District Directors Update

I hope you all are having a successful spring! You are doing great work! I have talked with many of you about the increase in numbers of clientele attending programs with topics related to the difficult financial issues facing individuals and families. If you have had successful programs, please send me a short paragraph and a good picture of you in action during your program.

I have requested that each of you review your measurable objectives and begin now in reporting on your good work. Remember, turn all your 2008 ROA information to “black” and start reporting on your activities and outcomes in “blue” for the 2009 ROA. Reporting each month by the 10th of the next month will assure you do not forget your good work on your next ROA due later this year in December. Remember your CED will need impacts from your extension programming throughout the year to share with all decision makers.

We are facing some very tough financial times with the Florida and County budgets for this year. We do have experience with these types of issues and we will continue to keep you current. As many of you know we have paused all open positions and others as faculty leave extension through retirements or resignations. Grant or 100% county funded faculty positions will continue to be posted and filled. If you have any questions please call, listening to rumors only causes continued issues.

All faculty appraisal visits are now complete. I will be working with CEDs and Campus Program Leaders completing the feedback forms, we hope to have each agent final appraisal sometime in early May.

I hope that I will be seeing you all at the Northwest Faculty meeting on April 16th at the Holmes County Extension office. The theme for the meeting will allow for us to celebrate the 4-H Centennial! Until then, take care and let us know how we can improve! We want to wish everyone a successful 2009 programming year.

Dr. Pete Vergot III
District Extension Director
New Program Assistants

**Cindy Owens** is the new Holmes County Extension 4-H Program Assistant. Cindy served as interim Secretary during December and January while Hope Burton was on maternity leave and is now in her current position as of February 5. She is a native of Chipley and currently resides in Bonifay. She is the proud mother of two daughters—Amber, 21, a student at FSU and Amy, 17, a senior at Holmes County High School. Prior to joining the Extension staff, Cindy worked as a medical office manager and also has her real estate license. She is a member of First United Methodist Church, Bonifay and enjoys cooking, running and spending time with friends in her spare time.

**Ashley Andrews** started her employment with the Escambia County Extension Office in January of 2009 as the Adult EFNEP Program Assistant. She has a BA in Public Relations from the University of West Florida. Before coming to Extension, she was a Relief House Parent for the Baldwin County Sheriff's Boys Ranch in Alabama. Her duties included using USDA commodities to provide well-balanced meals for the children. Since working for the University of Florida, she has taken over teaching a site that meets weekly and has wowed the Habitat for Humanity folks with the EFNEP program she did for them. She is currently seeking new adult sites and assisting with the 4-H youth EFNEP program.

In the District

**Tara Craig** joined the UF/IFAS Wakulla County Extension Service on March 20 as the Program Assistant for EFNEP. Tara and her family relocated to Wakulla County from Beaufort, NC. While there, she worked for the Carteret County Partnership for Children as an Early Education Outreach Specialist. She has developed and facilitated programs in the areas of family support and early education through her career. She has worked one-on-one with families through mentoring, in-home visits and parent education classes. In addition, she was a trainer for “Be Active Kids of N.C”. She currently serves on the PTA Council of Crawfordville Elementary school and is a co-leader for her daughter’s Marine Science 4-H club. In her new position, Tara will be responsible for delivering the EFNEP Program to elementary school children throughout Wakulla County.

**Peggy Sue Fisher** joined the UF/IFAS Calhoun County Extension Office on March 17, 2009 as the Office Assistant. She is a resident of Calhoun County and is the happily married mother of four children. She was previously employed with Capital Area Community Action Agency as an Eligibility Worker assisting low income families in gaining self-sufficiency through intense case managing and was over the distribution of TEFAP Commodities for two local counties. In her new position, Peggy will be utilizing her bookkeeping, interpersonal and organizational skills.
Faculty leaving the NW District

Mr. Brian Cameron, Bay County Sea Grant Agent resigned from his position on February 27, 2009. He began his career in Bay County as a Program Extension Agent I on February 2, 2005. Brian and his dog, Nikko have relocated to New Orleans, LA where he will be with the Department of Interior Minerals Management Service. His wife, Alicia will join him later. The Bay County staff misses him and wishes Brian and Alicia much success in their new venture.

Bay County Extension Has Moved!

