

## **Extension Education Committee Minutes**

(Includes Educator Written Reports as presented orally as attachments)

**Date of Meeting:** July 13, 2020

**Meeting called to order by:** Zastrow called the meeting to order at 8:31 a.m.

**Members Present via Videoconference:** Morris and Roberts.

**Members Present in Person:** Kannard and Zastrow

**County/Extension Staff Present via Videoconference:** Ben Wehmeier, County Administrator; Terri Palm, Human Resource Director

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

**Others Present via Videoconference:** Frankie Fuller

**Certification of Open Meetings Law:** The agenda has been duly posted and the door is open. Videoconference link was also posted.

**Public Comment:** None

**Roll Call (establish a quorum):** Quorum present.

**Approval of Agenda for Possible Rearrangement:** None.

**Approval of May 11, 2020 Meeting Minutes:** (Note: there was no meeting held in June 2020 due to COVID-19.) Motion by Morris, seconded by Roberts, to approve the May 11, 2020 meeting minutes. Motion approved.

**Communications:** None

**Review of 2020 Departmental Budget:** Buchholz stated that a copy of the current departmental budget was emailed to members with the agenda packet. 2020 budget looks good. Buchholz and Chrissy Wen, Area Director, met last week to start working on the 2021 budget. The 2021 budget is due to administration on July 27.

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

- LaVern Georgson provided an oral report from his written report. Current programming is somewhat on-hold at this point. Georgson commented that he has been working to provide resources on suicide and mental health to members/families within the agriculture community. Crop Programming-we have had probably the best spring in two or three years. Last week's rain was a million dollar rain since crops were at a critical phase of development. Georgson continues to monitor growing conditions and crop progress. Georgson has continued to support the Master Gardener program during this time; recently, two projects (WE Grow and Hoard's Museum) have been approved for volunteer hours with limited exposure and guidelines. Georgson commented that a number of producers are waiting for in-person site visits, etc. They have been very patient and understanding during this time of unknowns. Please refer to his attached report for more details.
- Kara Loyd provided an oral report from her written report. Loyd commented that most of May and June had been filled with updating members and volunteers on program changes as they occurred. The Meat Animal Sale and Small Animal Sale were cancelled. Dairy Committee is currently collecting videos to showcase their projects. Clubs and committees have continued to meet virtually. Currently, she is moving into Fall Programming planning. Please refer to her attached report for more details.
- Steve Chmielewski provided an oral report from his written report. Chmielewski has been working with the Healthy Communities Coalition and has completed five strategic planning sessions with them. He will provide greater detail in his next report regarding his program evaluation that is currently happening. Chmielewski's next step is working with some individual community coalitions on their goals and needs. He continues his work with Whitewater small businesses. Focus of the

project changed a little during this time of COVID-19 since payment protection, connecting with the Small Business Administration Office and reopening businesses safely became more of a priority. The grant that had been submitted for their marketing efforts was awarded to them in the amount of \$48,000. Please refer to his attached report for more details.

- Lisa Krolow provided an oral report from her written report. Krolow stated that this time of year is typically when they are writing their partner agreements with schools, food pantries, senior centers, etc. During this time, many of their partners are unsure of what their upcoming year's programming and needs will be. Due to the uncertainty, the state FoodWise Program has decided that all their programming will be made available online. Therefore, all educators are being assigned to workgroups in order to convert the trainings to an online format. They have also been having cross-state conversation with Illinois, Nebraska and Iowa to share ideas. Please refer to her attached report for more details.
- Michelle Scarpace provided an oral report from her written report. Scarpace stated that the last report she provided to the committee she was excited for the Jefferson County Farmer-led Group and getting that group up and running. Then COVID-19 hit. They are still going forward with the group but are looking at potentially having small field days throughout the County or a virtual format. The group was just awarded a \$1,000 grant from the Rock Lake Improvement Association for start-up costs. She has been partnering with DATCP and Discovery Farms to host monthly Farmer-to-Farmer webinars that have been very successful. Scarpace has been taking many trainings on how to conduct virtual meetings. She will continue to facilitate and host virtual meetings and conferences. She offered her expertise to committee members if they had any questions. Please refer to her attached report for more details.

