



CSU Extension Boulder County
Advisory Board Meeting Minutes
June 15, 2021

Meeting called to order at 5:35 PM via Zoom.

Board Members:

Present: Hallie Adams, Rob Alexander, Lanie Cavazos, Joshua Coffie, Mary Mulry, Kate Newberg, and Jay Ruggeri. Absent: Betsy Shehigian. Quorum present? Yes

Boulder County Extension Staff:

Laura Larson and Dena Theis were in attendance.

Approval of Agenda:

Motion: Jay motioned that the June 15, 2021 agenda of the Extension Advisory Board as presented be approved, Hallie seconded that motion; all were in favor.

Approval of Minutes:

Motion: Jay motioned that the March 09, 2021 minutes of the Extension Advisory Board be approved as presented. Jay noted that prior minutes were very detailed, and with the results of board elections, Jay will not be taking the physical notes but will keep track of attendance and other duties as assigned with the roles and responsibilities of his secretary position. Rob seconded that motion; all were in favor.

Director's Update:

The Extension office is working on sending out a survey for the CSU Community Needs Assessment to as many Boulder County residents as possible. An email will be sent by Dena to all board members but is also in today's agenda. Please send out the survey to your networks; information about the survey is available in English and Spanish. We conducted a series of interviews with focus groups and key informants seeking input from traditionally underserved communities, such as Latinx, LBGTQ, and seniors. Those are populations that we identified in our strategic planning goals as underserved by Extension and we wanted more detailed information from community members to help us in improving accessibility of services, as well as suggestions for ways to make our programming culturally relevant. The questions asked were about their needs/interests, not driven by current program areas or services. The focus group conversations and interviews were very successful. All meetings were transcribed, put into themes, coded and summarized. It is the best qualitative data that we have ever had on how to better serve these populations. Kudos to Dena for doing a stellar job with the transcriptions!!

Laura is working on the Memorandum of Understanding between Boulder County and Colorado State University; the last update was early 1990's. Boulder County has signed off on it, now it is with CSU for review. Conversations are continuing with a Fall timeframe to complete.

In terms of our office, we are still looking at September for move-in date. Parks and Open Space are working on the protocols for returning to the office, how many people are going to be in the office versus working remotely. There is a lot of conversation about a new remote work policy from Boulder County,

but nothing yet finalized. Discussions were held. The department just received notice that people can be at events without masks, so having to update our guidance on protocols is always changing. It looks like the County Fair will be normal this year, lifting all the restrictions.

Old Business:

None

New Business:

A. Review the [roles and responsibilities](#) of being a member of the advisory board

The board reviewed the roles and responsibilities document and made some suggestions/edits. Discussions were held. Kate asked members to familiarize themselves with the Board [bylaws](#) for additional responsibilities and said we can review the document again at the next board meeting.

B. Structure and focus of future board meetings

a. Showing our support for Extension

i. Draft a letter from the board for both the County and CSU demonstrating our support of the work of all Extension staff.

The board discussed different ways to show support for Extension. One idea was to draft a letter from the board to provide both to the county and CSU, detailing our support for all the work that Extension staff have done, including learning about everything that is required to pull off certain programs to keep things moving, especially during COVID. Let the commissioners know that we are an active board, want to make a difference and be valuable to Extension staff and to the commissioners. Follow-up with future communications to the commissioners periodically.

Other ways to show support could be to recognize staff and make the commissioners aware of that, offering gift cards, or a luncheon.

Kate will create a Google/Sharepoint document for all to edit. The Board will have a few weeks to add feedback via email. The letter will be mailed to the commissioners and shared with staff.

Motion: Kate made a motion to draft a letter that will be shared with the County Commissioners to include an introduction of what the Advisory Board is about and highlight some key programs and employees within Extension, Jay seconded that motion; all were in favor.

ii. Discuss options for prioritizing our focus

1. [Discuss Areas of Interest](#)

The intent of the document was to gather everyone's input on their areas of interest and find what commonality the Extension Advisory Board have in order to plan future sub-committees and find ways to engage with issues that are in the Extension Strategic Planning Goals. Please complete if you have not already. Discussions were held. Deadline is June 30.

iii. [Advisory Board on Boulder County website](#)

This site hosts upcoming meeting info, updated board members, notes or recordings from previous meetings, etc. This is also a good place to post a letter to the commissioners.

Comments and Announcements:

A. CSU Community Needs Assessment Survey

- a. Link to survey: extension.colostate.edu/communitysurvey
- b. Survey open until June 27, 2021

Review action items and decisions from today's meeting:

- A. Please take the [CSU Community Needs Assessment Survey](#) and share with your friends, families and own networks
- B. Kate will work on draft letter to commissioners and will send email to link. Board may add suggestions/edits by July 15.

Laura agreed to send out a doodle poll to determine the best Tuesday to schedule the next meeting in September.

The meeting adjourned 7:00pm

Motion: Kate moved that we adjourn the meeting, Laine seconded that motion, all were in favor.

Minutes prepared by Dena Theis.

Boulder County Commissioners' Strategic Priorities

Boulder County Commissioners' Strategic Priorities: Affordable Living, Climate Action, Equity & Justice, Land & Water Stewardship and Organizational & Financial Stewardship.

Please review the 2019-2023 Board of County Commissioners Strategic Priorities <https://inbc.boco.co.boulder.co.us/sites/bocc/Pages/Strategic-Priorities.aspx> for more detail.