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1961

ANNUAL NARRATIVE REPORT

D. T. ROGERS, JR., DISTRICT AGENT

SOUTHEASTERN DISTRICT

VIRGINIA AGRICULTURAL EXTENSION SERVICE

### 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 seven counties.

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 agent's 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. It is a cooperative venture on the state and district level.

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.

#### 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 eight have completed a coordinated long-time program. The other six counties are now completing the writing of their plan.

The supervisor in cooperation with the Home Economist Supervisor has arranged training for six County Extension Staffs on program development. All fourteen County Extension Staffs in the Southeast District have received training on Rural Areas Development. All counties are now in the process of informing their people and organizing a county RAD Committee.

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.

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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. That 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- Considerable effort was put forth in January and February in getting increased appropriations. 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 table on page 4 shows progress made in getting financial support from the counties.

COUNTY AGENT WORK

COUNTY	1955	1959	1960	1961
Accomack	1,600.00	2,000.00	2,200.00	2,200.00
Brunswick	1,800.00	1,980.00	2,100.00	2,100.00
Chesterfield	2,000.00	2,200.00	2,450.00	2,700.00
Dinwiddie	1,500.00	1,800.00	1,980.00	1,980.00
Greensville	1,700.00	1,980.00	1,980.00	2,100.00
Isle of Wight	1,800.00	2,100.00	2,100.00	2,220.00
Nansemond	1,800.00	2,100.00	2,100.00	2,200.00
Norfolk	2,200.00	2,700.00	2,700.00	2,700.00
Northampton	1,400.00	1,860.00	2,100.00	2,200.00
Prince George	1,500.00	1,600.00	1,600.00	1,680.00
Princess Anne	1,800.00	2,400.00	2,700.00	2,700.00
Southampton	2,400.00	2,520.00	2,520.00	2,700.00
Surry	1,200.00	1,400.00	1,400.00	1,490.00
Sussex	1,234.20	1,800.00	1,850.00	1,850.00

The above table shows that some increase was gotten except in Accomack, Brunswick, Norfolk, Princess Anne, Sussex, 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.

ASSISTANT COUNTY AGENT WORK

COUNTY	1955	1959	1960	1961
Accomack	600.00	800.00	900.00	900.00
Brunswick	2,000.00	2,000.00	2,220.00	2,220.00
Dinwiddie	700.00	800.00		1,620.00
Greensville				1,500.00
Isle of Wight	1,400.00	1,400.00	1,620.00	1,620.00
Nansemond	1,200.00	1,620.00	1,620.00	1,740.00
Norfolk	1,400.00	1,800.00	2,220.00	2,220.00
Northampton	400.00	600.00	800.00	900.00
Princess Anne	1,400.00	1,800.00	2,220.00	2,220.00
Southampton	900.00	1,620.00	1,740.00	1,860.00

The above table shows some increase in assistant positions in five counties.

TOTAL COUNTY APPROPRIATIONS - White Men Agents and Assistants				
COUNTY	1955	1959	1960	1961
Accomack	2,200.00	2,800.00	3,100.00	3,100.00
Brunswick	3,800.00	3,980.00	4,320.00	4,320.00
Chesterfield	2,000.00	2,200.00	2,450.00	2,700.00
Dinwiddie	2,200.00	2,600.00	1,980.00	3,600.00
Greenville	1,700.00	1,980.00	3,480.00	3,600.00
Isle of Wight	3,200.00	3,500.00	3,720.00	3,840.00
Nansemond	3,000.00	3,720.00	3,720.00	3,940.00
Norfolk	3,600.00	4,500.00	4,920.00	4,920.00
Northampton	1,800.00	2,460.00	2,900.00	3,100.00
Prince George	1,500.00	1,600.00	1,600.00	1,680.00
Princess Anne	3,200.00	4,200.00	4,920.00	4,920.00
Southampton	3,300.00	4,140.00	4,260.00	4,560.00
Surry	1,200.00	1,400.00	1,400.00	1,400.00
Sussex	1,234.20	1,800.00	1,850.00	1,850.00

All Extension positions, both men and women, white and colored, have reached the minimum appropriation except Prince George, Surry, 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 \$4,505.00 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:

Keister Evans was appointed Assistant County Agent in Princess Anne County on June 16, 1961. He filled the position left vacant by Barnes Allen on September 16, 1960.

Ernest Wrenn was appointed Assistant County Agent in Dinwiddie County on July 1, 1961. He filled a new position.

James F. Johnson was appointed Assistant County Agent in Greenville County on July 1, 1961. He filled a position left vacant by Bobby L. Flippen when he was appointed County Agent in Greenville County on July 16, 1960. James F. Johnson was ordered to active duty with the U. S. Army on October 15, 1961, and was granted military leave for two years.

Wesley H. Smith resigned as Assistant County Agent in Southampton County on October 31, 1961 to take other employment.

Russell C. Schools was transferred from the position of Assistant County Agent in Accomack and Northampton Counties to the position of Assistant County Agent in Southampton County on November 1961 replacing Wesley H. Smith.

