

## Donna Hood

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**From:** CoopExt Custer <coopext\_custer@Mail.Colostate.edu>  
**Sent:** Friday, February 10, 2017 3:48 PM  
**To:** Cheryl Laramore  
**Cc:** Donna Hood; Young,Robin; Marlissa Gonzalez  
**Subject:** RE: Show Lambs

Thank You Cheryl,

I see your point and I am more than happy to make a Facebook post now letting people know that we will advertise for them. I have sent information out in emails and have talked to various breeders in person as well. This week I extended the offer Shannon and Lynette Byerly and as new breeders I extended an invitation to our upcoming MQA class as we will also have local veterinarians Kit Ryff and Julie Sperry (Kayla Ingram declined as she does not handle large animals) there to discuss the new VFD and signs and treatment protocol of sickness in all market species. Lynette opted to not be put on the list until next year as they have sold all of their available animals this year. I have also had a request from Katie Smith to get word out that they will have rabbits available soon and I am in the progress of working with her to get that information out. Please know that I make every effort to provide information to the membership and the public. It was an oversight on my part that I did not make that offer in that specific Facebook post but I will rectify that.

Thanks Again,

*Carlan Cardenas*

Office Manager/Support Staff  
CSU Extension, Custer County  
P. O. Box 360  
Westcliffe, CO 81252  
719-783-2514

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**From:** Cheryl Laramore [mailto:clpar55@yahoo.com]  
**Sent:** Friday, February 10, 2017 3:35 PM  
**To:** CoopExt Custer <coopext\_custer@Mail.Colostate.edu>  
**Cc:** Donna Hood <rdh@apaintedview.com>; Young,Robin <Robin.Young@colostate.edu>; Marlissa Gonzalez <marsilla98@hotmail.com>  
**Subject:** Re: Show Lambs

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On Feb 10, 2017, at 3:24 PM, CoopExt Custer <[coopext\\_custer@Mail.Colostate.edu](mailto:coopext_custer@Mail.Colostate.edu)> wrote:

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After receiving additional requests from this buyer I explained to her that I had spoken with Marlissa on how to distribute Gonzalez Show Lamb information. At that time, I also took the time to build a Gonzalez Show Lambs flyer with contact information via Marlissa's Public Club Lamb Page on Facebook (as to not violate her privacy) and sent it to Marlissa and asked her if she would like me to send that out on her behalf. Marlissa did not respond to that email and I did not send the flyer out as I did not have her consent.

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**To:** CoopExt Custer <coopext\_custer@Mail.Colostate.edu>  
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Also, if you ladies want to go "like" our Custer County 4-H Facebook page, we are trying to be more active and post 4-H news and kids accomplishments on there. <https://www.facebook.com/CusterCountyCO4H/>

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On Thu, Jan 19, 2017 at 10:08 AM CoopExt Custer <[coopext\\_custer@mail.colostate.edu](mailto:coopext_custer@mail.colostate.edu)> wrote:

Hello Market Lamb Members and Club Leaders,

It's time to start thinking about getting your county fair lambs bought!!

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this with them and also please have them contact Extension so that we can make those changes and get them on the contact list for market lambs.

If you are a breeder or know a breeder who would like to get their information out to our kids, please send me contact information so that I can get it on our list of available breeders.

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**Sent:** Friday, February 10, 2017 4:45 PM  
**To:** CoopExt Custer  
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That's great. Thank you.

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719-783-2514

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**From:** Cheryl Laramore [mailto:clpar55@yahoo.com]  
**Sent:** Friday, February 10, 2017 4:45 PM  
**To:** CoopExt Custer <coopext\_custer@Mail.Colostate.edu>  
**Cc:** Donna Hood <rdh@apaintedview.com>; Young,Robin <Robin.Young@colostate.edu>; Marlissa Gonzalez <marsilla98@hotmail.com>  
**Subject:** Re: Show Lambs

That's great. Thank you.

