MEETING REQUEST FORM

Meeting Date Requested: May 7, 2024	**Contact Phone and E-mail:** 307-352-6775 drothlis@uwyo.edu 307-766-3563 bmfeuz@uywo.edu
Presenters Name, Title and Name of Organization: Bridger Feuz, Associate Director, University of Wyoming Extension Darrell Rothlisberger, County Coordinator/UW Extension Educator/4-H & Youth Development, University of Wyoming Sweetwater County Office	**Exact Wording for Agenda:** 11:30- General overview of UW Extension County relationships and current Sweetwater relationship as a background for discussion on the MOU, space, and personnel. Un-table the request for approval of the Compensation Agreement for Darrell Rothlisberger for the remainder of the current fiscal year, University of Wyoming Sweetwater County Extension 4-H/Youth Development Extension Educator and County Coordinator
Preference of Placement on Agenda & Amount of Time Requested for Presentation: Late morning and 15 minutes	**Will there be handouts? (If yes, include with meeting request form)** Yes
Will handouts require SIGNATURES? Yes **SHOULD THE ITEM BE MARKED CONFIDENTIAL?** No	If you are submitting a Resolution or Proclamation, please forward in Word format to: shoemakers@sweetwatercountywy.gov
Additional Information: The annual compensation agreement is not for a new position within Sweetwater County Extension, just a new employee filling this position effective 2/19/24. The Extension Educator position was vacant from August 2023 to February 19, 2024. This position was funded by the County Commissioners for FY'2024.	

Attachments:
UW- ANNUAL COMPENSATION AGREEMENT.pdf
GENERAL OVERVIEW OF UW EXTENSION COUNTY RELATIONSHIPS.pdf

INSTRUCTIONS:

- All requests to be added to the agenda, along with handouts and original documents to be signed, must be submitted in writing on the "Meeting Request Form" by Tuesday at 10:00 a.m. prior to the scheduled meeting and returned in person or electronically to Administrative Assistant Sally Shoemaker at: shoemakers@sweetwatercountywy.gov
  *****If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- If you are presenting a **Resolution or Proclamation,** it must be submitted in Word Format and emailed to: shoemakers@sweetwatercountywy.gov
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item may be rescheduled.
- In order to determine placement on the agenda, please review the county website sweetwatercountywy.gov on Thursday afternoon by clicking "Commissioner's Agenda".
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.

The Board of County Commissioners meets in regular session the first and third Tuesday of every month.

The meetings are open and the public is invited to attend.

The meetings are held in the commission meeting room:

80 West Flaming Gorge Way
Meeting Room #115
Green River, Wyoming

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