After nine years in the same location, the Bay County Extension Office is finally getting a new home. The office is located at 2728 E. 14th Street, Panama City 32401 in an area of the county called Cedar Grove. The Bay County Board of County Commissions acquired the building when the town of Cedar Grove was abolished. The building has about 5,000 sq. ft., which is twice the space of the current office and has more spaces for parking as well as an area for a demonstration garden.

The move date was March 27, 2009. The phone and fax numbers remain the same.

Update on Travel Procedures

Recently, there have been two minor changes made in procedures for submitting Expense Reports.

The first one involves the use of a fax cover sheet for sending your Expense Reports to the Travel Department.

Once you have created an Expense Report and submit it, you will need to click on the button labeled “Fax Cover” and print the barcode sheet which appears. Fax the cover sheet along with all supporting documents to the Travel Department at 352-846-1020. Beginning, April 1, 2009 any Expense Report without this documentation will be denied by the Travel Department.

Once you complete your Expense Report and submit it, you will need to attach a copy of the agenda along with a copy of your receipt with your fax cover sheet.

Sandy Joyner
Office Asst., NW District
Larry Halsey, Jefferson County Extension Director is retiring on May 31, 2009 after serving 35 years in Extension, 33 of those years in Jefferson County.

Larry began his career in 1974 at Everglades Research and Education Center, Belle Glade, Florida. He came to Jefferson County in March, 1976 and has served as County Extension Director since then. He was responsible for programs in commercial and homeowner agriculture: Master Gardening, farm management, marketing, computer applications, pesticide training, a Youth-at-Risk project to improve literacy/technology skills of 2nd—5th graders. He was instrumental in developing and implementing the Distance Diagnosis and Identification System (DDIS).

He was also a member of the USDA Pilot Extension Project in Bulgaria in 1993. He led the effort to fund the horse arena at College Park (the old Research Center) which will be completed April 30, one month before his retirement.

A farewell retirement reception honoring Larry’s years of dedicated service to Jefferson County and IFAS will be held on May 1, 2009 at the Jefferson County Court House Annex, 445 W. Walnut St. Monticello, FL. At the present, Larry is at home recovering from surgery. We would like to wish him a speedy recovery and a healthy and happy retirement.

SharePoint Tips

- When logging in to SharePoint be sure to put UFAD\ in front of your UserId.
- When you upload a new file, or one that you have taken out to modify, be sure to check it in so it can be accessed by others.
- When you have a document checked out, others may view it but cannot edit it.
- To create a new folder inside of a Document Library click on New on the menu bar and then select Folder.
- To change the security on a single folder within a Document Library move your mouse over the folder name until you see the drop down menu arrow and select Manage Permissions. (You must have Administrative rights to the library to manage permissions).
- To delete a file or folder from a library move your mouse over the name until you see the drop down menu arrow and select Delete.
- Just like Windows, SharePoint uses a Recycle Bin. Deleted files are not really deleted until you delete them from the recycle bin. You can also restore a file from the recycle bin. The Recycle Bin can be found at the bottom of the Site Content List on the left.
- To see who has made changes to a document and when, move your mouse over the document name until you see the drop down menu arrow and select Version History.
- You can restore a file to a previous version to back out changes that have been made by going to Version History, move your mouse over the version you want to restore to until you see the drop down menu arrow and select Restore.
- If you need to know when changes are made to a file or folder move your mouse over the file or folder until you see the drop down menu arrow and select Alert Me.
NW 4-H RSA Update

The first three months as the Regional Specialized 4-H Agent for the NW District have been a whirlwind! I have been busy visiting with county faculty and CEDs to get a better feel of how I can assist faculty in our district.

Here’s a short update of my activities thus far:

Supporting and Mentoring District Faculty:

♦ District 4-H Newsletter (published monthly)
♦ Volunteer Training and Support (Shooting Sports, Risk Management and Chaperone Certification)
♦ Mentoring new 4-H Faculty
♦ Individual consultations with District Faculty
♦ Training/trouble shooting 4-H Online Enrollment System
♦ Resource development for the district (funds, equipment, curriculum)

Statewide Leadership for 4-H Science, Engineering and Technology (4-H SET)

♦ Curriculum development for Renewable Energy
♦ Grant funds for 4-H SET curriculum kits for agents and 4-H camps

Statewide Leadership for Access, Equity and Affirmative Action

♦ Developed and presented an in-service training on Affirmative Action

Current projects include developing an overnight chaperone certification for 4-H volunteers with the other four Regional Specialized 4-H Agent. The certification will be implemented over a three-year period using a train the trainer format and hosting an ROA/POW work day in August.

