

Extension Education Committee Minutes

Date of Meeting: May 11, 2020

Meeting called to order by: Mr. Wehmeier, County Administrator at 8:35 a.m.

Members Present via Videoconference: Herbst, Morris, and Roberts.

Members Present in Person: Kannard and Zastrow

County/Extension Staff Present: Ben Wehmeier, County Administrator

Extension Staff Present by Videoconference: LaVern Georgson, Ag (phone); Kara Loyd, 4-H Coordinator; Steve Chmielewski, Community Educator; Lisa Krolow, FoodWise; Kim Buchholz, Administrative Specialist; Katelyn Broedlow, Administrative Assistant.

Others Present via Videoconference: Frankie Fuller and Anita Martin

Certification of Open Meetings Law: The agenda has been duly posted and the door is open. Videoconference link, including password were also posted.

Public Comment: None

Roll Call (establish a quorum): Quorum present.

Approval of Agenda for Possible Rearrangement: None.

Election of Officers

- **Chair:** Wehmeier opened nominations for Chair. Kannard nominated Zastrow, seconded by Morris. No other nominations. Motion to close nominations and elect Zastrow by acclamation. Motion unanimously approved.
- **Vice Chair:** Zastrow opened nominations for vice chair. Motion by Roberts seconded by Morris, for Kannard to be elected as vice chair. Motion unanimously approved.
- **Secretary:** Zastrow opened nominations for secretary. Motion by Zastrow, seconded by Morris, to elect Roberts as secretary. Motion passed by unanimous ballot.

Approval of March 9, 2020 Meeting Minutes: (Note: there was no meeting held in April 2020 due to COVID-19.) Motion by Kannard, seconded by Roberts, to approve the March 9, 2020 meeting minutes. Motion approved.

Communications: None

Welcome to Extension Education Committee: Buchholz welcomed Mr. Morris to the committee. Members received a brochure as part of the meeting packet that provides an overview of Extension. Please feel free to reach out to any educator with questions on our programming, etc. either by phone or email.

Discussion and Approval of “June is Dairy Month” Proclamation: Motion by Kannard, seconded by Zastrow, to approve June is Dairy Month proclamation and move it on to the County Board tomorrow night. Motion approved.

Review of 2020 Departmental Budget: Buchholz stated that members should have received a copy of the current budget report in the packet. Everything looks good at this point. Wehmeier stated he will continue to work with Department Heads in upcoming months on any changes, etc. that may be necessary due to the current situation. Motion by Roberts, seconded by Morris, to approve the monthly budget report. Motion approved.

Discussion of Monthly Educator Reports: (Written reports attached.)

- LaVern Georgson provided an oral report. (His written report was distributed electronically after the meeting.) Georgson provided an overview of the farm economy and the current struggles it is facing. Extension has been working hard to provide resources such as how to reduce milk production without hurting the cows, etc. for farmers during this difficult time. On a high note, planting is going well and many producers were able to get in their crops last week. Please refer to his attached report for more details.

- Kara Loyd provided an oral report from her written report. Loyd provided an overview of the Jefferson County 4-H Program: currently there are 645 youth members and 236 adult volunteers that are active in 28 community clubs throughout Jefferson County. The adult volunteers gave 12, 755 hours of volunteer service over the past year. Youth can participate in 150 projects and Jefferson County offers 19 countywide projects such as lego, poultry, rabbits, cats, dogs, etc. Please refer to her attached report for more details.
- Steve Chmielewski provided an oral report from his written report. Please refer to his report for more details. Chmielewski has been working with the Jefferson County Food Pantry coalition as well as the local Healthy Communities Coalition. He continues his work with Whitewater small businesses and has submitted a grant to support their marketing efforts. Please refer to his attached report for more details.
- Lisa Krolow provided an oral report to the committee. Krolow provided a brief background on the FoodWise program. FoodWise is the education arm for SNAP programming which includes Foodshare and WIC. They are currently in budget time which has been taking up much of Lisa's time. Their program was approved to hire another educator in October 2020. The program continues to expand. Krolow commented that just prior to the shut downs from COVID-19 she had appointments scheduled at a couple local schools to showcase the program. Those appointments will be rescheduled. She did mention that since her last budget, two more schools have become eligible for the program; totally seven schools that now meet the criteria for FoodWise program. Their program is currently compiling an "Emergency Food Resource List" that will include information on local food pantries, school food program pick-up information, etc. This information will be shared on our local website and is available for others to utilize. They hope to have the information available by the end of this week.

Next Scheduled Meetings: June 8, July 13

Adjourn – Motion by Roberts, seconded by Morris, to adjourn at 9:37 a.m. Motion approved.

