteer does not respond or the response does
Not remedy the situation; the County Director shall proceed to Step 7.
6. In some cases, the nature of the allegations (illegal or criminal) can eliminate Step 2 through 4. The County Director will proceed to Step 7 and notify the appropriate legal authorities.
7. When Steps 2-4 have been executed or appropriate corrective action is not attempted, or due to the serious nature of the allegations, the volunteer shall be sent a formal letter of dismissal with a delivery confirmation to be returned to the sender. The Regional Director, State 4-H YDP Assistant Director and other appropriate ANR personnel shall be copied on the dismissal letter.

The volunteer may follow the 4-H volunteer Complaint Process in Sections 313 if he or she believes that either the informal or formal review process was not conducted in accordance with existing University of California and 4-H YDP policies and procedures.

313

Volunteer Complaint Process

The volunteer complaint process requires written notification to an appropriate VMO (Council) or staff person in order for a complaint to be considered (see table below for appropriate individual or entity to address complaints). Written complaints or requests must be submitted within 30 days of the incident(s) in question and will be responded to within a 30-day period by the responsible volunteer board or staff person.

313.1 Complaints Regarding Volunteers

If the complaint is regarding a volunteer, a written complaint will be given to the President of the VMO (Council) and the county 4-H Youth Development Program staff who will establish a committee to confidentially review the complaint. There should be a copy of the complaint filed with the county 4-H Youth Development Program staff. The committee will make the decision in consultation with the 4-H YDP staff. If the complainant is not satisfied with the outcome, he/she may appeal the decision to the County Director for resolution.

313.2 Complaints Regarding Staff Members If a complaint is against a 4-H Youth Development Program staff person, the complaint shall be made to the County Director. The County Director shall conduct an investigation. If not resolved, the complaint shall be submitted to the Regional Director. If the complaint is against the County Director, the Regional Director shall be notified and shall render a decision. If still unresolved, the Assistant or Associate Vice President, as appropriate, shall make the final decision. The State 4-H YDP Office shall be notified of complaints against staff.

313.3 Complaints Regarding Policies or Procedures Written complaints regarding a statewide policy or procedure should be sent to the State 4-H YDP Director or Assistant Director for review. If policy modifications are indicated, the State 4-H YDP Director or Assistant Director will forward the issue to the 4-H Statewide Policy Advisory Committee. If the complainant is not satisfied with the outcome, he/she may appeal the decision to the State 4-H YDP Director or Assistant Director for resolution.

Table 1:

Volunteer Complaint Process

Regarding Volunteers

Against 4-H YDP Staff Personnel

Against County Director

Regarding 4-H Policies/Procedures

A committee established by the VMO (Council) President and 4-H Youth Development Program Staff
CE County Director ANR Regional Director State 4-H YDP Assistant Director County 4-H YDP Staff
ANR Regional Director ANR Assistant Vice President -- Programs 4-H Policy Advisory Committee CE
County Director ANR Assistant Vice President -- Programs ANR Associate Vice President State 4-H
YDP Director, in consultation with the AN-R Office of the Controller and Business Services

313.4 Sexual Harassment/Civil Rights Complaints A 4-H volunteer who believes that he or she experienced discrimination for impermissible reasons (e.g., sexual harassment, civil rights discriminations, or retaliation for making a sexual harassment or civil rights complaint) has recourse through the complaint processes within the University's Division of Agriculture and Natural Resources and/or the United States Department of Agriculture (see Section 500: Affirmative Action/Nondiscrimination).

---Mary added that some of the additional policies that are being studied are: the transportation of youth by adults; protecting yourself by not transporting a youth by himself; two approved adults leaders at every project meeting. We will be kept informed

---- **Incentives and Recognition Committee** reported by Steven Worker, State Office.

They are putting together some new proposals. They are happy to share the state project winners who received scholarships and announced that they gave scholarships to the second place winner as well. The committee is working on participation pens as well as recommending some state wide record book updates. The Golden Clover Award is new; check the State Web site for more details on all these activities. See attachment #1, #2.

----**Collegiate 4-H** presented by Steven Worker. Attachment #3 explains what events are coming up. They have planned not only to host a Western Regional Collegiate Conference but are also planning to attend a National 4-H Conference in Pennsylvania.

