

COUNTY DIRECTOR ANNUAL EVALUATION

DUE: February 15, 2007

(effective 7/07)

Name: Susan Donohue

Title: County Director/Nutrition, Family & Consumer Sciences Advisor

County: Butte

SECTION A.

General Performance and Accomplishments: January 2006 to December 2006

I. Statement of assignment

- *In addition to your current position description, describe changes in responsibilities.*

During this review I assumed responsibility for the 4-H Youth Development Program while continuing my current assignment of 50% County Director and 50% Nutrition, Family and Consumer Sciences Advisor.

- *Indicate your DANRIS-X Programmatic Assignment of FTE*

ANR Issue	Knowledge Area	% FTE
Childhood Obesity	Nutrition Education and Behavior	.10
Family & Consumer Well Being	Human Development & Family Well Being	.10
Food Safety	Protect Food From Contamination By Pathogenic Microorganisms, Parasites and Naturally Occurring Toxins	.10
Healthy Lifestyle	Human Nutritional Status	.20
Administration	Program management, Personnel, Budgeting, & Public Relations	.50

II. Research and Extending Knowledge

- *Major themes or goals of my program.*

1) Childhood Obesity

- Youth FSNEP
 - Farm 2 School Workgroup
 - Children's Almond Blossom Tour and Field Day
- Factors influencing vegetable intake in low income, multiethnic school children research project

2) Family and Consumer Well Being

- EFNEP
 - EFNEP Healthy Families curriculum project
 - Hmong Special project
- Adult FSNEP
 - FSNEP Fish Connection

- Hmong Parenting Core Issues
 - Body Weight and Health Workgroup
 - My Healthy Plate research project
 - Anemia Workgroup
 - Anemia video (Hmong version)
- *List your accomplishments and impacts in:*
- *Extending knowledge and research and creative activity*
 - Adult EFNEP- Nutrition educators delivered parent education workshops to 253 clientele focused on improving dietary behaviors, food resource management, food safety, and physical activity practices for low-income, ethnically diverse clientele. Pre/post “EFNEP Food Behavior Checklist” is used to evaluate knowledge changes in clientele. Positive changes are noted in food resource management, food safety and food nutrition practices.
 - Tri-county Childhood Obesity Prevention Project in Hmong Populations- During this review period I managed the project in Butte County and supervised a Hmong nutrition educator who pilot tested lessons and handouts developed for this project. Process evaluations included post-lesson journals and qualitative analysis of lessons and handouts, monthly conference calls, individual extender interviews, and formal discussion with Hmong extenders. A culturally appropriate, extender-delivered, learner centered, series of lessons based on the EFNEP curriculum has been developed. The research team anticipates the Hmong Extender curriculum will help to promote healthy acculturation-related changes in diet and physical activity in Hmong families.
 - Youth Food Stamp Nutrition Education Program- Under my supervision, staff have expanded outreach efforts and have a presence in all 23 of the eligible schools in the county. Anecdotal reports from teachers show that they are learning alternatives to using foods as rewards, children are learning about healthy lifestyles and parents are commenting on positive behavior changes at home. Research shows a clear connection between nutrition and learning. Better attendance in school, increased concentration on lessons and improved performance and higher test scores are expected results.
 - Adult FSNEP Fish Connection – Butte County is participating in this pilot project because of the Fish Advisory posted on the Feather River. The Hmong population consumes large quantities of fish caught in this local waterway. The particular concern is consumption of certain types of fish and harmful effects on brain development in children. Pre and post tests and food recalls show positive behavior changes as a result of the nutrition education.
 - Flavor Enhancement Study- The objective of this observational, cross sectional study was to determine vegetable intake in a sample of multi-ethnic children and examine the influence of flavor enhancer on vegetable intake. 50 3rd and 4th grade children in two schools in Butte County participated in this research project. Results indicate that overall, there were no significant differences in intake of vegetables based on school, grade, ethnicity and gender. There was a significant difference between intakes of vegetable alone versus vegetable with flavor enhancer. Results of this study helps to identify factors related to vegetable consumption in school children.
 - Body Weight and Health “My Healthy Plate” research project – The release of MyPyramid and the Dietary Guidelines has resulted in a need to change our teaching of portion sizes. This research project is to test the use of the “My Healthy Plate” method (1/2 of your plate is fruits and vegetables, 1/4 of your plate is meat/beans and 1/4 of your plates is grains) as a teaching tool to teach portion size. I adapted the four lessons from the EFNEP curriculum to this new teaching methodology and was responsible for training staff participating in this research project. No results are available at this time.
 - Farm 2 School – The focus of this workgroup is linking production of food to classroom nutrition education and serving fresh produce in school cafeterias. As a workgroup, we are developing youth FSNEP curriculum. I am author of two lessons and Butte County is

