



CCE Franklin & St. Lawrence
Counties
4-H Camp Overlook
355 West Main Street
Malone, NY 12953
Tel: 518-483-4769
Fax: 518-483-6214



**Joint 4-H Camp Overlook Agreement
Between
Cornell Cooperative Extension Association of Franklin County
And
Cornell Cooperative Extension Association of St. Lawrence County
2024 Program Contract**

Whereas:

- The above-named Cornell Cooperative Extension (CCE) Associations, under the general supervision of Cornell University as agent for the State, have developed an understanding which involves an interchange of administrative leadership, professional staff services, and financial resources, from Federal, State and County governments.
- Such a transaction is allowable per subdivision eight of Section 224 of the County Law of New York.
- The CCE Associations have entered into agreements for the cooperative management of 4-H Camp Overlook to conduct the work of the Associations and the proper supervision of the professional staff employed thereby.
- CCE Franklin & CCE St. Lawrence County (SLC) wish to provide a 4-H Camp Program. By combining resources, the associations can provide more specialized staff and a better-quality program.

Structure and Membership of Program Advisory Committee:

- A. Program development and priority setting for the multi-association camp program will be the responsibility of a joint 4-H Camp Overlook Program Advisory Committee (hereinafter called COPAC).
- B. COPAC will be composed of up to ten volunteer members with voting rights, up to five members from Franklin County and up to five members from St. Lawrence County. Each county's representatives will include: one representative from the CCE Board of Directors (annual appointment), and up to four At-Large Representatives who may serve (2) 3-year terms, not to exceed two consecutive terms. A person who has served 2 consecutive terms is eligible for appointment after a lapse of 3 years. When vacancies occur in this committee, names of nominees may be submitted by COPAC to the Board of Directors of CCE Franklin and CCE SLC for consideration. Voting rights will be extended and limited to members described above. A quorum shall consist of one more than half of the current serving voting members.
- C. COPAC will assign a Chairperson, Vice Chairperson, and recording secretary.
- D. CCE Franklin and CCE SLC will each assign one 4-H/CCE Extension Educator/Coordinator to be a member of the COPAC. All these individuals will serve on COPAC in advisory roles and have neither vote nor count towards a quorum.

COPAC responsibilities are as follows:

- A. To establish program priorities; recommend programs; and guide the Camp Program Director in conducting and evaluating programs. Establish, review, and guide organization program goal setting and evaluate progress toward goals.
- B. Active Involvement - COPAC will hold a minimum of four meetings per year with members properly notified by the Program Director and quorum present.
- C. A position on COPAC may be declared vacant by the Chairperson of COPAC when elected members resign or have an unexcused absence from two consecutive regular meetings.
- D. Review and approve any Plans-of-Work for major programs and cooperative program efforts.
- E. Prioritize programs within Camp Overlook when decisions relating to staffing and budget are necessary.
- F. Establish Program sub-committees as needed. Membership need not be limited to COPAC members.
- G. Consider program staff and financial needs and present recommendations to the Board.
- H. Program Evaluation and Reporting - The 4-H Camp Program will be evaluated annually by the Program Director who shall report findings to COPAC.

Staffing and Support:

It is agreed that Cornell Cooperative Extension of Franklin County will provide professional staff and services for the operation of 4-H Camp Overlook, including:

- A. Office space and financial management support; including oversight of accounts payable, accounts receivable, assistance in budgeting and funding allocation for Camp Overlook, input of payroll, bank reconciliations, preparation of financial statements, and preparation of Board reports (15% of the Association's Finance Coordinator salary will be reimbursed by Camp Overlook).
- B. Support as needed for conforming to Cornell Financial Operations Procedures, in addition to upkeep of ongoing changes in Finance software.
- C. Use of Association fleet vehicle as approved by the Association, to be billed to Camp monthly based on actual usage at the current IRS mileage rates.
- D. Carry out Human Resource responsibilities for Camp employees by the Office Manager, including assisting with summer camp hiring, making sure summer staff paperwork is correct, input of off-season hours, ensuring efficient staffing processes, and assist with the creation/publishing of marketing materials and social media posts. (15% of the Associations office manager salary will be reimbursed by Camp Overlook).

It is agreed that Cornell Cooperative Extension of St. Lawrence County will provide professional staff and services for the operation of 4-H Camp Overlook, including:

- A. The Association Administrative Assistant will assist, when needed, CCE of Franklin County with Human Resources responsibilities for Camp employees.

- B. Provide support, as needed, with preparation of marketing materials, social media postings, website maintenance, newsletters, and mailings by Association Administrative Assistant(s).

