

1958 ANNUAL NARRATIVE REPORT

J. W. Rogers, District Agent

Southeastern District

Virginia Agricultural Extension Service

Table of Contents

I. Cover Page	
II. Table of Contents	
III. Description of Responsibilities	Pages 1 - 3
A. Assigned Administrative Responsibilities	Page 1
B. Supervisory Responsibilities	Pages 2 - 3
IV. Major Supervisory Accomplishments	Pages 3 - 13
Budgets	Pages 3 - 5
Personnel	Pages 5 - 6
Induction Training and Apprenticeship of New Personnel	Page 6
In-Service Training	Pages 7 - 10
Evaluation of Agents' Performance	Page 10
Working Conditions in Counties	Pages 10 - 12
Program Development	Pages 12 - 13
Program Execution and Evaluation	Page 13
Public Relations	Page 13
V. B. Significant Achievement	Pages 13 - 14
VI. Evaluation of Accomplishments	Pages 14 - 16

III. Description of Responsibilities

A. Assigned Administrative Responsibilities

The district supervisor is responsible for securing adequate local funds to maintain the total Extension unit in the counties supervised. This includes all positions, both white and colored. Considerable progress was made during the year in this endeavor. All counties were contacted and increases were gotten in all counties except one.

The supervisor cooperates with the administration in the selection, employment and placement of all personnel. Training, in service and otherwise, is a joint endeavor. It is a cooperative venture on the state and district level.

Evaluation of agents' performance is the responsibility of the district supervisor. Evaluation is measured in the terms of amount of work, quality of work, cooperation, intelligence and initiative.

Working conditions within counties is the responsibility of the supervisor. Adequate office space and equipment is important. Office space is furnished by the counties and equipment by Extension.

Clerical help is furnished by Extension and it is the responsibility of the supervisor to see that the best help possible is obtainable. Workers in this category must meet certain tests and be approved by the supervisor.

County staff relationships are essential. Without the cooperation of all members of the county unit the program cannot be successful. Fortunately good cooperation prevails in most of the counties. Where this condition does not exist the supervisors confer with county workers in an effort to straighten matters out.

B. Supervisory Responsibilities

County program development is definitely the responsibility of the district supervisor. Programs are developed through the use of special interest or commodity committees made up of interested farm people, in cooperation with the county workers. With the aid of specialists and supervisors, factual data is presented to these special interest groups in order that they might be in a position to see the situation and problems, and to suggest objectives and make recommendations of meeting these objectives. All counties in the district use special interest committees, but only five have worked out a coordinated long-time program.

The supervisor works with county personnel in program execution. The choice and use of methods is important. Methods effective in one county are not necessarily effective in others. For example, educational meetings are an effective tool in some counties, but not in others.

Program evaluation is a continuous endeavor by the district supervisor. Progress of work is checked from time to time against plans of work, and visits are made to demonstrations and meetings with the agents throughout the year. Leaders are also visited for suggestions on ways of carrying out the program.

The matter of good public relations is exceedingly important. This is necessary in order to maintain favorable public sentiment. The supervisor works with the agents in an effort to keep the public informed on programs and accomplishments. In doing this contacts are made with leaders, boards of supervisors, county officials, farm organizations, and civic clubs.

The supervisors work as a team in the development of a total county Extension program. On the farm side the supervisor works with the agents through special interest or commodity committees in the development of the program. The youth side of the program is a joint endeavor of both supervisors.

IV. Major Supervisory Accomplishments

Budgets - More effort was put forth in January and February in getting increased appropriations from counties than in any previous year. Budget requests were made up in January and a copy sent to each chairman and clerk. Following this the supervisor met with each board and discussed total needs of the Extension unit in the county. The Extension unit includes all positions, both white and colored. Every county in the district made some increase with the exception of Prince George. Here, a promise was secured for assistance next year.

