

2020-2021

UNIT PLAN OF WORK

(TO IMPACT GRAND CHALLENGES/STATE PRIORITY ISSUES)

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*

DEADLINE: COUNTY DIRECTORS WILL POST THE UNIT PLAN OF WORK TO THEIR UNIT'S BOX FOLDER BY **NOVEMBER 30, 2020**

Illinois Extension's Grand Challenge Goals and State Priority Issues

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

Instructions: Complete each of the following tables.

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

Table 2: **Goals to Address the NEW Thriving Youth State Priority Issue 2020-2021** (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 2019-2020 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.

Table 1: Overview of State Priority Issues Targeted Across Unit	
Unit: 16	County Director: Terri Miller
State priority issue targeted	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.
Social Emotional Health	Educators: Carissa Davis, Annette Reese Program Coordinators: Patty Huffer, Amy Hyde, Sharon Lounsberry, Amy Zepp
Workforce Preparedness/Advancement	Educator: Carissa Davis Program Coordinators: Amy Hyde, Sharon Lounsberry
Connectedness and Inclusion	Educators: Carissa Davis, Annette Reese Program Coordinators: Patty Huffer, Amy Hyde, Sharon Lounsberry, Amy Zepp
Chronic Disease, Prevention and Management	Educators: Carissa Davis, Annette Reese, Kayla Swaar Community Workers: Amy Rebbe, Sarah Swaar
Food Access	County Director: Terri Miller Educator: Kayla Swaar Community Workers: Amy Rebbe, Sarah Swaar
Food Production	County Director: Terri Miller
Food Safety	Educator: Kayla Swaar Community Workers: Amy Rebbe, Sarah Swaar
Enhancing and Preserving Natural Resources	Educator: Jennifer Fishburn
Engagement with Home and Community Landscapes and Environment	Educator: Jennifer Fishburn

Table 2: Goals to Address the NEW Thriving Youth State Priority Issue 2020-2021 (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 2020-2021. Add more rows to outline additional goals if needed.**

****Please note that Expansion and Review Committees 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. (Refer to pages 5-11 in the 2020-21 4-H Policy Handbook).**

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>Club Member Retention Goal:</p> <ol style="list-style-type: none"> 1. Enhance the club experience by providing clear directions about 4-H processes in a timely manner. 2. Increase project work assistance by providing project based kits. 3. Provide training for adult volunteers on how to create a welcoming environment and promote parental involvement. 	<ol style="list-style-type: none"> 1. Provide directions via emails, newsletters and Facebook posts. When composing directions write them from the viewpoint of a new 4-H family in order to be clear and concise. 2. Create a monthly kit program for families to sign up for a project kit that can be completed at home with assistance from Extension Staff via a virtual platform. 	<ol style="list-style-type: none"> 1. Fewer questions and better participation from families. 2. Better project understanding and an increase in exhibitions. 3. Youth feel a sense of belonging and experience a supportive adult. In return they continue to enroll in 4-H. 	<p>1-3. Carissa Davis, Amy Zepp, Sharon Lounsberry, Patty Huffer and Amy Hyde</p>

	3. Provide virtual trainings, newsletter articles and leader/parent tips via email.		
Improved Diversity/Equity/Inclusion Goal:			
<ol style="list-style-type: none"> 1. 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. 2. Get one new 4-H club established in the city of Springfield (Metro program) 3. Recruit a volunteer who is experienced in serving minority youth to lead a club in the metro Springfield area historically underserved by Illinois 4-H. (Metro program) 	<ol style="list-style-type: none"> 1. Incorporate diversity/equity/inclusion activities into the unit wide officer/leader trainings. 2. Get a new metro area club registered and projects selected by April 2021. 3. Network with community groups, as well as ask program partners for help identifying possible minority volunteers to reach out to. 	<ol style="list-style-type: none"> 1. Pre/Post survey will be distributed at officer/leader trainings. 2. The indicator of success will be all new club members registered by April 2021. 3. The outcome will be the addition of a new screened volunteer leading a new club in the metro Springfield. 	<ol style="list-style-type: none"> 1. Carissa Davis, Amy Zepp, Sharon Lounsberry, Patty Huffer and Amy Hyde 2. Annette Reese, Amy Zepp 3. Annette Reese