As always, if agents or CEDs need assistance with program planning, 4-H online or any other issues, feel free to contact me to set up an appointment.

Ms. Heather Kent,
NW 4-H RSA Agent

SharePoint Tips (Continued from Page 4)

You can create a link to your SharePoint site to drag, copy and paste files into your SharePoint Libraries and folders and move files from one SharePoint folder to another using Windows Explorer by following these steps:

♦ Open your SharePoint site in Internet Explorer, highlight the URL in the Address box and hit CTRL and C.
♦ Click on Start and select My Network Places.
♦ Click on Add a Network Place on the Box on the left. Click Next.
♦ Click Choose Another Network Location.
♦ Click inside the Network Address box and press CTRL and V.
♦ Remove anything that is behind the last / in the address.
♦ Click Next.
♦ Enter a descriptive name for the Link and press Finish.

Louise Ryan, NW District IT Expert

Agents in Action (from back cover)

Photo 1 is Doug Mayo, Jackson County acting CED, doing a one-on-one consultation with Mack Glass about his winter feeding program.

Photo 2 is John Lilly, 4-H Agent in Jefferson County, showing the kids different sounds frogs make in the wild on the 4-H Nature Trail, Jefferson County.

Photo 3 is Judy Ludlow, Calhoun County CED, working with the 4-H Livestock Club and their new show hogs.

Photo 4 is Shelley Swenson, Wakulla County FNEP Agent, teaching the Medart Kindergarteners about food groups in the new Food Pyramid.
April

- 6th—Affirmative Action Reports Due
- 12th—Easter
- 16th—NW District Faculty Meeting, Holmes County
- 16th—NR PIT Team Meeting at lunch-time, Faculty Meeting
- 17th—Panhandle Butterfly House opens, Santa Rosa County
- 18th—Walton County Earth Day Festival

May

- 1st—Larry Halsey Retirement Reception
- 2nd—4-H District Events, Washington & Liberty Counties
- 9th—Dist. 1 4-H Events Day at PJC Milton
- 10th—Mother’s Day
- 14th—4-H PIT Team Meeting (Polycom)
- 15th—Joe Mandernach to speak to Bay County Advisory Committees
- 20th—22nd—New Agent & 4-H Training
- 24th—29th—DED in Puerto Rico for AIAEE Conference
- 25th—Memorial Day

June

- 1st—Final Version of Mid-Career Assessment Packets due to DED
- 13th—Escambia County Blueberry Festival
- 14th—Flag Day
- 15th—19th—Jubilee 4-H Wildlife Camp, NFREC
- 18th—CED Meeting (Polycom)
- 21st—Father’s Day

Northwest District Posted Positions

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<thead>
<tr>
<th>County</th>
<th>Description</th>
<th>Application Deadline</th>
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<tr>
<td>Escambia</td>
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<tr>
<td>Jackson</td>
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Northwest Extension District
Contact Information

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Heather Kent, 4H RSA
Email: hckent@ufl.edu

Sandy Joyner, Office Support
Email: sjoyner@ufl.edu

Louise Ryan, IT Expert
Email: ryanlo@ufl.edu

Northwest Extension Offices
Contact us for more information or if you have questions

Bay County
647 Jenks Avenue, Suite A
Panama City, FL 32401-2660
(850) 784-6105
http://bay.ifas.ufl.edu

Calhoun County
20816 Central Ave.
Blountstown, FL 32424-2295
(850) 674-8323
http://calhoun.ifas.ufl.edu

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3740 Stefani Road
Cantonment, FL 32533-7792
(850) 475-5230
http://escambia.ifas.ufl.edu

Gulf County
200 North 2nd Street
Wewahitchka, FL 32465-0250
(850) 639-3200
http://gulf.ifas.ufl.edu

Jefferson County
275 North Mulberry Street
Monticello, FL 32344-2249
(850) 342-0187
http://jefferson.ifas.ufl.edu

Okaloosa County
5479 Old Bethel Road
Crestview, FL 32536-5512
(850) 659-5850
http://okaloosa.ifas.ufl.edu

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732 N 9 Street Ste B
DeFuniak Springs, FL 32433-3804
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66 4th Street
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10405 NW Theo Jacobs Way
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http://liberty.ifas.ufl.edu

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1424 Jackson Avenue Ste A
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Agents in Action!

Do you know these People? See Page 4 for answers.