The following table shows progress made in getting financial support from the counties:

County Agent Work				
County	1955	1956	1957	1958
Accomac	\$ 1,600.00	1,600.00	1,600.00	1,800.00
Brunswick	1,800.00	1,800.00	1,800.00	1,980.00
Chesterfield	2,000.00	2,000.00	2,000.00	2,200.00
Dinwiddie	1,500.00	1,500.00	1,600.00	1,667.00
Greensville	1,700.00	1,700.00	1,800.00	1,980.00
Isle of Wight	1,800.00	2,100.00	2,100.00	2,100.00
Nansemond	1,800.00	1,800.00	1,800.00	2,100.00
Norfolk	2,200.00	2,320.00	2,320.00	2,700.00
Northampton	1,400.00	1,400.00	1,400.00	1,860.00
Prince George	1,500.00	1,500.00	1,500.00	1,500.00
Princess Anne	1,800.00	1,800.00	1,800.00	2,000.00
Southampton	2,400.00	2,520.00	2,520.00	2,520.00
Surry	1,200.00	1,200.00	1,200.00	1,400.00
Sussex	1,234.00	1,340.00	1,600.00	1,730.00

The above table shows that some increase was gotten, in all county positions except Isle of Wight, Prince George, and Southampton. None was asked for in the former or later counties.

Half of the counties have reached the minimum appropriation requested for the county position. This amount was worked out by the administration and is based on taxable values.

Assistant County Agent Work

<u>County</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>
Accomac	600.00	600.00	600.00	700.00
Brunswick	2,000.00	2,000.00	2,000.00	2,000.00
Dinwiddie	700.00	700.00	700.00	767.00
Isle of Wight	1,400.00	1,400.00	1,400.00	1,400.00
Nansemond	1,200.00	1,200.00	1,400.00	1,500.00
Norfolk	1,400.00	1,400.00	1,400.00	1,700.00
Northampton	400.00	400.00	400.00	600.00
Princess Anne	1,400.00	1,400.00	1,400.00	1,600.00
Southampton	900.00	1,400.00	1,400.00	1,500.00

The above table shows some increase in assistant positions in all counties except Brunswick and Isle of Wight.

The assistant positions in Brunswick and Isle of Wight have reached the minimum appropriation or scale for the two counties.

Total County Appropriation - White Men Agents and Assistants

<u>County</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>
Accomac	2,200.00	2,200.00	2,200.00	2,500.00
Brunswick	3,800.00	3,800.00	3,800.00	3,980.00
Chesterfield	2,000.00	2,000.00	2,000.00	2,200.00
Dinwiddie	2,200.00	2,200.00	2,300.00	2,434.00
Greensville	1,700.00	1,700.00	1,800.00	1,980.00
Isle of Wight	3,200.00	3,500.00	3,500.00	3,500.00
Nansemond	3,000.00	3,000.00	3,200.00	3,600.00
Northampton	1,800.00	1,800.00	1,800.00	2,460.00
Norfolk	3,600.00	3,720.00	3,720.00	4,400.00
Prince George	1,500.00	1,500.00	1,500.00	1,500.00

Total County Appropriation - White Men Agents and Assistants (Continued)

<u>County</u>	<u>1955</u>	<u>1956</u>	<u>1957</u>	<u>1958</u>
Princess Anne	3,200.00	3,200.00	3,200.00	3,600.00
Southampton	3,300.00	3,300.00	3,920.00	4,020.00
Surry	1,200.00	1,200.00	1,200.00	1,400.00
Sussex	1,234.00	1,310.00	1,600.00	1,730.00

All Extension positions, both men and women, white and colored, in Brunswick, Isle of Wight, and Surry have reached the minimum appropriation worked out by the administration. This minimum is based on taxable values. Funds secured for positions other than that of county agent and assistant does not show in above tables. These positions include home agent, assistant and colored positions. Local funds for Extension work were increased by some \$10,000.00 in the district this year, over last.

Personnel - The selection and employment of new personnel is done jointly by the district supervisor and administrative staff. Every effort is made to select men who, after a reasonable time will make good agents. The new men are placed in counties where they are trained until needed elsewhere.

The following changes took place at the county level during the year:

Francis Basham was appointed county agent in Brunswick, January 1. He succeeded R. L. Marshall who resigned.

George Abbott was appointed assistant in Brunswick, January 1. He succeeded Francis Basham, who was appointed county agent.

Paul Graham was appointed assistant in Nansemond, January 16. He succeeded Melvin W. Bryant who was promoted to agent and transferred to the northeastern district in June, 1957.

Bobby Flippen, assistant in Greenville, was granted military leave

in January. Flippen returned to his post in July.

Homer A. Noblin, long time agent in Prince George died January 20, and was succeeded by Paul Harris, assistant from Southampton, March 1.

Guy R. Ledbetter resigned his half-time position in Dinwiddie, August 15, to do graduate work.

Francis S. Boze who spent one-third of his time in Brunswick working on tobacco, was granted leave for further study in September. He has been replaced by L. M. Harrison.