participating in a research project assessing the effectiveness of these lessons. No results are available at this time.

- *If you hold an administrative assignment, list your accomplishments as a manager in this section.*
 - I administer Adult EFNEP, Adult FSNEP Fish Connection project, and Youth FSNEP. I also supervise dietetic interns from Chico State University. My responsibility is to secure funding, priority needs of the community, enhance staff skills and develop programs.
- *Indicate any affirmative action implications of your research or creative activity. Include affirmative action efforts made in structuring your program and reaching clientele.*
 - The Hmong population in Butte County was not currently being served. In the past, we worked with this population on establishing gardens. As a result of my participation in the Adult FSNEP Fish Connection Project and EFNEP Tri-County Obesity Project in the Hmong Population, we have two Hmong nutrition educators serving this population.

III. Professional Competence and Activity

My professional competence is continually updated through regular attendance at professional development trainings, professional associations, conferences, workgroups and personal study. Participation in workgroup meetings and applied research projects aids in my professional development. I also share my expertise with colleagues at the local, state and national level.

- *Identify active memberships in disciplinary societies or professional associations.*
 - California Extension Association of Family and Consumer Sciences
 - National Extension Association of Family and Consumer Sciences
 - Attended Annual Meeting in Denver, CO-October 2006
 - American Association for Family and Consumer Sciences
 - Society for Nutrition Education
- *List activities you have undertaken to improve your professional competence.*
 - California Endowment Grant Writing Meeting. January 26, 2006. Marysville.
 - County of Butte Management Training, “Why Not the Best?” February 16, 2006.
 - Professional development for Department Heads and Senior Management Staff
 - Central Valley Region NFCS Advisors Planning Meeting. March 9, 2006, Modesto.
 - Central Valley Regional Affirmative Action Training. March 28, 2006, Sacramento.
 - Central Valley Regional Training. March 29, 2006. Sacramento.
 - EFNEP Multi-State Healthy Families Curriculum Training. April 17 – 21, 2006, Denver, CO
 - UC ANR Human Resources Statewide Conference. June 6-7, 2006, San Jose.
 - County of Butte sponsored training, Counterfeit Currency. July 11, 2006.
 - Skill Path- Writing Effective Policies. July 27, 2006, Sacramento.
 - Skill Path- Managing Multiple Projects. August 9, 2006, Redding.
 - California Nutrition Network for Healthy, Active Families Conference. August 10, 2006, Sacramento.
 - FSNEP Statewide Staff Training, August 2006, Milbrae,
 - Best Practices Summit for Risk Communications, sponsored by Public Health. September 26 – 27, 2006, Sacramento.
 - Program Review Training. October 25, 2006. UCD
 - Body Works Training: Train the Trainers Workshop. October 26, 2006. Concord.
 - UC ANR Site Builder Training. November 28, 2006. Oroville.

