

# UNIT PLAN OF WORK

(TO IMPACT GRAND CHALLENGES/STATE PRIORITY ISSUES)

Table 1: Complete the information below	
Unit:	25
Program Year	Oct 1, 2021 –Sept 30, 2022

**PURPOSE:** *TO PROVIDE AN OVERVIEW OF*

- *STATE PRIORITY ISSUES THAT STAFF WITHIN THE UNIT PLAN TO IMPACT IN LOCALLY RELEVANT WAYS*
- *INCLUSION PLANS FOR REACHING UNDERREPRESENTED AUDIENCES FOR PROGRAMMING AND COMMITTEE/COUNCIL RECRUITMENT AND RETENTION*

**PLEASE NAME THE FILE FOR YOUR PLAN USING THE FOLLOWING FORMAT:**

YEAR Unit Plan of Work\_Unit#

e.g., 2021-2022 Unit Plan of Work\_Unit#

## Illinois Extension’s Grand Challenge Goals and State Priority Issues

<p><b>(ECONOMY)</b>  <b>Grow a Prosperous Economy</b></p> <ul style="list-style-type: none"> <li>• Workforce Preparedness/Advancement</li> <li>• Financial Wellbeing</li> <li>• Economic Vitality (including the non-food ag sector)</li> </ul>	<p><b>(FOOD)</b>  <b>Maintain a Safe &amp; Accessible Food Supply</b></p> <ul style="list-style-type: none"> <li>• Food Access</li> <li>• Food Safety</li> <li>• Food Production</li> </ul>
<p><b>(COMMUNITY)</b>  <b>Support Strong and Resilient Youth, Families, and Communities</b></p> <ul style="list-style-type: none"> <li>• Involvement and Leadership</li> <li>• Connectedness and Inclusion</li> <li>• Thriving Youth (addressed only in Table 2 below)</li> </ul>	<p><b>(HEALTH)</b>  <b>Maximize Physical and Emotional Health for All</b></p> <ul style="list-style-type: none"> <li>• Chronic Disease Prevention and Management</li> <li>• Social and Emotional Health</li> <li>• Healthy and Safe Community Environments</li> </ul>
<p><b>(ENVIRONMENT)</b>  <b>Sustain Natural Resources in Home &amp; Public Spaces</b></p> <ul style="list-style-type: none"> <li>• Enhancing and Preserving Natural Resources</li> <li>• Engagement with Home and Community Landscapes and Environment</li> </ul>	

Instructions: Complete each of the following tables.

Table 1: **Overview of State Priority Issues Targeted Across Unit**

Table 2: **Goals to Address the Thriving Youth State Priority Issue 2021-2022** (4-H Club Goals)

Table 3: **Supplemental Issue-Focused Impact Plan**

ONLY IF staff in your unit will be devoting *concentrated effort* toward a state priority issue THAT IS NOT INCLUDED in an educator’s issue-focused impact plan (e.g. due to a staffing vacancy or other unique circumstances)

Table 4: **Unit Councils/Committees Your Unit Plans to Target for Improved REG Representation**

Table 5: **Programming Audience(s) Your Unit Plans to Target for Improved REG Representation**

Table 6: **Progress Toward 2020-2021 Inclusion Goals (including successful actions)**

**UNIT OVERVIEW**

Complete Table 1 below to provide an overview your unit’s overall state priority issue-focused impact plans. Be sure to include all state priority issues targeted in educator plans of work, SNAP-Ed strategic plan for your unit, Thriving Youth (detailed in Table 2 below), and any state priority issues targeted in your supplemental impact plan (detailed in Table 3 below if applicable). Add more rows you need additional space to list the state priority issues targeted by staff within your unit.

<b>Table 1: Overview of State Priority Issues Targeted Across Unit</b>	
<b>Unit:25</b>	<b>County Director: Tara Buerster</b>
<b>State priority issue targeted</b>	<b>List each staff member who will be involved in addressing this priority issue for your unit. Include the staff member’s role (e.g. Educator, Extension Program Coordinator, Community Worker, County Director) and program area.</b>
<b>Economy</b> – Grow a Prosperous Economy	Educators, 4-H Extension Program Coordinators – Yvette Anderson, Debra Collier, Samantha Gaither, Jessica Ochs, Megan Pierson
<b>Community</b> – Support Strong & Resilient Youth, Families, and Communities	Educators, 4-H Extension Program Coordinators – Yvette Anderson, Debra Collier, Samantha Gaither, Jessica Ochs, Megan Pierson
<b>Environment</b> – Sustain Natural Resources in Home & Public Spaces	Educators, 4-H Extension Program Coordinators – Yvette Anderson, Debra Collier, Samantha Gaither, Jessica Ochs, Megan Pierson
<b>Food</b> – Maintain a Safe & Accessible Food Supply	Community Workers – Kirby Hunt, Jane Jones, Carol VanMatre
<b>Health</b> – Maximize Physical and Emotional Health for All	Educators Community Workers –Kirby Hunt, Jane Jones, Carol VanMatre 4-H Extension Program Coordinators – Yvette Anderson, Debra Collier, Samantha Gaither, Jessica Ochs, Megan Pierson