Minutes recorded by Kim Buchholz, Administrative Specialist



Extension Education Committee Report

May 11, 2020

Kara Loyd – 4-H Program Educator

Below is what you can expect from me in the next month-

- Zoom Meetings
 - Much of my work in this whole experience has been creating, coordinating, and facilitating Zoom online meetings for our projects, 4-H clubs, and countywide committees so progress can still be made in the interim. This will continue to be true and definitely increase as there are more committees and groups who would like to meet.
- 4-H Speech Contest
 - At the end of the month, 4-H'ers will participate in an online Zoom version of the speech contest. I am looking forward to continuing this program and provide the experience for our youth.
- Reading Professional Development books
 - There are three books that I will be reading during this time to aid in my professional development. Books I still plan on reading include- *Opening Doors to Teamwork & Collaboration*, *Facilitating with Ease*, *Facilitator's Guide to Participatory Decision-Making*.
- Long-term planning
 - I will be using this time to plan and prepare for late summer and fall events like our Open House, volunteer trainings, New Family meeting, and other recruitment events. I will continue this work into the next month as our fall reality becomes clearer. I am putting a special emphasis on volunteer trainings for club and project leaders.
- Plan B Planning
 - Much of this work is already being done, but I will be spending significant time in the next month helping our clubs, groups, and committees think of "Plan B" as our world continues to shift. Much of our 4-H world happens in person. And while we have been able to move many things online, there are still parts of our program that we need to think creatively about to continue to offer.

Same as last month's report, much of the past month has been spent filled with answering emails, phone calls, planning online meetings, informing our program of changes, keeping volunteers on track with planning for the summer. Other activities I've been working on include-

- Zoom meeting coordination for committees
 - I have hosted 12 Zoom meetings in the last month for groups to meet including but not limited to our Small Animal Sale Committee, Meat Animal Project (MAP) Committee, MAP Carcass Education Night, Leader's Association Board of Directors, Junior Leaders, Dairy Committee, and 4-H Clubs. In addition, I have met with Fair Park Director, Amy Listle at least once a week to keep lines of communication open and for continued collaboration.
- Leader Trainings
 - I have hosted our annual leader training through the Zoom platform. This training is given every year for club and groups that submit charter paperwork to us (i.e. they have their own bank

account and EIN number). The training this year focused on principles of 4-H, what Extension is, and time spent talking about risk management and insurance.

- I also hosted a Volunteer-In-Preparation Training for new volunteers. This training is a requirement for folks hoping to volunteer with our program. I intend to host a few more of these trainings in the coming months.
- Continued professional development opportunities-
 - I have finished reading the book *Crucial Conversations*, and I highly recommend this book to anyone who needs to have tough conversations (us all!). I am participating in a book club of sorts with some colleagues to practice principles from the book.
- Preparing a collaboration with WV 4-H
 - At the end of the month, I (along with a colleague in West Virginia) will be hosting a Zoom for 4-H'ers from Wisconsin and West Virginia to meet and learn from one another. There will be opportunities for youth to share things about their program and their project work.
- Released a May newsletter for 4-H families
 - Again, Katelyn put extensive work into reworking our monthly newsletter and collecting educational activities for our 4-H families to enjoy in this extended time at home. I am grateful for her work in putting the newsletter together. We are able to offer a lot of resources to our young people and families because of her effort.

Steven Chmielewski
Community Development Educator
University of Wisconsin-Madison, Division of Extension
Waukesha & Jefferson County

May 11, 2020

Nonprofit Sector:

- Jefferson County Food Pantry coalition participated in survey on capacity pre-COVID-19. April 14th meeting cancelled, offer to co-host electronic declined. Survey results will be applied at a later time.
- Worked with small planning team through Fort Health Care to design an approach to strategic planning for their Healthy Communities Coalition
- Co-hosted online Zoom meeting with 12 Coalition Steering Committee members to clarify the need, anticipated outcomes and recruit participation in proposed format.
- Worked with Extension specialists to design a hybrid/online approach to strategic planning that focuses on the next 12 months for the coalition
- Initiated first session with 12 steering committee participants on 5/1; group plans to meet biweekly to determine how the Healthy Communities Coalition can best serve it's mission in the next year

Private sector:

- Developed and submitted grant proposal with recent survey data from Whitewater small businesses to support efforts to conduct a comprehensive community marketing project

Worked with Whitewater Small Business Retention and Expansion Team to review analysis of pre-COVID-19 survey data; identified programming opportunities for summer outreach

UW Division of Extension, Jefferson County, Agriculture Report

To the Jefferson County Extension Education Committee

By LaVern Georgson

May 11, 2020

Agriculture programming

- Conversations and preliminary plans for Beef Twilight meeting and Emergency Responders Farm Training
- Learning to manage the volume of emails that are circulated and the information being shared.
- Contacted farmers that are known to be stressing and suffering under the current conditions.
- Attended by phone and email to individual education needs.
- Attended Zooms for information and understanding of resources.
- Maintained awareness of ag producers farm gate prices and market trends.
- Identified technology applications that can contribute during this situation.
- Reviewed UWEX resources available to be added to our website and began working to get links.
- Worked on supporting office functions.