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 2: 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 2020-2021 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

Table 3: Supplemental Issue-Focused Impact Plan (if appropriate for your unit)

COMPLETE ONE TABLE PER STATE PRIORITY ISSUE YOU PLAN TO ADDRESS

Identify the state priority issue to be targeted (see [Illinois Extension’s Grand Challenge Focus Areas and Related State Priority Issues](#)):

Food Production

Unit staff collaborating on/contributing to planned outreach addressing this issue: Terri Miller

<p>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.</p> <p>List each program or group of activities that are intended to target the same audience(s) and outcome(s) in a separate row.</p>	<p>Describe the audience(s) you will target with each planned outreach program or group of activities</p>	<p>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:</p> <ul style="list-style-type: none"> • Increase awareness/knowledge in... • Increase positive attitudes towards... • Participants report intent to change/adopt... • Increase/decrease in behaviors/practices such as.... • Changes in policies/environment such as.... <p>(also indicate with an asterisk * any outcomes you plan to measure)</p>
<p>Mt. Pulaski Value-Added Fresh Food Hub – Serving as a member of planning committee to offer consultation and expert assistance for decision support.</p>	<ul style="list-style-type: none"> • Mt. Pulaski/Logan County area local food and specialty crop producers. • Mt. Pulaski/Logan County area institutional and household food buyers. 	<ul style="list-style-type: none"> • Creation of a successful value-added fresh food hub in the Mt. Pulaski area. • Increased availability of fresh, locally grown produce, year round. • Stronger local economy.

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)			
Unit: 16		County Director: Terri Miller	
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. Unit Extension Council	Add one new member who represents a minority/underserved audience.	Identify potential members who could represent minority groups and invite them to serve on council.	- Efforts will be documented in Unit's Civil Rights file. - Unit 16 Extension Council grid that shows REG of membership. - Table C of Civil Rights Report.
2. Expansion and Review Committee	Add one new member who represents a minority/underserved audience.	Identify potential members who could represent minority groups and invite them to participate.	- Efforts will be documented in Unit's Civil Rights file. - Table C of Civil Rights Report.

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)			
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. Youth/4-H	Increase the number of participants in 4-H and youth activities from minority/underserved audiences.	Increase marketing and outreach efforts to areas and agencies working with minority/underserved audiences.	- Efforts will be documented in Unit's Civil Rights file. - REG Sign-In sheets/4-H online REG data.
2. Horticulture	Increase the number of participants from minority/underserved audiences in Horticulture activities including Master Gardener and Master Naturalist programs.	Increase marketing and outreach efforts to areas and agencies working with minority/underserved audiences.	- Efforts will be documented in Unit's Civil Rights file. - REG Sign-In sheets. - Table D of Civil Rights Report.

Table 6: Please review your 2019-2020 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 programming goal or council/committee 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)?
1. Unit Extension Council - Add one new member who represents a minority/underserved audience.	Council/Committee Goal	Unfortunately, COVID-19 caused a reduced opportunity to connect with people and therefore to recruit. Especially with meetings having to be cancelled or going virtual.	N/A
2. Expansion and Review Committee - Add one new member who represents a minority/underserved audience.	Council/Committee Goal	Unfortunately, COVID-19 caused a reduced opportunity to connect with people and therefore to recruit. Especially with meetings having to be cancelled or going virtual.	N/A
3. Youth/4-H - Increase the number of participants in 4-H and youth activities from minority/underserved audiences.	Programming Goal	Unfortunately, because of COVID-19 and the uncertainty it brought with it as to what programs could/would go on, it was felt that it was best to reserve all-out media/advertising efforts until the crisis subsides. The 4-H metro educator did, however, continue to reach out to and network with potential partners serving minority audiences for future partnerships once the crisis ends.	Continued networking
4. Horticulture - Increase the number of participants from minority/underserved audiences in Horticulture activities including Master Gardener and Master Naturalist programs.	Programming Goal	Unfortunately, because of COVID-19 and the uncertainty it brought with it as to what programs could/would go on, it was felt that it was best to reserve all-out media/advertising efforts until the crisis subsides.	N/A