



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: 6	County Director: Willene Buffett
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.
<p style="text-align: center;">(FOOD)</p> <p>Maintain a Safe & Accessible Food Supply</p> <ul style="list-style-type: none"> ✓ Food Access ✓ Food Safety ✓ Food Production 	<p>Educators: Gemini Bhalsod, Dominique Cobbs, Zach Grant, Nancy Kreith, Kathryn Pereira, and Ron Wolford.</p> <p>Extension Program Coordinators: Sarah Batka, Margaret Burns-Westmeyer, Nejra Muminovic, and Latosha Reggans.</p>
<p style="text-align: center;">(ECONOMY)</p> <p>Grow a Prosperous Economy</p> <ul style="list-style-type: none"> ✓ Workforce Preparedness/Advancement ✓ Financial Wellbeing ✓ Economic Vitality 	<p>Educators: Marilu Andon, Michele Crawford, Susan Gasper, Courtney Jackson, Durriyyah Kemp, Meghan McCleary, Leonard Parker, and Kathryn Pereira.</p> <p>Extension Program Coordinators: Maria Gutierrez, Michael Neil, Amy Osterman.</p>
<p style="text-align: center;">(ENVIRONMENT)</p> <p>Sustain Natural Resources in Home & Public Spaces</p> <ul style="list-style-type: none"> ✓ Enhancing and Preserving Natural Resources ✓ Engagement with Home & Community Landscapes & Environment 	<p>Educators: Gemini Bhalsod, Abigail Garofalo, Susan Gasper, Nancy Kreith, and Kathryn Pereira.</p> <p>Extension Program Coordinators: Sarah Batka, Margaret Burns-Westmeyer, and Valerie Kehoe.</p>
<p style="text-align: center;">(HEALTH)</p> <p>Maximize Physical & Emotional Health for all</p>	

Table 1: Overview of State Priority Issues Targeted Across Unit

Unit: 6	County Director: Willene Buffett
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<ul style="list-style-type: none"> ✓ Chronic Disease Prevention & Management ✓ Social and Emotional Health 	<p>Educators: Veronica Aranda, Michele Crawford, Molly Hofer, Durriyyah Kemp, Sonia Lopez, and Leonard Parker.</p> <p>Extension Program Coordinator: Chanita Anderson, Geraldine Cox, James McCombs IV, and Aida Peralta.</p>
<p>(COMMUNITY) Support Strong & Resilient Youth, Families, and Communities</p> <ul style="list-style-type: none"> ✓ Connectedness and Inclusion 	<p>Educator: Durriyyah Kemp</p>

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><i>Club Member Retention Goal:</i></p> <ul style="list-style-type: none"> • Increase replacement of club members (when members age out) • Increase recruitment of new club leaders 	<ul style="list-style-type: none"> ✓ Assist in scheduling virtual meetings ✓ Provide youth opportunities for service learning ✓ Bring a friend challenge ✓ Explore alumni to recruit new adult volunteer leaders ✓ Celebrate monthly accomplishment ✓ Provide resources 	<p># of members (sustained) # of club leaders (increased)</p>	<p>Chanita Anderson Geraldine Cox Maria Gutierrez Michael Neil Amy Osterman</p>

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<p>**Improved Diversity/Equity/Inclusion Goal:</p>	<p>1. 4-H C.A.R.E.S. Project 2. 4-H Standing Together Taking Action</p>	<p>Leadership Social Justice</p> <p>1. Increased awareness of commonalities and differences of people.</p>	<p>Marilu Andon Chanita Anderson Geraldine Cox Maria Gutierrez Amy Osterman Leonard Parker Marilu Andon</p>

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*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?
1. Unit Wide Equity dialog training with YLT	Offering equity dialogue training by YLT	2. Increase Positive attitudes toward diversity. 3. Increased awareness of equity differences and ways to improve inclusion.	Chanita Anderson Geraldine Cox Maria Gutierrez Amy Osterman

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):		
Unit staff collaborating on/contributing to planned outreach addressing this issue: NONE		
<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>

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: 6		County Director: Willene Buffett	
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 6 Extension Council	<ol style="list-style-type: none"> Increase the diversity of the council membership's REG that will reflect the demographics of Cook County 	<ol style="list-style-type: none"> County recruitment will include direct mailings to - neighborhood media outlets, faith-based institutions, secondary & post-secondary institutions, and Non-profits Solicit recommendations from county staff of potential members 	Maintain copies of documents used to recruit. <ol style="list-style-type: none"> List serves Flyers Call logs Media postings
2. Expansion and Review Committee	<ol style="list-style-type: none"> Increase membership to reflect the demographics of the county. Conduct three meetings per year. 	<ol style="list-style-type: none"> The 4-H staff and county director will target youth serving organizations and other residents/citizens who are interested in addressing youth issues of the county. 	Maintain copies of documents used to recruit. <ol style="list-style-type: none"> Constant Contact Mailings Flyers Face Book

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?
<ol style="list-style-type: none"> The targeted REG representation in participation in workshops, trainings, and volunteerism. 	Increase the participation by 15% over what is reported for 2019-2020 and 2020-2021.	Review existing reports with staff and identify and take action to increase participation. Target marketing	Meeting minutes; file all marketing pieces used in the targeting efforts.

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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)?
The REG diversity has increased by 10%	The goal was council diversity	We diversified the educational level, age, ethnicity, and gender on the council	Call to action by the council membership committee, outgoing members to help recruit, and a review of the existing grid to recruit the missing REG and more.