Paul P. Graham, assistant in Nansemond resigned from Extension to go with the college November 1.

On the secretaries' side, the following changes took place:

Mrs. Lillian Morgan replaced Mrs. Prince who resigned in Sussex.

Miss Joyce Mae Barricks replaced Mrs. Myers who resigned in Chesterfield.

Miss Holt in Southampton transferred to the state office in September, and this position has not permanently been filled.

Mrs. Amelia Teel resigned in Greensville, and was subsequently re-employed.

Induction Training and Apprenticeship of New Personnel - Two new workers in-service training, conferences were held at the college. The conferences were for one week and the first one was held in March and the second in September. Both of these conferences were for personnel who had been in service for a short time.

Some of the topics discussed were: personnel time and office management, program planning, 4-H club work, the value and place of leaders in Extension, Extension policies, franking privilege, and administration organization.

In-Service Training - The most intensive in-service training program ever to involve all personnel was held in January. This was a school on communications which lasted for four days. It was held on a district level, by a team of six trained personnel, including the two district supervisors.

To prepare for this school, the district supervisors and a selected number of specialists spent one week of intensive training on various phases of communication at the college in November. Then, in January, the school was held in the district with all county personnel in attendance. The county personnel was divided into two sections, the first section coming on Monday and finishing Thursday, and the second section coming in on Tuesday, and finishing Friday.

Some of the subjects discussed were: Our Needs and Goals, Two-way Communication Viewpoint, How We Learn, Human Limitations, Working Together as a Group, and Presentation of Task Group Problems, Rewards and Concepts, Climatic Factors, Problems Solving, How We Learn, How Farm People Accept New Ideas, Climate For Learning, Weakness of Present Extension Meetings, Factors to be Considered in Planning Meetings, and Major Methods of Presenting the Message. Many favorable comments came from county workers as to the worth of this conference or school. From one county agent in the district came this statement: "A four-day communications school was held in Petersburg for Extension personnel of the southeastern district, and the consensus of opinion of those attending was that it was well arranged and conducted and proved worthwhile". From a home agent came this statement: "The communication school held in Petersburg, January 20-24, gave agents an opportunity to review the problems of teaching and learning under the

instructions of the district supervisors and VPI specialists. The school provided an opportunity for agents to review the behavior patterns of individuals in order to help us work more effectively with people".

In May, two poultry seminars were held in the district for Extension workers interested. Some of the topics discussed were: Egg Production - Cost and Returns - Type of Contracts, Broiler Production - Cost and Returns and Financing, Virginia 4-H Poultry Program, New Developments in Poultry Housing, Care and Handling of Eggs, Growing Flock Replacements and the Program of Your VPI Poultry Department.

The Extension Service and National Livestock Meat Board sponsored a school in Norfolk for Extension workers and Home Economists. The specific objectives of the school were:

To acquaint members of the Extension Service and other educational groups with the material and information available through the National Livestock Meat Board.

To bring the latest and most up-to-date information on meat selection care, cookery and nutritional importance to those directly concerned with carrying the meat story to the general public.

To show ways of deriving several meats from one large cut of meat by using a few easy-to-follow cutting guides.

To demonstrate techniques for carving cooked meats in order to obtain the largest number of attractive servings.

The Annual Livestock Field Day was held at the Tidewater Experiment Station. The agents in the area not only attended but the general public was invited as well. The highlights of this day were: Current and Future Swine Research at the Station, Cost of Producing Hogs at Various Weights,

Meat Hog Certification Program, Grading Live Hogs and a Tour of Experiments.

An Area Fertilizer Meeting was held in Suffolk for Extension workers, other professional people and representatives from the fertilizer industry. Some of the topics discussed by Extension specialists were: Using the Soils of the Area, Good Cultural Practices Essential for Use of Fertilizer; How to Select the Best Fertilizer, Economics of Fertilizer and Fertilizer for Peanuts and Soybeans.

In August all the agents in the peanut and soybean counties attended the Annual Field Day held at the Tidewater Research Station at Holland. Here they had the opportunity of observing work being done with peanuts, corn, soybean and lawn grass.

The county personnel attended the Institute of Rural Affairs held at the college in July. This is an annual event attended also by some twelve hundred professional workers and leading farm men and women from throughout the state. Some of the highlights of this two day session were: "Social Trends Affecting the Family as a Unit", "Patterns for Success", "Economic Factors Affecting the Family". Those in attendance also had an opportunity of attending programs put on by the various departments.

