

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: August 13, 2018

Meeting called to order by: Zastrow called the meeting to order at 8:30 a.m.

Members Present: Herbst, Kannard, Kelly, Roberts and Zastrow were present.

Members Absent: None

Educators/County Staff Present: Ben Wehmeier, County Administrator; LaVern Georgson; Chrissy Wen, Area Director; Kim Buchholz, Administrative Specialist; Dustin Winkelman, UWEX Summer Intern

Others Present: None

Certification of Open Meetings Law: The agenda has been duly posted and the door is open.

Public Comment: None

Roll Call (establish a quorum): Quorum present

Approval of Agenda for Possible Rearrangement: None

Approval of July 9, 2018 Meeting Minutes:

Motion by Herbst, seconded by Kannard, to approve the July 9, 2018 as printed. Motion unanimously approved.

Communications: None

Item: Update from Area Director – Chrissy Wen

Wen stated there are no updates except for the Positive Youth Development Educator; next agenda item.

Item: Update on Positive Youth Development Educator Position

Wen stated that there was a failed search for the Jefferson County Positive Youth Development Educator position. Therefore, the state has had time to reflect and adapt on what the 4-H job duties are to what the job description is saying. The Positive Youth Development position description was youth development above and beyond the 4-H program. The State has recognized that the 4-H program takes an individual's time and energy. Because of this, the Coordinator job description has shifted to include a larger component of education; the position can now program outside of the 4-H program. The current

job description shifts the weight of the position to beyond 4-H. Then, if time and abilities allow, the individual may include educational programming in addition to the 4-H program when appropriate.

Wen asked the committee to shift the Jefferson County position from a Positive Youth Development Educator to a 4-H Coordinator. Wen also explained that there is some flexibility in the salary range depending on the candidate's years of experience of managing volunteers. The position requires a bachelor's degree. 4-H is always a big job and is very diverse. Wen stated that work has been done by previous educators to ensure that the Jefferson County 4-H program be sustainable and healthy; we want to be able to maintain the program. Wehmeier encouraged the committee to make the change in the position. Wen stated that the current status of the position is that the position is on hold until an agreement reached about it being a Coordinator position. Extensive discussion occurred regarding the difference between an educator and a coordinator.

Motion by Kelly, seconded by Herbst, to move the position from a Positive Youth Development Educator to a 4-H Coordinator position. Motion unanimously approved.

Item: Review of 2018 Departmental Budget

Wen and Georgson stated that department is in good shape due to the open educator position.

Item: Update of Jefferson County Farm Technology Days

Georgson provided the committee with an update on Farm Technology Days. Refer to his written report for more details.

Item: Discussion of Monthly Agent Reports

Georgson reviewed his written report that was emailed to the Committee. Dustin Winkelman, Summer Intern, shared his summer report with the committee. See his attached written report. Georgson expressed his thanks to Winkelman on behalf of the office and the committee for his hard work over the summer.

Upcoming Agenda Items and Meeting Dates: Update on Jefferson County Farm Technology Days, update on 4-H Coordinator position, Monthly Reports

Adjournment: Meeting adjourned the meeting at 9:30 a.m.

Note: Next scheduled meetings are Monday, September 10 and October 8, 2018.

Signature of Secretary