On Feb 10, 2017, at 3:48 PM, CoopExt Custer <[coopext\\_custer@Mail.Colostate.edu](mailto:coopext_custer@Mail.Colostate.edu)> wrote:

Thank You Cheryl,

I see your point and I am more than happy to make a Facebook post now letting people know that we will advertise for them. I have sent information out in emails and have talked to various breeders in person as well. This week I extended the offer Shannon and Lynette Byerly and as new breeders I extended an



invitation to our upcoming MQA class as we will also have local veterinarians Kit Ryff and Julie Sperry (Kayla Ingram declined as she does not handle large animals) there to discuss the new VFD and signs and treatment protocol of sickness in all market species. Lynette opted to not be put on the list until next year as they have sold all of their available animals this year. I have also had a request from Katie Smith to get word out that they will have rabbits available soon and I am in the progress of working with her to get that information out. Please know that I make every effort to provide information to the membership and the public. It was an oversight on my part that I did not make that offer in that specific Facebook post but I will rectify that.

Thanks Again,

*Carlan Cardenas*

Office Manager/Support Staff  
CSU Extension, Custer County  
P. O. Box 360  
Westcliffe, CO 81252  
719-783-2514

**From:** Cheryl Laramore [<mailto:clpar55@yahoo.com>]

**Sent:** Friday, February 10, 2017 3:35 PM

**To:** CoopExt Custer <[coopext\\_custer@Mail.Colostate.edu](mailto:coopext_custer@Mail.Colostate.edu)>

**Cc:** Donna Hood <[rdh@apaintedview.com](mailto:rdh@apaintedview.com)>; Young, Robin <[Robin.Young@colostate.edu](mailto:Robin.Young@colostate.edu)>; Marlissa Gonzalez <[marsilla98@hotmail.com](mailto:marsilla98@hotmail.com)>

**Subject:** Re: Show Lambs

Yes, I saw that and understand. The issue for me was that the FaceBook post doesn't include anything about offering to add information for other breeders or providers. Those who received your email which does clearly offer to send and post information for other breeders are not the only ones to see the FaceBook page. The FaceBook posting gives the appearance you are only advertising for an out of county breeder.

On Feb 10, 2017, at 3:24 PM, CoopExt Custer <[coopext\\_custer@Mail.Colostate.edu](mailto:coopext_custer@Mail.Colostate.edu)> wrote:

Hi Cheryl,

In case you did not see my response to your first email concerning the SSL flyer that was distributed I have copied that information and am pasting it here. You will note that in that response I do tell you that I do not distribute personal information of any kind without consent.

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Hi Cheryl,

## Donna Hood

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**From:** McKenzie Huffman <cvtmckenzie@gmail.com>  
**Sent:** Monday, February 13, 2017 3:53 PM  
**To:** Cheryl; Polly Miller; Audrey Glutsche; Donna Hood  
**Cc:** cvtmckenzie@gmail.com  
**Subject:** Lookey what I found!!

SO I love research. Look what I found in the CSU Extension Agent Employee handbook!!!! ::insert cackle:: Read to the end. I have highlighted the good stuff. :-O