In-Service-Training- Seven agents attended a four day Forestry Training School in Blackstone, Virginia during the week of May 15th.

A school was conducted for six county staffs on September 12 through 15th on the Group Process as related to Program Development. These counties were Accomack, Brunswick, Dinwiddie, Isle of Wight, Southampton, and Sussex.

A school was conducted for all agents in the Rural Areas Development Program on November 10, 1961.

Ten county staffs have received training on the organization and conducting of 4-H Club work. This training was conducted during October.

One county agent and one assistant county agent attended three week Summer School at Cornell University during 1961. They were County Agent E. B. Parson, and Assistant County Agent A. C. Manson.

The county personnel attended the Institute of Rural Affairs held at the college July 30th through August 5th. 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 21-26, at the college. The personnel was given complete information on Virginia's Changing Agriculture.

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
Accomack	Fair	Very Good
Brunswick	Good	Very Good
Chesterfield	Good	Very Good
Dinwiddie	Very Good	Very Good
Greensville	Very Good	Very Good
Isle of Wight	Good	Very Good
Nansemond	Good	Very Good

COUNTY	OFFICE SPACE	EQUIPMENT
Norfolk	Excellent	
Northampton	Fair	Very 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 competent. Norfolk County has two secretaries, one being paid by the county governing board. Princess Anne County has one full time secretary, and one half time secretary. The half time secretary is paid by the County Board of Supervisors.

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, 1960. 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 have 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.

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The district agents who supervise the work in the district are constantly on the alert to detect any misunderstanding that might arise among county staffs. Where such develops the district supervisor meets with the staff and helps them work out their difficulties.

Program Development- County Agricultural Extension programs have been worked out except Accomack, Nansemond, Southampton, and Sussex. 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.
Accomack	6	46	No	Yes	No	No
Brunswick	5	37	Yes	Yes	No	No
Chesterfield	4	18	Yes	Yes	No	No
Dinwiddie	3	13	Yes	Yes	Yes	Yes
Greensville	3	15	Yes	Yes	Yes	Yes
Isle of Wight	5	36	Yes	Yes	No	No
Nansemond	3	21	No	Yes	No	No
Norfolk	4	31	Yes	Yes	No	No
Northampton	4	33	No	Yes	No	No
Prince George	4	28	Yes	Yes	Yes	Yes
Princess Anne	10	161	Yes	Yes	No	No
Southampton	3	46	No	Yes	No	No
Surry	3	15	Yes	Yes	No	No
Sussex	1	6	No	Yes	No	No

From the above chart it can be seen that all counties have one or more special interest committees.

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 Extension work resigned to take other employment. This position has been filled with another assistant county agent. This agent will be trained in farm management work in January of 1962. Two other assistant county agents and one county agent will be trained in farm management in 1962, and will devote part of their time to this phase of the Extension program. Farm development has been discussed with all men agents in the District.

Plans are being made to expand farm management in all fourteen counties in the Southeast District.

2. Program Projection

The supervisor has suggested programs to county workers which should be planned in 1962. Programs which will be considered for improvement are: Forestry, peanut production, swine production, vegetable production, poultry production, farm management, Rural Areas Development, 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 four 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.

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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 Greenville, Isle of Wight, Southampton, Prince George, Nansemond, Surry, and Sussex 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	1961	1959	1960	1961
Greenville	5	22	51	3	12	31
Isle of Wight	4	18	37	3	11	24
Nansemond	5	19	54	10	17	27
Prince George	0	0	2	0	1	6
Southampton	8	39	48	16	31	48
Surry	0	9	23	0	1	20
Sussex	5	9	25	5	5	13

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VI. Evaluation of Accomplishments

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

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Goals	No. Counties Work To Be Undertaken	Accomplishments
1. Vacant positions to be filled	3	3
2. Additional County Extension programs	8	6
3. Increased financial support	11	8
4. Training agents	14	14
5. Plan for community clubs	14	14
6. Participation 4-H district contest	14	14
7. Improve office facilities	5	3
8. Marketing	4	4
9. Farm Management	14	6
10. Improved office filing system	5	5
11. Further study	4	4

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Increased financial support was gotten from every county except Accomack, Brunswick, Norfolk, Princess Anne, Surry, and Sussex.

County programs were developed in Brunswick, Dinwiddie, and Prince George Counties.

Although 4-H Club work remained about the same in numbers quality of work was improved.

Most counties started plans for Community Clubs. The following counties started community clubs: Brunswick, Dinwiddie, Prince George, Princess Anne, and Sussex. There were participants from all counties in the District Contests and more 4-H club members participated in contest than in any previous year.

For the fourth year a joint effort was made with girls and boys on a district judging event. This event was conducted in Petersburg, and proved very successful.

Baby beef shows and sales were conducted in the following locations in the district- Portsmouth, Smithfield, Petersburg, and Suffolk.

Junior fat pigs shows and sales were conducted in Smithfield, and Petersburg.