All Extension personnel attended the Annual Conference held on August 18 - 22, at the college. Some of the outstanding subjects discussed were: "The Art of Listening", "A Look at Extension", "What's Happened and What's Ahead in Communication". Then on Tuesday afternoon, Wednesday, and Thursday morning, the personnel was divided into special interest groups. These groups were permitted to attend departments of their choosing

for subject matter discussions.

In October, a two-day quarterly conference was held for the personnel in the district. This was a most interesting and informative conference. Some of the subjects discussed with the group were: "Retirement - Federal and State", "Program Development", "Working with Committees", "Compensation", "Administrative Handbook", "County Appropriations", "Scope Report and Long-Time Program", and "Plan of Work".

An ornamental horticulture seminar was held in Prince George County. Attendance was on a voluntary basis with eleven men and two women attending. In the morning three homes were visited where plants were identified by a specialist. In the afternoon, a new home was visited where plans were made for beautification.

Evaluation of Agents Performance - This is a continuous undertaking. Agents are given ratings each year based on performance, such as amount of work, quality of work, habits of work, cooperation and intelligence.

Working Conditions in Counties - Work is underway in Nansemond on remodeling the old clerk's office. When this work is complete, it will house Extension and public welfare. Insofar as Extension is concerned, this will fill a need which has existed for a long time.

The following table shows the degree of adequacy of present office space and equipment:

County	Office Space	Equipment
Accomac	Fair	Very Good
Brunswick	Good	Very Good
Chesterfield	Good	Good
Dinwiddie	Very Good	Good
Greensville	Very Good	Very Good

County	Office Space	Equipment
Isle of Wight	Good	Very Good
Nansemond	Good	Very Good
Norfolk	Excellent	Good
Northampton	Fair	Good
Prince George	Fair	Very Good
Princess Anne	Excellent	Very Good
Southampton	Good	Very Good
Surry	Very Good	Very Good
Sussex	Good	Very Good

All county offices are staffed with full-time secretaries and most of them are competent. Norfolk County has two secretaries, one being paid by the county governing board.

All agents are members of the Federal Retirement System, and all but three are members of the State system. One condition of employment is that county workers must belong to both systems. Office secretaries are members of the state system only.

The salary scale for county workers was changed October 1 of this year. The top of a county position is \$7,032.00, and for assistants \$5,640.00. The top for secretaries has not changed and remains at \$3,168.00. Nine county agents and three secretaries are at the top of their respective brackets.

All county workers have Federal Life Insurance, and most of them have group hospital insurance. When carried it is handled through pay-roll deductions.

Leave for further study is encouraged and granted but not with pay. One worker from the district is on such leave at the present time.

County staff relationships, on the whole, are good. The district agents who supervise the work in the district are constantly on the alert

to detect any misunderstandings that might arise among county staffs. Where such develops the district supervisor meets the staff and helps them work out their difficulties.

Program Development - Program development is developing slowly. During the year, the supervisor met with the agronomy committees in Greenville, Princess Anne, and Surry; also the dairy committees in Norfolk, and Princess Anne; and forestry in Dinwiddie. The Norfolk dairy committee, and Dinwiddie forestry committee are both new.

County Agricultural Extension programs have been worked out in Greenville, Isle of Wight, Norfolk, Princess Anne, and Surry. All phases of the work, agriculture, home demonstration, and 4-H have been integrated in these counties.

The following table shows the number of committees, people involved, type of program planned, councils and extension organizations in the various counties.

County	No. Comm.	People Involved	Planned Long T.	Program Ann.	Council	Ext. Org.
Accomac	3	33	No	Yes	No	No
Brunswick	4	23	No	Yes	No	No
Chesterfield	2	76	No	Yes	No	No
Dinwiddie	2	12	No	Yes	No	No
Greenville	4	24	Yes	Yes	Yes	Yes
Isle of Wight	5	40	Yes	Yes	Yes	Yes
Nansemond	4	24	No	Yes	No	No
Norfolk	8	50	Yes	Yes	No	No
Northampton	1	8	No	Yes	No	No
Prince George	1	5	No	Yes	No	No
Princess Anne	10	54	Yes	Yes	Yes	Yes
Southampton	3	31	No	Yes	No	No
Surry	3	21	Yes	Yes	No	No
Sussex	2	12	No	Yes	No	No

From the above chart it can be seen that all counties have one or

more special interest committees. Norfolk and Surry are ready to organize councils and Extension organizations.

