

I. TITLE PAGE

VIRGINIA AGRICULTURAL EXTENSION SERVICE

NORTHEAST DISTRICT

1961

PLAN OF WORK

James B. Norment
District Agent

TABLE OF CONTENTS

Page 1	Agent Positions Name of Worker Percentage of Time Devoted to Position by Worker
Page 2	The Program Situation The Supervisory Situation
Page 3	Supervisory Situation continued
Page 4	Supervisory Situation continued Major Problems to be Worked on This Year
Page 5	Major problems continued Special Assignments

<u>Agent Positions</u>	<u>Name of Worker</u>	<u>0/0 of Time Devoted to Position by Worker</u>
Caroline County	R. G. Eagar	100
Chas.City & New Kent	Gerald Settle	100
Essex	H. A. Little	100
Gloucester	A. G. Birdsall	100
Hampton & York	Edwin G. Adams	100
Hanover	C. W. Sanders	100
Henrico	Guy R. Davis	100
James City	Melvin Bryant	100
King George	G. H. Hall	100
King and Queen	C. J. Sedivy	100
King William	D. J. Kelly	100
Lancaster	H. C. McSwain	100
Mathews	E. L. Phillips	100
Middlesex	W. D. Edwards	100
Newport News	F. E. Stump, Jr.,	100
Northumberland	W. V. Saville	100
Richmond	R. A. Farnar	100
Westmoreland	S. J. Dawson	100
Essex, asst. county agent	L. T. Richardson	100
Gloucester, asst. county agent	J. M. Jenkins, Jr.	100
Hanover, asst. agent	C. B. Lanford	100
Henrico, asst. agent	M. C. Andrews	100
Northumberland and Lancaster asst. agent	Travis Poole, Jr.	100
Richmond, asst. agent	W. M. Clement	100
Westmoreland, asst. agent	N. P. Ptucha	100

Appointments during year

County Agents - none
Assistant agents - none

II. THE PROGRAM SITUATION

The program situation does not vary very greatly from year to year, however, the emphasis placed on various programs does vary. The supervisory program will function as joint effort between the two district agents in assisting all members of the county staff in developing with the people of their county a program which is based upon their situation, needs, resources and goals.

The status of program development by counties is covered in a special report filed in the office of the Assistant Director.

There is a trend among county workers to make more extensive use of special interest committees and councils. There is an apparent need for more training of agents in the selection, training and use of committees. This training is anticipated in the very near future, as a part of considerable overall training in program development.

III. THE SUPERVISORY SITUATION

- A. Supervisory structure - The supervision of Extension work in Northeast District is carried on cooperatively between the District Agricultural Agent and the Home Agent. The District Agricultural Agent is primarily responsible for the men's work and the District Home Agent is likewise responsible for the work of the women agents. The two supervisors work together very closely, sharing the same office, making some visits together, planning activities and events together, and conferring often on mutual problems. Supervision of the total Extension program of the district is a joint and shared responsibility.
- B. Personnel for the job - As stated above, the supervisory functions of this district are carried on by a District Agricultural Agent and a District Home Agent. Supervision of the Youth Program is carried on as a part of the total Extension program.
- C. Extension Organization - The District Supervisors work with the County Boards of Supervisors in securing adequate funds to finance the county's share of the total cost of Extension in the county. Also, the county Boards provide office space and in some cases, some office equipment. Assignment of personnel by Extension to county positions, is subject to the approval of the County Board of Supervisors. However, there is no formal county organization which has administrative or supervisory responsibility over Extension personnel. Also, there is no district organization which serves in the same capacity. The district supervisors do work very closely with state and area organizations which have a membership of farm people. It is felt that the interchange of advice, ideas and counsel is mutually beneficial.