Jointly, both Cornell Cooperative Extension of Franklin & St. Lawrence counties agree on the following:

- A. Providing office space for the Year-round Camp Program Coordinator and Summer Camp Director.
- B. Annual appointment of a Board member to serve as a liaison and voting member of the COPAC.
- C. A CCE/4-H Extension Educator/Coordinator, who will serve as an active member and advisor to the COPAC.
- D. Provide leadership representation on search committees for Camp Overlook key team leadership positions.
- E. Incidental office supplies, including paper, pens, software, copier, phone use, etc. as agreed upon annually by each Association Board of Directors.
- F. Provide facilities development oversight including long term planning of maintenance projects.
- G. SBN services from both counties will be provided to assist local employees at no cost to 4-H Camp Overlook.
- H. CCE of St. Lawrence County will be engaged and consult with CCE of Franklin County, the SBN HR Lead(s) and others as needed (e.g. Extension Administration HR, HR One) regarding sensitive personnel matters that may arise in the operation of 4-H Camp Overlook. Information will be maintained in a confidential manner by all parties involved and will be used to determine appropriate personnel decisions and subsequent actions.

Both Cooperative Extension of Franklin & St Lawrence counties agree the above division of duties are equal and there will be no charges to camp for these services.

It is agreed that a full-time Program Coordinator will be employed to fulfill all those duties and responsibilities as defined by the Program Coordinator's Position Description which includes but is not limited to the following:

Primary responsibilities will include, but are not limited to; leading the development, coordination and implementation of all educational programs; management of administrative functions; recruitment of schools, visiting groups, and campers; and supervision of seasonal instructors and designated summer camp staff. This position will be responsible for the overall management of 4-H Camp Overlook to include financial management and facilities operations as well as ensuring that 4- H Camp Overlook is in compliance with New York State Department of Health regulations and is specifically responsible for personnel management, program development and health and safety management. This position will also coordinate all administrative aspects with marketing and fundraising efforts for 4-H Camp Overlook programming. Responsible for annual evaluation of 4-H camp programs with input from appropriate personnel. For a full description please see the Association Program Director position description. (Updated 06/2018).

- The Executive Director of CCE Franklin in consultation with the Executive Director of CCE SLC will be designated as the Program Coordinators supervisor.

It is agreed that a seasonal 4-H Summer Camp Director will be employed to fulfill all the duties and-responsibilities as defined by the 4-H Camp Summer Director's Position Description which includes but is not limited to the following:

This seasonal position will oversee all aspects of daily operations of a residential youth summer camp. Duties include, but are not limited to: personnel management and supervision, program development and implementation, health and safety management, public relations, and fiscal oversight of designated summer program budgets. This position will provide supervision to Association Temporary Camp positions throughout the summer camp season. For a full description Please see the Association Temporary Camp Director position description. (Updated 11/2021)

It is agreed that a 4-H Camp Registrar/Administrative Assistant will be employed to fulfill all those duties and responsibilities as defined by the 4-H Camp Registrar/ Administrative Assistant's Position Description which includes but is not limited to the following:

The camp registrar be responsible for processing camper registrations including data entry, cabin assignments, class selection, scholarship forms, health records, and mailings. This position will also be responsible for processing ropes course programs, as well as facility rental paperwork and maintaining an Outlook calendar. The camp registrar will provide positive communication between staff at the physical camp location in Mountain View and the administrative office located in Malone. Will communicate with colleagues, customers, Association leaders, and government officials in a professional manner. The camp registrar will provide 90% of job responsibilities as described in the registrar's position description with the remaining 10% consisting of Association duties. For a full description please see the Association Administrative Assistant 1 position description. (Updated 04/2017)

Financial Support

The CCE Associations of Franklin and St Lawrence Counties are responsible for any year-end 4H Camp deficits that exceed the Camp's reserve funds. Each Association's share will be 50% of the deficit. Payments toward this deficit are expected by December 31st of the year the deficit occurred. In the event that 4-H Camp shows a reserve for any one year, the money will be transferred to the camp's general fund until the money is needed to pay for general camp maintenance and improvements, construction and/or other expenses such as repayment of debt.

The parties to this contract agree:

- To negotiate items not included in this contract.
- To evaluate program and staff annually in a manner prescribed by the Cornell Cooperative Extension System.
- That this contract will be in effect until December 31, 2024 and will be reviewed and renewed each year unless terminated by three months written notice by one or both participating counties.
- That this contract is contingent on the availability of funds from CCE Franklin and CCE SLC.
- Both parties shall have access to all fiscal records.
- Both parties will review and approve budgets and financials with Board of Directors.

In witness whereof, the parties hereto have caused this agreement to be duly signed and executed:

Association President – Franklin County

Date

Association Director – Franklin County

Date

Association President – St. Lawrence County

Date

Association Director – St. Lawrence County

Date

Camp Director

Date

4-H COPAC Chair

Date

Revised March, 2024