Program Execution and Evaluation - Assistance was given to the county personnel in the choice and use of methods in program execution. Techniques found useful and helpful in one county were taken by the supervisor to other counties.

The supervisor helped with educational meetings, program planning, field days, committee work and in getting specialists.

Crop production meetings were held in every county. A two-day dairy school was held in Norfolk for the dairymen of the area.

Result demonstrations were carried on in all counties, and in some counties field meetings were held at the demonstrations.

Coordination of work of supervisor and specialists is not much of a problem. The two groups work closely together in program planning and program execution.

Checking results is continuous. Plans of work are read and discussed with the agents, monthly reports are read, and annual reports are read. The plan of work is checked from time to time to measure progress.

Public Relations - Good public relations is important. The supervisor works with leaders, boards of supervisors, farm organizations, and civic groups in an effort to maintain good relations. Public sentiment towards extension is good and efforts are continually being made to keep it so.

V. B. Significant Achievement

In the hog program which was developed in 1957, certain problems were listed as facing the area. These were breeding, feeding, management, and

marketing. The problem tackled last year was the one of getting producers to see the value of selling on grades basis and to change to the production of meat type hogs.

The problem undertaken this year was to assist producers with improving farrowing and feeding facilities. The first step was to get the agents together and with the help of the Extension hog specialist and agricultural engineers, discuss thoroughly plans and specifications for farrowing houses and feeding parlors. Following this, plans were made for the specialists to visit the various counties and there work with producers the agent had lined up.

Tours were held in the summer in Greenville, Southampton, and Nansemond where some 160 farmers had an opportunity to see various types of facilities.

The following figures were gotten from the agents which show the extent to which houses and feeding parlors were built this year.

County	Farrowing Houses	Feeding Parlors
Greenville	4	7
Isle of Wight	15	19
Nansemond	5	15
Southampton	16	9
Surry	12	8
Sussex	5	11

VI. Evaluation of Accomplishments

The following table shows the goals, the number of counties in which work would be undertaken and accomplishments:

Goals	No. of Counties Work To Be Undertaken	Accomplishments
1. Fill vacant positions.	3	3
2. Increased financial support.	11	13
3. Develop county programs.	4	2
4. Develop further special interest committee.	4	2
5. Increase 4-H enrollment.	5	5
6. Better quality 4-H Club work.	14	14
7. Improve office facilities.	1	1
8. Increase number of families in Farm and Home Development.	14	10
9. Purebred Hog Sales to improve quality.	4	4
10. Sheep Sales.	4	3
11. Wool pools.	2	2
12. Feeder Calf Sale.	1	1
13. Educational meetings and tours to encourage adoption of practices.	14	14

Increased financial support was gotten from every county except Prince George.

County programs were developed in Norfolk and Surry. A special interest forestry committee was set-up in Dinwiddie.

Although club work dropped some this year, the quality was possibly the best ever. More counties participated in the various contests than in any previous year. There was good participation in the following contests: Tractor, livestock judging, public speaking and land appreciation.

For the first time this year a joint effort was made with the girls on a district judging event. This was held in Petersburg and proved quite successful.

Baby beef shows and sales were held in the district as follows:

	No.	Prime	Choice	Good	Price Per Lb.	Total Amt.
Portsmouth	34	5	26	3	.34	\$9,976.25
Smithfield	23	2	13	8	32.37	6,524.43
Petersburg	28	5	20	3	40.54	9,547.32
Suffolk	23	4	13	6	31.85	6,835.20
Franklin	9	2	5	2	44.00	3,146.20

There was a total of 148 head of hogs sold in the Junior Hog Sale.

One hundred and fifteen graded number 1, 6 number 2, 24 light weights, and 3 heavy weights. The average price was 24.67 cents per pound. The total gross sale was \$7,237.78.

Some club members from all counties attended the State Short Course and district camps. The All-Star Week-end was the largest held thus far. We are getting more older All-Stars than formerly.

Three lamb sales were held at Smithfield for the eastern counties. One thousand three hundred and eighteen lambs were sold, which graded as follows: Prime - 226, choice - 429, good - 325, utility - 254, and culls - 84. The average price per pound was 21.23. The total gross sale was \$22,692.42.

One feeder calf sale was held in the district. Five hundred and six head sold at an average price of \$28.18 per hundred pounds. The average weight was 469, and the price per head was \$135.12. The total sale amounted to \$68,370.72.