

1960

ANNUAL NARRATIVE REPORT

D. T. Rogers, District Agent

Southeastern District

VIRGINIA AGRICULTURAL EXTENSION SERVICE

TABLE OF CONTENTS

	Page
I. Cover Page	
II. Table of Contents	
III. Description of Responsibilities	
A. Assigned Administrative Responsibilities	1 - 2
B. Supervisory Responsibility	2 - 3
IV. Major Supervisory Accomplishments	
Budgets	3 - 5
Personnel	5
In Service Training	6 - 7
Evaluation of Agents Performance	7
Working Conditions in Counties	7 - 8
Program Development	8 - 9
Program Execution and Evaluation	9 - 10
Public Relations	10
V. A. Farm and Home Development	10 - 11
B. Significant Achievement	11 - 12
VI. Evaluation of Accomplishments	12- 13

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 Nansemond, Prince George and Surry.

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 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.

E. 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 six 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.

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.

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

COUNTY AGENT WORK			
COUNTY	1955	1959	1960
Accomac	1,600.00	2,000.00	2,200.00
Brunswick	1,800.00	1,980.00	2,100.00
Chesterfield	2,000.00	2,200.00	2,450.00
Dinwiddie	1,500.00	1,800.00	1,980.00
Greensville	1,700.00	1,980.00	1,980.00
Isle of Wight	1,800.00	2,100.00	2,100.00
Nansemond	1,800.00	2,100.00	2,100.00
Norfolk	2,200.00	2,700.00	2,700.00
Northampton	1,400.00	1,860.00	2,100.00
Prince George	1,500.00	1,600.00	1,600.00
Princess Anne	1,800.00	2,400.00	2,700.00
Southampton	2,400.00	2,520.00	2,520.00
Surry	1,200.00	1,400.00	1,400.00
Sussex	1,234.20	1,800.00	1,850.00

The table on page 3 shows that some increase was gotten except in Greenville, Isle of Wight, Nansemond, Northampton, Prince George, Southampton, and Surry.

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

COUNTY	ASSISTANT COUNTY AGENT WORK		
	1955	1959	1960
Accomac	600.00	800.00	900.00
Brunswick	2,000.00	2,000.00	2,220.00
Dinwiddie	700.00	800.00	
Greenville			1,500.00
Isle of Wight	1,400.00	1,400.00	1,620.00
Nansemond	1,200.00	1,620.00	1,620.00
Norfolk	1,400.00	1,800.00	2,220.00
Northampton	400.00	600.00	800.00
Princess Anne	1,400.00	1,800.00	2,220.00
Southampton	900.00	1,620.00	1,740.00

The above table shows some increase in assistant positions in all counties except Nansemond.

TOTAL COUNTY APPROPRIATION - White Men Agents and Assistants			
COUNTY	1955	1959	1960
Accomac	2,200.00	2,800.00	3,100.00
Brunswick	3,800.00	3,980.00	4,320.00
Chesterfield	2,000.00	2,200.00	2,450.00
Dinwiddie	2,200.00	2,600.00	1,980.00
Greenville	1,700.00	1,980.00	3,480.00
Isle of Wight	3,200.00	3,500.00	3,720.00
Nansemond	3,000.00	3,720.00	3,720.00
Norfolk	3,600.00	4,500.00	4,920.00
Northampton	1,800.00	2,460.00	2,900.00
Prince George	1,500.00	1,600.00	1,600.00
Princess Anne	3,200.00	4,200.00	4,920.00
Southampton	3,300.00	4,140.00	4,260.00
Surry	1,200.00	1,400.00	1,400.00
Sussex	1,234.20	1,800.00	1,850.00

All Extension positions, both men and women, white and colored, have reached the minimum appropriation except Dinwiddie, Prince George, and Sussex as 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 prior tables. These positions include home agents and assistants, and colored positions. Local funds for Extension work were increased by some \$9,910.00 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:

Bobby Flippen, assistant in Greensville, was appointed County Agent in Greensville County on July 16, 1960. He filled the position left vacant when D.T. Rogers, Jr, was appointed District Agent.

Bobby Coggsdale was appointed Assistant County Agent in Nansemond County on August 16, 1960. He filled a position which has been vacant for some time.

Barnes Alley, Assistant County Agent in Princess Anne, was granted educational leave on September 16, 1960, for eighteen months to do further study at V.P.I.

In-Service-Training- Again this year an intensive in-service training program for 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 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. This school included news writing and all types of letter writing.

A Livestock Grading meeting was conducted for all men agents at Suffolk, Virginia, in February. This meeting included class room discussion in the morning and a field trip in the afternoon. The field trip included meat grading, and live cattle grading.