----**State Ambassador** report was presented by Carrie Crane and Steven Worker. Carrie reported about the Ambassador team and advisors. She talked about their two Community Service Action Days. One will be held at WRLF and the other will be held in Pomona, April 24, the same weekend as the State Leaders' Council meeting in the south. Carrie invited anyone to stay over and attend. The Ambassadors have representation on various committees. They will be conducting 4-H State Leadership Conference at UC Davis, August 4-7, 2005. Their theme is GET R.E.A.L. Get complete details on the California Web Site. She also reported for last year's 4-H Ambassador team and presented the service-project book they compiled "Youth With Special Needs: Leaders' Handbook." See attachments # 4, and #5.

----**National Conference** - Since Carrie was a delegate to the National Conference last year, Steven asked her to present the information about this years' Conference. It is to be held March 31-April 5 at the National 4-H Center in Chevy Chase, Maryland. Our delegation will be announced next month. See attachment #6.

----**State 4-H Computer Corp** – Steven reported that the computer corps has been busy at both the state and national level. They will be presenting workshops at State Leaders' Forum as well as conducting 4 training sessions throughout the state this spring. They are developing new designs and forms. See attachment #7.

----**State 4-H Presentation Day** – There were 346 participants and they represented youth from all the sections. See the California web site for complete details and for applications for next year. The Presentation Day will be May 28, 2005 at UC Davis. They have just completed a new Presentation Handbook to be used next year. See attachment #8.

***Mary presented a pamphlet and Mae a letter that all could use to obtain support for WRLF 2005.

Additional discussion was held to give more information about WRLF. Information was shared about donors and helpers. All are encouraged to attend and most welcome.

---Mary concluded with a discussion on "How can councils become more effective?"

We discussed how we want to get the information from the state to the section and on down to the counties.

We discussed a partnership with the county advisors. Some counties have staff involvement at the sectional level. Not all sections have staff representation at their sectional meetings. Is there anyway we can have someone attend and report to us

about happening at that level?

---Mary reported on a Wildlife activity, which had been started in the south. The contest was on facts concerning animals. The materials are great. They are hoping to have a track developed so that they can use it at the State Leadership Conference. Ask her for more details.

---_____announced that Tuolumne County just had a celebration of 50 years of 4-H in the county. They had a big celebration; received resolutions and even received a letter from The Governor.

---Rosemarie Woods reported on her research on County All Stars at the counties level. Following her research, her county put together a form; and lowered the age to 15. This time they had four applications. She gave a copy of her information to Steven Worker at the state.

---Our next council meeting will be held April 23, 2005 at the Sheraton Fairplex in Pomona. The State Ambassadors will be conducting the Community Action Day after the meeting. The next meeting of WRLF 2005 will be on November 5, Friday at 3 p.m. at SLF Asilomar. The following meeting will be Sunday, December 5, at the state office 10a.m.- 3 p.m.

Mary informed the council of the passing, in August, of Billie Perozzi who has been a main stay of the state leaders' council. She was Laurie Bolton's mother.

Ruben Cavanillas reported that Ruth Sutherland was home from the hospital but is still recovering.

Mary shared with the group that Noel Keller has been given the go ahead to proceed with the state pens to be sold at WRLF 2005. The group dismissed to view the rooms which will be used for WRLF.

Respectfully submitted,
Bernardine Marquez, Secretary
California State 4-H Leaders' Council

CALIFORNIA STATE 4-H LEADERS' COUNCIL

October 23, 2004

Radisson Hotel, 500 Leisure Land

Sacramento, California

Attendance:

Executive Board

President

Mary Engebretth

Vice President

Vicky Bosworth

Secretary

Bernardine Marquez

Corresponding Secretary

Birgit Hempel

Treasurer

Richard Meade

Policy Secretary/Parliamentarian

Tom Fraser

Staff

State 4-H Director

Dr. Carole MacNeil

Assistant State 4-H Director

Mignone Pollard

Program Assistant

Steven Worker

Regional Representative

Mark Gonzalez

North Central Section

Rosemarie Woods

South Section

Carrie Crane

Frank Woods

John Trammell

Jim Frapwell

Matthew Smith

Murlen Lee

Rozie Trammell

Cindy McCalla

Mary Ann Smith

Rebekah Jones

Noel Keller

Kristen Lee

Ruben Cavanillas

Virginia Steele

North Section

Barbara Nordin-Elmer

South Central Section

Sharon Smales

Molly Meade

Pauline Smokes

Mae E. Brown

Candy Brown

Joe Lester

Additional may need to be added.