<http://www.ext.colostate.edu/staffres/handbook/sec9-fiscal.pdf>

LOCAL NON-APPROPRIATED ACCOUNTS Basis University officials, specifically Internal Auditing and General Counsel, have determined that inasmuch as all of the county funds are generated by the county and expended by the county, county non-appropriated funds should not be commingled with university CSU extension funds. Since CSU Extension employees have oversight and signatory authority for these accounts, it has been deemed appropriated that CSU Extension has the authority and responsibility to establish policies and procedures to keep these funds segregated and provide guidance for proper handling. Policy This policy applies only to County/Area Extension offices. Off-campus and on-campus specialists are not to establish any bank account. The off-campus regional specialists and departmentally based on-campus specialists are CSU employees and report to a regional director or department head. All off-campus and on-campus specialists must process all funding through approved university accounts. The county/area director is a CSU employee and is responsible for the management of nonappropriated funds. The director ensures that accurate records are kept and that the funds are used properly. All expenditures of non-appropriated funds shall be made solely for program enrichment purposes to include the purchase of unbudgeted equipment, supplies, travel, etc. For example, the county buys seedling trees and then charges the citizens who want to purchase them, or 4-H enrollment fees are charged and then sent to CSU (State 4-H program) or are used to enhance the 4-H program in the counties. Each county CSU Extension office may establish only one checking account to handle all relevant non-appropriated, non-university locally generated funds. At the discretion of the area director or regional director, a checking account to serve the needs of the entire area may be established. The bank in which the account will be established will be determined jointly by the county/area director and the appropriate regional director. The purpose for and the intent to establish the account will be reviewed and approved by the respective Board of County Commissioners and the county/area extension Advisory Council. The words "Colorado State University," "CSU," or any individuals name shall not be included in the title of the checking account name. For clarity and uniformity the following titles are recommended but are not mandatory: For counties: (County Name) Extension Fund For areas: (Area Name) Area Extension Fund In addition to a checking account, a cash fund of up to \$50 is authorized. The cash fund is authorized mainly to provide sufficient cash to accept revenue and make change for sales of publications, etc. No expenditures should be made from the cash account. An exception to the policy is allowable for amounts of less than \$2.00, but these should be kept to a minimum. The county/area director will determine the need and the size of the cash fund. The cash fund will be established from funds available prior to establishing the checking account or by writing a check in an amount to create the cash fund. Procedures for cash fund operations are included in the accounting manual. Shortages or overages in the cash fund should be recorded in an account for that specific purpose and an entry made at the time the money is deposited. Shortages and overages transactions, if any, should be kept separate for the non appropriated account transactions. The following shall apply to cash funds: - Cash should be kept in a locked location. - Only one individual should be responsible for the cash box. - No expenditures shall be made from the cash fund. - No advances, loans or IOU's shall be made from the cash fund. For Non-Appropriated activity, accurate records must be kept, good accounting procedures should be followed and the funds should be handled in a business-like manner. An accounting manual is provided for each office, which explains the procedures to be followed. Excess funds should be deposited and not accumulated. A deposit should be made at least weekly, or when the excess funds accumulated in the cash account exceeds 50% of the authorized cash fund amount. Amounts accruing in excess of costs shall be utilized for program enrichment as soon as practical. Examples of appropriate purchases are purchases of unbudgeted equipment, supplies, etc. Examples of

provide guidance for proper handling. Policy This policy applies only to County/Area Extension offices. Off-campus and on-campus specialists are not to establish any bank account. The off-campus regional specialists and departmentally based on-campus specialists are CSU employees and report to a regional director or department head. All off-campus and on-campus specialists must process all funding through approved university accounts. The county/area director is a CSU employee and is responsible for the management of nonappropriated funds. The director ensures that accurate records are kept and that the funds are used properly. 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If payments for services need to be made, payments should be processed through the normal county system and the county/area Extension office should repay the county. No payments for services or reimbursement for travel should be made directly to any state, including CSU and CSU Extension, employees from the county/area Extension office. If the occasion arises where such an employee is to be paid for services or travel, a letter must be written explaining the circumstances. The letter and a reimbursement check must be sent to the appropriate agency that will actually be making this payment. Lump sum payments to independent consultants, speakers and lecturers may be paid directly from the fund. IRS form 1099 is required for accumulated annual payments to one consultant in excess of the current IRS limit. If this can't be accomplished locally, payments to consultants may be made through the university to insure that the 1099 is issued as required by law. The CSU Extension fiscal office will then bill the County for the amount of the payment and the County may reimburse CSU Extension for that amount from the Non-Appropriated account. An individual is considered an employee if that individual receives instruction, guidance or supervision in performing their service. If it is determined that the individual should be treated as an employee, that individual should be paid through the CSU payroll system. Again, the CSU Extension fiscal office will bill the county for the payments made. Non-appropriated account funds may be used to reimburse CSU Extension. In the conduct of CSU Extension programs, it is desirable and necessary to work with numerous groups and organizations. However, such groups should not be dependent on CSU Extension to be responsible for or handle any of the group funds. Nor should CSU Extension be

responsible for accounting for receipts or expenditures thereof. Examples of the kind of funds which should not be handled through the authorized local non-appropriated funds are: - Sale and/or purchase of 4-H livestock - Dairy Herd Improvement Associations - General community associations (e.g. breed associations, seed clubs, etc.) - Home economic associations and clubs - 4-H foundations and councils Such groups have their own treasurers. Extension staff should have no authority to withdraw funds from or write checks on any association accounts except as noted below. Regular County Extension Budget, Weed Districts, and County Fairs may require extension staff to withdraw funds and/or write checks as prescribed by local/area policy. The regional director shall be responsible for relieving departing employees of the fund responsibilities and for assuring the understanding and acceptance of fund responsibility by new employees.

Best,

*McKenzie Huffman*

719.530.1596

P.O. Box 1405

Westcliffe, CO 81252

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