District conferences were held in the spring and fall. Both of these conferences were for two days and involved all agents in the district. Topics discussed at these meetings were, office management, Extension policy, 4-H Club activities, and program development under the Virginia plan for conducting Extension work.

Two assistant county agents attended the three week summer course at Cornell University on Animal Nutrition. These agents were John A. Thomas, and Bobby Stump.

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. Those in attendance had an opportunity of attending programs put on by the various departments.

All Extension personnel attended the Annual Conference held on August 29- September 2, at the college. The personnel was divided into special interest groups. These groups were permitted to attend departments of their choosing for subject matter discussions.

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

COUNTY	OFFICE SPACE	EQUIPMENT
Accomac	Fair	Very good
Brunswick	Good	Verg good
Chesterfield	Good	Verg good
Dinwiddie	Very good	Good
Greensville	Very good	Very good
Isle of Wight	Good	Very good
Nansemond	Good	Very good
Norfolk	Excellent	Very 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 office secretaries was changed July 1, of this year. The top for secretaries is \$3,456.00.

All county workers have Federal Life Insurance. Most of them have group hospital insurance and all men agents took the new major medical insurance offered by V.P.I.

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 two counties completed their long time programs. They were Norfolk and Princess Anne.

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

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	Long Time Plan	Program Ann.	Council	Ext. Org.
Accomac	4	20	No	Yes	No	No
Brunswick	5	36	No	Yes	No	No
Chesterfield	4	19	Yes	Yes	No	No
Dimwiddie	2	10	No	Yes	No	No
Greenville	4	21	Yes	Yes	Yes	Yes
Isle of Wight	3	26	Yes	Yes	Yes	Yes
Nansemond	3	21	No	Yes	Yes	No
Norfolk	4	23	Yes	Yes	No	No
Northampton	1	8	No	Yes	No	No
Prince George	2	18	No	Yes	No	No
Princess Anne	8	50	Yes	Yes	Yes	Yes
Southampton	3	28	No	Yes	No	No
Surry	3	14	Yes	Yes	No	No
Sussex	2	10	No	Yes	No	No

From the above chart it can be seen that all counties have one or more special interest committees. Norfolk, Chesterfield, 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 a major 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. A.

1. Farm and Home Development

One assistant county agent, assigned to this phase of the work, was given intensive training on farm management for four weeks during the year. The supervisor has discussed Farm and Home Development with all men agents in the district.

Plans are being made to improve the effectiveness of this phase of the extension program in the district.

2. Program Projection

The supervisor has suggested programs to county workers which should be planned for 1961. Programs which should be considered for improvement are: Forestry, peanut production, swine production, vegetable production, poultry production, mechanical harvesting of peanuts and grain, farm management, and 4-H Club and older youth programs.

B. Significant Achievement

In the peanut program in Southeastern Virginia the problem of economical harvesting has been of major concern to producers for the past three years. A shortage and cost of efficient labor and the need for mechanization caused action on this problem.

The Tidewater Research Station at Holland, Virginia, has come up with specific recommendations as result of their experimental work on this problem. Mr. A. J. Lambert, Associate Extension Agricultural Engineer, assisted the county agents with their educational work.

The problem undertaken this year was to assist interested producers in using experiment station recommendations so that the quality of peanuts would be maintained when mechanical methods were used. Producers were informed through personal assistance by agents and engineering specialists, and through educational tours in Greensville, Isle of Wight, Southampton, and Brunswick Counties.

Results of this program have been excellent and no reports have been received where the quality of peanuts were reduced when this method was used.

The following table shows the increase in mechanical harvesting in the major peanut counties.

County	Combines		Mechanical Dryers	
	1959	1960	1959	1960
Greenville	5	22	3	12
Isle of Wight	4	18	3	11
Nansemond	5	19	10	17
Southampton	8	15	16	24
Surry	0	3	0	1
Sussex	5	9	5	5

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	1
2. Increased financial support	10	11
3. Develop county programs	10	2
4. Training agents	14	4
5. Increase 4-H enrollment	3	3
6. Improve office facilities	3	3
7. Participation in 4-H District Contest	14	13
8. Marketing	4	4
9. Farm management	14	4
10. Improve office filing systems	14	9
11. Further study	4	4

Increased financial support was gotten from every county except Prince George, Nansemond, and Surry.

County programs were developed in Norfolk, Princess Anne, and Chesterfield.

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, conservation demonstration, public speaking, land appreciation, and electrical demonstrations.

For the third 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 following locations in the Southeastern District- Portsmouth, Smithfield, Petersburg, and Suffolk.