

**Cooperative Extension Services Agreement Between  
THE OKLAHOMA STATE UNIVERSITY ACTING FOR AND ON BEHALF OF ITS  
COOPERATIVE EXTENSION SERVICE AND THE UNITED STATES DEPARTMENT  
OF AGRICULTURE**

**and  
THE BOARD OF COUNTY COMMISSIONERS  
Of           Muskogee           County**

**For the period July 1, 2023 through June 30, 2024**

WHEREAS the Federal Smith Lever Act of 1914, as amended, authorized the establishment of Cooperative Extension work between the Land-Grant Colleges and the United States Department of Agriculture, and

WHEREAS Boards of County Commissioners of the respective counties in Oklahoma are authorized by law to contract and agree with the United States Department of Agriculture and with Oklahoma State University ("OSU") for the conduct of said extension work, and

WHEREAS OSU, by and through its duly appointed Board of Regents, has been authorized to oversee the provision of Cooperative Extension work throughout the State of Oklahoma, and has been statutorily mandated by the Oklahoma Legislature to expend state-appropriated funding to support cooperative extension services to each of the counties in Oklahoma,

THE PARTIES HERETO, OSU, acting for and on behalf of its Cooperative Extension Service and the United States Department of Agriculture, and the Board of County Commissioners of the County named above, acting under authority of law, do hereby enter into this contract for Cooperative Extension work for the fiscal year shown above.

THE PARTIES MUTUALLY AGREE AND ACKNOWLEDGE:

1. The Board of County Commissioners agrees to provide adequate financial support to the OSU Cooperative Extension program as required by the Oklahoma Statutes in the amounts and for the purposes set forth in the budget, these funds to be disbursed upon claims submitted by the County Extension Director and approved by the County Commissioners.
2. The Board of County Commissioners, at its own expense, agrees to provide adequate office space and utilities for the OSU Cooperative Extension personnel, unless adequate free office space and utilities for such Cooperative Extension personnel are available in federal or other rent-free building space within the County.
3. OSU agrees to select Cooperative Extension Educators who are well qualified by virtue of their technical training, experience, and ability to communicate, to perform the prescribed duties of Cooperative Extension Educators. OSU further agrees to provide a highly qualified staff of subject-matter Specialists, subject to available funding, to assist in planning, carrying out, and evaluating County Extension education programs, and to select and employ sufficient secretarial staff to support such Educators and Specialists.

4. The parties agree that Cooperative Extension personnel are required to perform travel as a part of their normal duties, the reimbursement of said travel to be governed by the official travel regulations of the Oklahoma Cooperative Extension Service.
5. The parties agree that they will comply with the Equal Opportunity Program of the Oklahoma Cooperative Extension Service as approved by the President of Oklahoma State University and the Secretary for the United States Department of Agriculture.
6. The parties acknowledge and agree that Extension employees assigned to the county are employees of OSU, subject to the direction and control of OSU. OSU agrees to provide personnel supervision, in-service education, and program guidance.
7. The parties agree that the policies of the United States Department of Agriculture and the Oklahoma State University governing partisan political activities of Cooperative Extension employees will be strictly enforced at all times.
8. The parties agree that the policies established by the Oklahoma State University Cooperative Extension Service will apply in granting annual, sick, and academic related and military leave for Extension personnel and that Cooperative Extension office hours and holidays will be governed by the policies established by the Oklahoma State University Cooperative Extension Service.
9. The term of this agreement is from July 1, **2023** through June 30, **2024**. Unless the Cooperative Extension Service provides written notice at least twenty (20) days prior to June 30, **2023**, the Board of County Commissioners has the option to renew this agreement, upon the same terms. The exercise of any such option shall be accomplished by the Board of County Commissioners voting to exercise their renewal option on or after the first Monday of the fiscal year renewal period. If Cooperative Extension withdraws the option to renew upon the same terms and conditions or the Board of County Commissioners does not exercise its option to renew upon the same terms and conditions, the Board of County Commissioners and OCES shall have the right to negotiate new terms and conditions. If negotiations extend into the succeeding fiscal year, OCES may operate on temporary appropriations until such time as a final agreement is reached. When a mutual agreement for the Extension Service' budget ultimately is reached, the agreed budget shall be considered retroactive to the beginning of the fiscal year.

**BUDGET**

County Extension Budget for FY <u>2024</u>	
Contractual Services	130000
Personal Services	_____
Fringe (optional)	_____
Travel Expense	12000
Maintenance & Operations	25000
Capital Outlay	500
 TOTAL BUDGET	 <b>\$ 167500</b>

OKLAHOMA STATE UNIVERSITY  
ACTING FOR AND ON BEHALF OF ITS  
COOPERATIVE EXTENSION SERVICE

BOARD OF COUNTY COMMISSIONERS

By \_\_\_\_\_  
Vice President, Dean and Director

Ken W. Pope  
Chairman \_\_\_\_\_ Date

Date 10/30/2023

[Signature]  
Member \_\_\_\_\_ Date

Attest:  
[Signature]  
County Clerk

[Signature]  
Member \_\_\_\_\_ Date





**Oklahoma Cooperative Extension Service**

Division of Agriculture Sciences and Natural Resources  
Oklahoma State University

**Muskogee County**

422 North Cherokee St  
Muskogee, OK 74403

Phone: 918-686-7200  
Fax: 918-686-7204

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# EXTENSION

October 19, 2023

Dear Board of County Commissioners:

Please include me on the regular agenda of the Muskogee County Commissioners meeting to be held on Monday, October 23, 2023. I will present the routine FY 2024 budget agreement for signature by the board.

Thank you,

Sincerely,

A handwritten signature in blue ink, appearing to read 'Todd Trennepohl'.

Todd Trennepohl  
Ag/4-H Youth Development & CED