- Crucial Conversation Training Update. November 29-30, 2006. Oroville.
- ANR Safety Coordinator Training, December 1, 2006, UCD.
- UC ANR DANRIS-X. December 9, 2006. UCD

Workgroup Membership:

- Body Weight and Health Workgroup
 - Health Promotion and Chronic Disease Prevention Workgroup
 - Farm-to-School Workgroup
 - Nutrition Coordinating Conference Workgroup
- *List awards, honors or recognitions and grants received.*

Title	Collaborators	Funding Source	Duration	Amount
EFNEP	B. Sutherland and EFNEP staff	USDA	2006/2007	\$70,455
Adult FSNEP Fish (Pilot Project)	S. Zidenberg-Cher and FSNEP staff, California Department of Health Services-Environmental Health Investigations Branch	USDA	2006/2007	\$35,390
Youth FSNEP	Amy Joy and FSNEP staff		2006/2007	\$262,548
Flavor Enhancer Research Project	B. Sutherland, P. Wakimoto, and FSNEP staff	Private	2006/2007	\$17,000
Hmong Parenting Core Issues (PI)	A. Martin, C. Schneider, B. Sutherland, P. Wakimoto, National Center for Minority Health Disparities, Health Promotion Workgroup	ANR	2006/2007	\$35,000
UC ANR workgroups: Health Promotion, Body Weight & Health, Farm 2 School, Anemia		ANR		Amounts varied according to project

IV. University and Public Service

- *List university and public service activities (County, Regional, State, National).*

I have been actively involved in University and Public Service during my Extension career. I am committed to serving the University. Since becoming County Director, I am learning of the many local opportunities to represent the University to the community.

University Service:

County

- Chaired Search Committee for Butte County Master Gardener Coordinator
- Represent office at monthly Farm Bureau meetings and report on office activities
- Field public service questions regarding N, F& CS topics

Regional

- Member of Search Committee for Stanislaus/Merced and Tuolumne/Mariposa Nutrition Family Consumer Sciences Advisor
- Central Valley Region Regional Conference, Chair
- Central Valley Regional NFCS meeting, Chair

Statewide

- Peer Review Appeal Committee, Chair

National

- Reviewed USDA *Go, Grow and Glo* curriculum

PUBLIC SERVICE

County

- Member of California Nut Festival Committee—The California Nut Festival is a major County-wide educational event promoting the nut industry. It is sponsored by the Far West Heritage Association and other agriculture-related organizations. I secured Dr. Karen Lapsley, Director of Scientific Research at the Almond Board of California as the keynote speaker for the 2007 Festival and I started the first Children’s Almond Blossom Tour and Field Day for 2007. Planning for the 2007 Festival activities started in March 2006 and meetings are held every two weeks.
- Member of Farm City Celebration Committee—The Farm City Celebration is a two week long event promoting Butte County’s agriculture. A committee of various agencies plan and organize the calendar of events to promote agriculture. The activities are held in November and the committee meets monthly for six months.
- Member of Butte County Public Health Department Avian Flu Committee.
- Member of California State University, Chico, Food Sciences Advisory Committee.
- Supervisor to California State University, Chico Dietetic intern – 2 month period.

V. Affirmative Action

- *Copy of information from CASA report (FY 2005-2006 data and a list of outreach efforts)*

Nutrition, Family & Consumer Sciences

Beginning Date	Ending Date	Mass Media	News-letter	Personal Letters	Personal Contacts	Comm Groups	Joint Activities	Total
07/01/05	06/30/06	5	5	25	200	6	6	247

The target audience for both EFNEP and FSNEP are designated by program guidelines. For EFNEP, the guidelines specify the target audience to be households with one or more persons under 18 years of age and below 185% of poverty. The 2000 Census was used to determine the baseline. This data is provided by the State EFNEP Office. The target audience for Youth FSNEP is schools with 50% or more of the students participating in free or reduced breakfast or lunch programs. California Department of Education CBEDS data is used to determine the baseline.

- EFNEP works with agencies targeting eligible clientele. Flyers are prepared and provided to agencies for posting. In some instances, EFNEP staff has gone door to door to promote the program. Flyers were translated to Hmong and Spanish. Program information is shared at collaborative meetings (California Health Collaborative and Hispanic Resource Council) and at staff meeting of different agencies (Public Health, Migrant Education, Department of Social Services).
- In reaching the Hmong community, announcements were made on Hmong radio programs.
- For FSNEP, letters are sent to all eligible schools at the start of the school year. Follow up calls are made to teachers who have participated in the program the previous years. ▪ FSNEP staff gives presentations at teacher staff meetings to promote the program. ▪ Information regarding the program and nutrition tips is included in school menu announcements. ▪ Newspapers are invited to attend

appropriate events and press releases are sent announcing the program. ▪ Information about the program is included in brochures available to the public and on the UCCE county web site. ▪ Our programs are promoted at county wide events—Farm City Celebration, California Nut Festival.