Supervisory Situation continued

- D. Council and Committee development. Committee development and use has progressed very satisfactorily in most counties. Councils have been formed as needed, often times for a specific problem or activity involving two or more commodity or special interest committees. The exact status of committees and council development will be shown in the new supervisors report form.
- E. Cooperation with other organizations and agencies - It is felt that the cooperation with other organizations and agencies in this district has been, and is now, one of the stronger points of the Extension program. Very few of the problems and needs of farm people can be solved or met by one organization or agency. Therefore, since Extension is an educational agency developing broad educational programs in the total field of agriculture, homemaking and youth, it is imperative that Extension enlist the assistance and cooperation of many organizations and agencies in conducting the action phase of our broad educational programs. Cooperation with other organizations and agencies in planning, organizing, securing information, rendering service and promoting improved practices has resulted in more immediate and effective assistance to our farm people.
- F. Training agents - This constitutes one of the major problems of this supervisor. An effective Extension program requires a well trained agent or agents. Agents must feel a need for additional training before it will become effective or be used. The felt needs and the actual needs of agents within a district will vary greatly. This, of course, makes it impractical to conduct all training on a mass or district basis. Still there are certain basic training needs which must be met with all agents and can be accomplished most efficiently on a district or state basis.

On a district basis, there has been agent training in program development, Extension philosophy, teaching methods, public relations, county budgets, office management, evaluation of Extension programs and a limited amount of subject matter.

Training in situation analysis has been conducted for the most part on an individual basis as a particular situation developed. In most of the above areas of agent training, follow-up was on an individual or small group basis. Much of the training in subject matter is conducted on a basis of "straight line" from specialist to agent, either individually or in small groups.

- G. Coordination with specialists - Coordination with specialists is done in many ways. The basic means of coordination is through meetings or conferences of district agents and specialists held in the Associate Director's office, monthly.

C. Coordination with specialists continued -

According to the present policy, all county, district or state programs involving specialists are discussed with, and receive, the approval of the Assistant Director and the district agent concerned, before finalization. Sometimes this is done rather informally by letter, telephone or person to person conversation. In most cases, the cooperation and coordination is highly satisfactory. In some cases informational needs of specialists from county workers, have been facilitated through follow-up action of supervisor.

IV. A. MAJOR PROBLEMS TO BE WORKED ON THIS YEAR.

1. Program Development. Additional training will be forthcoming in program development. This does not mean that we will wait for that training before trying to strengthen our present programs. The district agent plans to meet with at least one special interest or commodity committee in each county during 1961. This will serve as one means of evaluating the present skill of agents in the technique of using committees in the process of program development.
2. Farm Management - An assistant agent with special training in farm management has been assigned to a seven county area to assist the county agents in developing a stronger and more effective program in farm management. On an area basis, major emphasis will still be placed on resource utilization. This has specific reference to more profitable harvesting, handling, processing and utilization of corn. A research project is planned for this district on the "Optimum Allocation of Resources" which should make available data than can be used in farm management work with individual farmers of this district.
3. Livestock Disease and Parasite Prevention and Control Program. The greater concentration of livestock has created a greater hazard of disease in this area. County Agents are urged to follow strict sanitation practices in conducting farm visits, tours, field days, etc. A rather intensive educational program on the above subject will be conducted in at least two counties of this district this year. It is anticipated that other counties will conduct similar programs next year.
4. Maintaining Interest of Senior 4-H members. An increasing number of senior 4-H members have been dropping out of club work. New projects and activities are being added to reach more young people of this age group and to maintain the interest of those already reached through 4-H Clubs. Some of these projects and activities are: Automotive care and Safety projects, Career Exploration project, Town and Country Business Club, Senior 4-H Leadership Camp, and 4-H Forestry Camp.

In all of the above problems to be worked on this year a coordinated approach will be practiced. All resources which will contribute to the solution of the problem will be utilized in relation thereto. Some of the problems extend beyond the district boundary and in such cases other supervisors will give and receive cooperation. Specialists will be used as resource people in working with county programs directed toward the above problems.

The district agent will attempt to promote and develop cooperation both ways between county agents and specialists.

The team approach becomes more necessary as county programs and activities are "problem oriented" more than "subject matter oriented". Also, most of the problems do not confine themselves within county or district boundaries.

V. Special Assignments

All special assignments will be handled according to the situation and the nature of the assignment. In general, such assignments will be handled within the framework of existing extension policy, planning and organization, employing the best known problem solving technique. Many of these assignments in the past have fallen into the broad category of public relations.