**Table 2: Goals to Address the Thriving Youth State Priority Issue 2021-2022 (4-H Club Goals)**

**\*Each unit 4-H Team is expected to plan for at least 1 Club Member Retention Goal and at least 1 Improved Diversity/Equity/Inclusion goal for 2021-2022. Add more rows to outline additional goals if needed.**

\*\*Please note that Expansion and Review Committees and efforts are designed to help inform your goals related to growth and engagement with underserved audiences. Action plans outlined in this Plan of Work should enhance your current county expansion and review plans and outline intentional actions that will be taken this year.

Examples of potential actions to improve Diversity/Equity/Inclusion:

- Recruit a volunteer who is experienced in serving minority youth to lead an in-person and/or virtual club this year in a community or geography of your unit historically underserved by Illinois 4-H.
- Request equity dialogue training through the Youth Leadership Team and recruit youth/volunteers to participate in your unit.
- Facilitate equity dialogues with all club officers and/or volunteers and host local conversation about how to improve experience of inclusion and belonging for youth who are new to 4-H.
- Establish a new relationship with a funder or donor who has equity as an explicit goal in their work – to work together toward equity goals for youth in your community.
- Recruit youth for participation in a C.A.R.E.S SPIN Club in the winter/spring (could be staff and/or volunteer-facilitated).
- Identify youth/volunteers/club in your unit with interest in advancing DEI goals and design a local response (consider applying for DEI funds through State 4-H Office to support this new effort)

*What is your intended goal?	What actions will you take to meet the goal?	Intended outcomes or indicators of success (be specific as to how you will track or measure)	What unit staff will be working toward this goal or actions?
<p><i>Club Member Retention Goal:</i></p> <p>Retain 80% of eligible 4-H members from previous year.</p>	<ul style="list-style-type: none"> <li>● Partner with local community organizations, libraries and schools.</li> <li>● Increase community service opportunities for members</li> <li>● Implement Teen Reach Program with Lawrence County Health Department</li> <li>● Utilize school sporting events to promote/grow 4-H.</li> </ul>	<ul style="list-style-type: none"> <li>● 80% retention of previous year enrollment (for those eligible).</li> <li>● 10 new or returning (did not participate 2020-2021) 4-H members per county.</li> </ul>	<p>County Director – Tara Buerster</p> <p>Youth Educator – vacant</p> <p>EPC’s Yvette Anderson, Debra Collier, Sam Gaither, Jessica Ochs, Megan Pierson</p>

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<p><b>**Improved Diversity/Equity/Inclusion Goal:</b></p> <p>Increase diversity awareness among 4-H members and volunteers.</p>	<ul style="list-style-type: none"> <li>• Facilitate equity dialogues with 4-H members and volunteers about how to improve inclusion and belonging for all youth.</li> </ul>	<ul style="list-style-type: none"> <li>• Increased knowledge of DEI (pre and post-survey)</li> <li>• 4-H members feeling welcomed and included at events (observation).</li> </ul>	<p>County Director – Tara Buerster</p> <p>Youth Educator – vacant</p> <p>EPC’s Yvette Anderson, Debra Collier, Sam Gaither, Jessica Ochs, Megan Pierson</p>

**SUPPLEMENTAL ISSUE-FOCUSED IMPACT PLAN (IF APPROPRIATE TO YOUR UNIT)**

There are times when unit staff will target an issue with outreach that is not aligned with an educator’s plan (often due to vacancies in staffing). If there are *concentrated efforts* that are NOT covered in one of your unit’s educator plans but your unit staff will devote to address a state priority issue, complete **Table 3: Supplemental Issue-Focused Impact Plan**. Add more rows to Table 3 if you need additional space to outline the plan. Copy the table FOR EACH PRIORITY ISSUE if you expect to have *concentrated effort* devoted to more than one issue during the 2021-2022 Extension year. In Table 2, do not include issue-focused impact plans already outlined in an educator’s plan of work submitted within your unit.