4-H Youth Development Program

Beginning Date	Ending Date	Mass Media	News-letter	Personal Letters	Personal Contacts	Mbrship Drive	Joint Activities	Voluntr Recruit	Total
07/01/05	06/30/06	24	11	50	50	1	2	1	139

The 4-H Youth Development Program has utilized local and community newspapers to promote the program, recruit youth and adult volunteers and publicize events through 24 media releases. ▪ 4-H has an active website that is easily accessible. The website provides information on upcoming events, Council minutes, Cloverleaves and contact information. ▪ 4-H distributes 11 monthly newsletters to approximately 650 youth members and 250 adult volunteers. Recipients of the newsletter have self identified themselves. ▪ Correspondence to key individuals and extenders (principals, organization directors, etc) were sent informing them of opportunities in the program. ▪ 4-H participated in Farm City Celebration at the Chico Mall with displays and small animal projects to increase public awareness. ▪ Club meetings, council meetings and events are held at public facilities such as schools and community buildings that are accessible to all. ▪ At the start of the year, clubs are provided with outreach materials that can be used to promote 4-H within the individual communities. Flyers, bookmarks, and posters are distributed to schools.

- *Include accomplishments in personnel or programmatic affirmative action.*

Our nutrition education staff reflects the population they are working with. Our staff consists of 2 Hmong nutrition educators and 1 Hispanic nutrition educator.

- *Document leadership role in county in affirmative action*

I am aware of the University's Affirmative Action policy and insure that all the programs in the office follow guidelines. I encourage staff to participate in UCCE affirmative action trainings. In the nutrition program, I am very sensitive to the populations served and the importance of having staff that are bi-lingual.

VII. Bibliography

1. Martin, A., Sutherland, B., **Donohue, S.**, Wakimoto, P. (2006, April) Hmong Childhood Obesity Prevention Program: A model pilot project in Northern California. *Experiential Biology 2006*, April 1 -5, San Francisco. Poster Presentation #649.8.
My role: I was a collaborator on this project and supervised the coordination and implementation of this project in Butte County. (E)
2. Martin, A., Wakimoto, P., Peterson, L., Fujii, M., **Donohue, S.**, Kaiser, L., and Sutherland, B. (2006, July) Development of Extender-delivered, Learner-Centered, Curriculum to Address Childhood Obesity in Northern California Hmong Communities. *SNE 2006 Annual Conference Proceedings*, 38, Supplement, P31m pp.S27-S28.
My role: I was a collaborator on this project and supervised the coordination and implementation of this project in Butte County. (E)
3. Martin, A., Olivares, A., Lee, H., Wakimoto, P., Peterson, L., Fujii, M., **Donohue, S.**, Escobar, S., Yang, M., Vang, Y., Sutherlin, J., Schneider, C., Davidson, P., Yang, L., and Sutherland, B. (2006, June) Tri-County Childhood Obesity Prevention Project: A Model Project in Northern California with the Hmong Population. *UC ANR Human Resources Conference 2006*, San Jose. (D-Poster)

4. Metz, D., Martin, A., **Donohue, S.**, Junge, S., Garcia, L., Giovanni, M., Gong, E., Carter, R., Tapia, W., Bui, T., Schneider, J., Lee, D., and Zidenberg-Cher, S. The Fish Connection. *UC ANR Human Resources Conference 2006*, San Jose. (D-Poster)
5. **Donohue, S.** and the Health Promotion Workgroup. Community Tools to Reduce Diabetes and Chronic Diseases. *UC ANR Human Resources Conference 2006*, San Jose. (D-Poster)

