

HABERSHAM COUNTY BOARD OF COMMISSIONERS

EXECUTIVE SUMMARY

SUBJECT: FY2027 Annual Financial Budget Agreement with UGA for Extension Services

DATE: June 3, 2026

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL- \$113,911

☐ **OTHER**

CAPITAL-

COMMISSION ACTION REQUESTED ON: June 15, 2025

PURPOSE: Requesting commission approval of the attached FY2027 Annual Financial Budget Agreement between Habersham County Board of Commissioners and the University of Georgia for contract positions in Extension Services Department.

BACKGROUND / HISTORY: Habersham County Extension Services Department contracts employees from the University of Georgia to operate its department. As part of the budget process, Habersham County Board of Commissioners is required to send a signed Annual Financial Agreement Budget to the Northeast District Extension Director for approval.

FACTS AND ISSUES:

1. This IGA represents FY2027 budget year for salaries and benefits of four (4) University of Georgia employees.
 2. The difference from last years budget request are as follows:
 - **\$3,000 increase for Ms. Medina's promotion**
 - **3% COLA for employees**
-
-

OPTIONS:

- 1) Approve FY2027 Annual Financial Budget Agreement with UGA for Extension Services.
 - 2) Deny FY2027 Annual Financial Budget Agreement with UGA for Extension Services
 - 3) Commission defined alternative.
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-

RECOMMENDED SAMPLE MOTION: Move to approve FY2027 Annual Financial Budget Agreement with UGA for Extension Services

DEPARTMENT:

Prepared by:

Director _____

**ADMINISTRATIVE
COMMENTS:**

County Manager **DATE:** _____



UNIVERSITY OF GEORGIA
EXTENSION

Northeast District Extension

1225 S. Lumpkin Street

Athens, GA 30602

Phone: 706-542-9171

Email: jkempf80@uga.edu

TO: CEC Steven Patrick
County Extension Coordinator

FROM: Denise Everson
NE District Extension Director

RE: FY2027 Annual Financial Agreement Budget

It is time to review the county budget for the contract period of: July 1, 2026 - June 30, 2027

The County Memo will need to be printed on county letterhead. Both the Memo and the Budget should be reviewed and signed by the appropriate official(s) .

Remember, per the MOU, any COLA given to county employees should also be applied to Extension employees. If there are salary increases, please complete the Salary Increase Form and return it with this Agreement. If any information in this document is incorrect, please ask for a revision. Please sign, date, and return documents to the District office.

Thank you,
Jennifer M. Kempf
Northeast District Business Manager

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HABERSHAM COUNTY

Board of Commissioners

130 Jacob's Way, Suite 301

Clarkesville, GA 30523

706-839-0200 Fax: 706-839-0219

August 27, 2025

To: Denise Everson
Northeast District Extension Director

From: Bruce Harkness
Chairman
Habersham County
Board of Commissioners

RE: Annual Financial Agreement Budget

It is our intention to renew/amend the Annual Financial Agreement with the Board of Regents of the University System of Georgia on behalf of the University of Georgia Cooperative Extension Service.

The attached Budget is for: Salary, SS/Med, and retirement
Budget is for the period: July 1, 2026 – June 30, 2027
The University will bill: Quarterly for Actual Expenses

According to the governing Memorandum of Understanding (MOU), this Annual Financial Agreement sets forth the County's contributions toward the compensation of County Extension Personnel for the period stated above, and only the benefits listed. All other benefits will be charged to the State.

For administrative purposes, the compensation of personnel listed in this Agreement will come directly from UGA Extension, with UGA invoicing the County for the County's proportionate share. The County request that final billing be sent within 60 days of contract end date.

County Extension Coordinator Date

District Extension Director Date

County Representative Date

Associate Dean for Extension, CES Date

Other (if necessary) Date

Other (if necessary) Date

Habersham County
Board of Commissioners
July 1, 2026 - June 30, 2027

* Per the MOU, any COLA given to county employees should also be given to Extension Employees

POSITION			BUDGET PERIOD		Salary	FICA (7.65%)		OTHER FRINGE				TOTAL BUDGET
Select	Name		Current	July 1 - June 30		OASDI (6.2%)	HI (1.45%)	RETIREMENT	Travel	Operating	Other*	
ANR - Agent - CEC	Steven Patrick		\$29,074.49	\$29,946.72	\$29,946.72	\$ 1,856.70	\$ 434.23	ORP \$ 2,767.08				\$ 35,004.73
	Admin Assist	Sonya Turgeon	\$20,159.94	\$20,764.74	\$20,764.74	\$ 1,287.41	\$ 301.09	TRS \$ 4,634.69				\$ 26,987.93
FACS - Agent	Susie Medina		\$12,314.02	\$15,683.44	\$15,683.44	\$ 972.37	\$ 227.41	ORP \$ 1,449.15				\$ 18,332.37
4-H - CEPA (0.70)	Sydney Jackson		\$25,088.83	\$25,841.49	\$25,841.49	\$ 1,602.17	\$ 374.70	TRS \$ 5,767.82				\$ 33,586.19
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TOTALS			\$86,637.28	\$92,236.40	\$92,236.40	\$5,718.66	\$1,337.43	\$14,618.74	\$0.00	\$0.00	\$0.00	\$113,911.22

BILL TO THE FOLLOWING NAME AND ADDRESS

Habersham County Board of Commissioners, County Manager
130 Jacob's Way, Suite 301
Clarkesville, GA 30523

FISCAL CONTACT INFORMATION

Name	Brandalin Carnes, Patti McLarty
Email	bcarnes@habershamga.com
Email	pfmclarty@habershamga.com

APPROVED BY:

County Official Date

District Extension Director Date

For District Use:

- ☐ Spreadsheet update
 ☐ Team Dynamix Update
 ☐ Budgeted in Financials
 ☐ Combo Code [HLO]
 ☐ Position Funding Completed