Examples of types of programs/outreach activities you might include.

- Educational outreach onsite and online (direct education)
- Digitally and/or print-released information (indirect activities)
- Consultation and expert assistance for decision support
- Applied research
- Engaging in partnerships and coalitions to reach a common goal

<b>Table 3: Supplemental Issue-Focused Impact Plan (if appropriate for your unit)</b> <b>COMPLETE ONE TABLE PER STATE PRIORITY ISSUE YOU PLAN TO ADDRESS</b>		
<b>Identify the state priority issue to be targeted</b> (see <a href="#">Illinois Extension’s Grand Challenge Focus Areas and Related State Priority Issues</a> ):		
<b>Unit staff collaborating on/contributing to planned outreach addressing this issue:</b>		
What planned outreach will you conduct to intentionally address this priority issue? Specify the details e.g. name of programs, indirect intervention channel, focus of applied research, specific partnerships and/or coalitions you will engage with, etc.  List each program or group of activities that are intended to target the <b>same audience(s) and outcome(s)</b> in a separate row.	Describe the audience(s) you will target with each planned outreach program or group of activities	What are the specific intended outcomes that will result from this planned outreach? Consider the following types of outcomes when listing the intended, specific outcomes of your planned outreach program or group of activities: <ul style="list-style-type: none"> <li>• Increase awareness/knowledge in...</li> <li>• Increase positive attitudes towards...</li> <li>• Participants report intent to change/adopt...</li> <li>• Increase/decrease in behaviors/practices such as....</li> <li>• Changes in policies/environment such as....</li> </ul> (also indicate with an asterisk * any outcomes <b>you plan to measure</b> )



<b>Table 4: Unit Councils/Committees Your Unit Plans to Target for Improved REG Representation (add more rows if you plan to target more than two Councils/Committees) for 2021-2022</b>			
<b>Unit:</b>		<b>County Director</b>	
Name of Council or Committee targeted for improved REG representation	What is your intended goal for improved REG representation?	What actions will you take to improve REG representation?	How will you document these actions?
1. Extension Council	Increase diversity of Extension Council.	Make contact and recruit individuals to create a more diverse Council group.	Council Membership List. Notes will be added to DEI files.
2. Expansion & Review Committees	Increase diversity of E&R Committees in both gender and race.	Make contact and recruit individuals to create more diverse E&R committees within Unit.	Expansion and Review Membership lists. Notes will be added to DEI files.

<b>Table 5: Programming Audience(s) Your Unit Plans to Target for Improved REG Representation (add more rows if you plan to target more than two audiences) for 2021-2022</b>			
Describe each audience targeted for improved REG representation in your unit programming.	What is your intended goal for improved REG representation?	What actions will you take to improve REG representation?	How will you document these actions?
1. Club Leaders and Unit Volunteers	Increase diversity, equity, and inclusion training for club leaders and unit volunteers.	Create a repository of books, articles, and videos that can be utilized by Leaders and Volunteers.  Create Teens as Teachers program for youth led programs.	Develop a pre and post-test to measure knowledge base, and knowledge gained.  Document a communications and marketing plan to evaluate the effectiveness of reaching diverse audiences.
2. Unit Staff	Increase diversity, equity, and inclusion training for Extension Staff.	Implement a movie club that is DEI centered. Staff members will take turns leading discussions.  Required DEI and cultural sensitivity training classes.	Measured through pre and post-test and 6 month post-test to measure knowledge gained and retained.  Evaluate the effectiveness of the movies and staff discussions.



**Table 6: Please review your unit's 2020-2021 intended goal(s) to improve REG representation and share your progress (including successful actions).**

Representation improvement goal from your 2019-2020 Unit Inclusion Plan	Was this a <b>programming</b> goal or <b>council/committee</b> representation improvement goal?	What progress were you able to make (if at all)?	What strategies/actions were most effective in making progress toward the goal(s)?
Increase diversity, equity, and inclusion of Extension Council Members.	Council/Committee Goal	Yes - at the beginning of the year we only had approximately 6 Council members and they had not met since 2018. Council is now nearly full with 14 members. Council is nearly 50% men, 50% women – equity with gender. One gentleman of Asian race has joined the Council.	Personal contacts via email, phone call and face-to-face meetings by the County Director.