VIII. County Director Accomplishments

- Enabling, enhancing and supporting the activities and careers of personnel and volunteers
 - I organized staff trainings: Crucial Conversations, Site Builder Training, hiring a math consultant to work with FSNEP staff on correlating math standards to nutrition education programs.
 - I encourage staff and when resources are available and cover the cost for staff to attend trainings that result in building skills (computer classes). Staff have participated in Essential Facilitation training.
 - I encouraged the 4-H Council to provide scholarships for volunteers interested in attending appropriate workshops
- Resource development
 - I successfully secured the county budget.
 - In Youth FSNEP, achieved our planned growth of .5 FTE.
 - In Adult EFNEP, secured funding to continue .8 FTE for Hmong special project.
 - In Adult FSNEP, secured funding to start Hmong Fish Connection project.
 - The Butte County Farm, Home and 4-H Support Group raised \$40,000 this year.
- Fostering and enhancing strong reciprocal relationships
 - Working with CSU, Chico, we provide internship opportunities for students in the nutrition, education and agriculture programs.
 - Working with school principals and teachers in Youth FSNEP, we have strong ties to the community.
 - Working with the Far West Heritage Association on the California Nut Festival and Farm City Celebration Committee helps to establish reciprocal relationship.
- Enhancing usefulness, application and relevance of CE services and information.
 - The Master Gardener Program is an example of enhancing the usefulness of CE services.
- Facility development and management
- Leadership in envisioning, developing and implementing educational or research programs
 - The Master Gardener Program has been a recurring need in the County. Working with the Support Group, I was able to justify the value of the program and receive financial support to start the program.
 - This February we will have the first Almond Blossom Tour and Field Day for third grade students. Currently, Blossom tours are conducted on the weekends and children rarely have the opportunity to participate. Receiving financial support (\$3,000) from the Support Group and Farm City Celebration Committee, 150 children will be participating in a tour and field day.
- Overarching responsibilities
 - I updated the UCCE and County Injury and Illness Prevention Plan and started safety training at office conference.
 - I process the requirements of UC and County. I sign forms, contracts, and Use Facility applications, acceptance of donations and grants and attending appropriate meetings.
 - I am a signer on the Bank of America checking account and sign on payment expenditures.
 - I am responsible for advisors and staff following policies and the appropriate actions when not followed.

- I am responsible for justifying positions when personnel actions occur. (4-H Youth Development Advisor and Farm Advisor positions)

Section B. General Goals and Self-Assessment

This section is your opportunity to evaluate your accomplishments and formulate goals for the next program year. It will be reviewed by your Regional Director only.

County Director Review:

1. Self-assessment of program.

I am pleased with my achievements in my NFCS program and in my activities as County Director and County Department Head. I believe my achievements in my NFCS program are comparable to an advisor with full time NFCS responsibilities.

My NFCS program consists of Youth FSNEP and Adult FSNEP Fish Connection project, Adult EFNEP, a public service component and my applied research and creative activity projects. Within EFNEP and FSNEP, I am responsible for seven staff, an increase of two and a half staff. I secured funding to increase Youth FSNEP by .5 FTE, adult FSNEP by .5 FTE and EFNEP by .8 FTE. My creative activity and research projects included: 1) Body Weight and Health Workgroup research project on My Healthy Plate, 2) Farm 2 School Workgroup writing of lessons and pilot testing of new curriculum, 3) pilot testing the new EFNEP My Healthy Families curriculum, 4) organizing the first Almond Blossom Children's Tour and Field Day and 5) EFNEP Flavor Enhancement Research Project.

My administrative responsibility included the management of the 4-H Youth Development Program. Resignation of the 4-H Youth Development Advisor resulted in my supervision of two additional program staff and oversight of the program. With the assistance of the Program Representative, I completed the National 4-H Council ATV Education Project, and Youth in Governance Project, which were in progress at the time of the Advisor's resignation.

Other administrative projects include starting a Master Gardener Program, development of the Support Group Newsletter, organization of two regional trainings for staff and chairing the CVR Regional Conference.

2. List any barriers or obstacles in accomplishing your program goals.

- Unanticipated opportunities and projects (new grants and workgroup projects)
- The County and the University have increased reporting and accountability demands.
- Lack of time to thoroughly complete a project.
- Unrealistic expectations by peers, administration and self.

3. Goals for coming year: January 2007 – December 2007

- *List work/projects you intend to accomplish in the coming year and anticipated impacts.*
Master Gardener Program: I hope to develop the program to meet our county needs. Working with our Coordinator and Farm Advisor, I plan to establish an identity and vision for the program. One of our goals is to offer our first training for volunteers in January 2008. The Master Gardener will outreach to a segment of the community we have not been able to adequately serve—the urban backyard growers. In addition, it will assist the Farm Advisors in responding to public service calls and increase visibility for our office.

Hmong Projects: I will continue to work with NFCS Advisors in San Joaquin and Fresno counties and EFNEP Director Barbara Sutherland on adapting the EFNEP curriculum to be culturally sensitive to the Hmong population. It is our goal to develop an EFNEP curriculum that is culturally appropriate for Hmong families and can be used in California and other states. The preliminary data from EFNEP pre and post tests show that culturally sensitive nutrition education lessons delivered by Hmong staff result in positive behavior change.

I am PI on a 2006 – 2007 Hmong Parenting Core Issues project, gathering parenting and health data from focus groups and individual interviews in Butte, Sacramento, Fresno and San Joaquin counties. I will be completing this project.

Agriculture Literacy/Farm 2 School Workgroup/Youth FSNEP: As a member of the Farm 2 School workgroup, I will continue to write and pilot test chapters for Youth FSNEP curriculum. I completed one lesson for the first grade lesson and am continuing with the second grade lesson. Butte County is participating in a research project testing the effectiveness of the curriculum.

Body Weight and Healthy Workgroup “My Healthy Plate” research project: Results of whether the plate method is an effective tool to use in working with low income families to measure portion size will be significantly impact our current teaching methods.

Administration: I have multiple administrative goals: 1) work closely with our Office Manager and better understand the county budgeting process; 2) work to better balance my programmatic and administrative responsibilities; 3) work to learn more about each advisor/staff projects.

- *What needs to be accomplished to advance in Step or Title?*

I plan to submit for an acceleration in the next review process. I feel this past year and my current involvement merits an acceleration. With the completion of the 2007 Core Issues, I will submit a UC Delivers. I presented the results of the 2006 Core Issues, at the 2007 California Childhood Obesity Conference and have submitted an abstract to present at the National Extension Association of Family and Consumer Sciences Conference. Results from the Flavor Enhancement research project should be completed and submitted for publication in 2007.

I will continue to enhance my skills by attending conferences, such as the Mid-Managers Conference. I will coordinate workshops/trainings for staff to enhance their skills.

I will continue to serve the University and the local community by participating in county activities. I will be serving on an ad hoc peer review committee have completed review of a 4-H publication.

- *Indicate any multi-state extension activities and/or collaborative work with AES faculty, listing all collaborators including their institutions, and estimated FTE you plan to expend in this activity. For these activities, include anticipated impacts.*

I am working with NFCS Advisors Cathi Lamp and Anna Martin, EFNEP Director Barbara Sutherland and program staff in Butte, Tulare and Orange counties to test a new EFNEP curriculum. Colorado and Nevada are also involved.

4. Relationships

- *Assess the effectiveness of your relationships with ANR colleagues, supervisees, administrators and external clientele.*

I am very comfortable with ANR colleagues. I have greater opportunities to collaborate on projects with advisors in the CVR and in the northern counties. Since becoming a County Director, I have interacted with Farm Advisors and Specialists in other programmatic areas. I feel my working relationships with external clientele and supervisees are not problematic.

Involvement with the Support Group, Farm Bureau and local community groups provide me opportunities to interact with external clientele.

5. Accountability

- *Assess your record in providing reports and other measures of accomplishment, complying with University policies, contributing your share to “carrying the load” in office and team activities.*

I do my best to provide reports an assessment data required by the University and the County. In addition, I comply with all programmatic and grant due dates. Our office publishes a County

Report that we send to clientele and stake holders. A newsletter is sent to Support Group donors twice a year.