**Next Scheduled Meetings:** August 10, September 14

**Adjourn** – Motion by Kannard, seconded by Morris, to adjourn at 9:22 a.m. Motion approved.

Minutes recorded by Kim Buchholz, Administrative Specialist



## Extension Education Committee June/July Report

July 13, 2020

Kara Loyd – 4-H Program Educator

Much of the past two months have 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/fall. Other activities I've been working on include-

- Zoom meetings
  - Extension provides many opportunities to engage and collaborate with colleagues weekly. Some of these meetings are general information sharing while others are brainstorming sessions to facilitate planning for the fall.
  - I have also hosted twelve Zoom meetings for various committees and 4-H clubs.
    - The Meat Animal Sale Committee cancelled their auction and instead worked to find 4-H'ers a spot at a processor and are gathering donations to be split between all the youth that completed the educational requirements for the year. Multiple meetings were held just for MAP to make plans for this year and sort details. MAP is also working to connect anyone who would like to buy an animal directly to the youth for that sale.
    - Small Animal Sale Committee also cancelled their auction. They are working to connect youth to buyers.
    - Dairy Committee is collecting videos to highlight what project members have been working on. They are hoping to highlight those videos at the Dairy Breakfast scheduled for late August.
    - 2 4-H clubs have been meeting successfully throughout this time. They have demonstrated creative ways to connect with each other.
  - While many groups naturally take a little break in July (usually for Fair and vacations) there are still groups who are meeting to stay connected and plan for the fall. I will continue to host those virtual meetings.
- Leader trainings
  - I co-hosted two Volunteer-In-Preparation Training for new volunteers. This training is a requirement for folks hoping to volunteer with our program.
  - I will be finishing up our Annual Leader Training soon with clubs that still need this requirement.
- Administrative work
  - Maintaining our website with accurate and helpful information to guide members through this time. This work will continue.
  - Some work on our Drive to organize files. As things start to settle down a little for our office, Kim, Katelyn, and I will be spending some time to really organize our files to work for us more efficiently.
  - Statewide, we will be using a new enrollment system this fall. We've all been participating in trainings to prepare for that change. More work will continue on this over the next three months.

- Fall Planning
  - We still aren't 100% sure what the fall will allow for groups and clubs to meet. We know there will be some restrictions. So I have spent considerable time, particularly in the last two weeks, brainstorming ways to connect our young people with resources and opportunities virtually- but also safely in-person.
    - This includes planning for a "Awards-In-A-Box" mailing to youth who submit record books to be judged.
    - Also includes a Cloverbud (youngest members) "Camp-In-A-Box" mailing with crafts, STEM activities, and more. These boxed camp activities have worked really well in other counties.
    - Project meeting planning with project leaders- This most likely will be a mixture of in-person, virtual, and at home kits to work on projects.
    - Potentially a "countywide club experience" for youth that want a club experience but can't attend one in-person. I am hoping to have community leaders and other guests as speakers, a monthly community service project, and fun activities for youth to connect and grow.
  - I will continue planning for the fall and into the winter over the next month beyond the activities above. I need to make plans for our Officer Training Workshop, New Family Meeting, Club and Project Leader Trainings, and more.

# **UW Division of Extension, Jefferson County, Agriculture Report**

## **To the Jefferson County Extension Education Committee**

By LaVern Georgson

June and July 2020

July 13, 2020

### **Agriculture programming**

Conversations and preliminary plans for Beef Twilight meeting and Emergency Responders Farm Training. On hold pending new directives on face to face meetings with UW-Madison.

Working with farmers that are known to be stressing and suffering under the current conditions.

Connecting them with resources and mental health professionals.

Worked on State and Federal farm assistance opportunities with farmers.

Attended by phone and email to individual education needs.

Attended Zooms for information and understanding of resources.

Monitoring growing conditions and crop progress.

Maintained awareness of farm producers farm gate prices and market trends.

Providing support and guidance to the Master Gardeners.

Completed 90% of the first round of FTD scholarships and grant awards.

Worked on supporting office functions.

Responding to requests regarding site visits, delays and potential alternatives.

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

**July 13, 2020**

Nonprofit sector:

1. Completed a five session strategic planning program with the Healthy Communities Coalition (HCC) using Zoom online platform. An ad-hoc team of 9 participants represented 6 community coalitions.
2. Input was gathered from 39 coalition members identifying current and trends and challenges the community coalitions are facing. This info was used in the process to help develop and prioritize goals and strategies for the HCC July 2020-December 2021.
3. Through this process, the team drafted their first strategic plan that is now being reviewed. Final version will then be communicated with all community coalitions.
4. Full report and evaluation data to follow.

Private sector:

- Resumed program development with Whitewater businesses and organizations
- Early analysis of small business survey showed a need for community marketing. With support from City, economic development groups and 6 businesses, a grant proposal was submitted in March to USDA Rural Business Development. This grant proposal was successfully awarded \$48,000. Project will begin September/October, 2020.



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON

**Lisa Krolow**

FoodWise Coordinator

**Maddie Bucholtz**

FoodWise Educator

University of Wisconsin-Madison, Division of Extension  
Walworth & Jefferson County

**July 13, 2020**

FoodWise is contacting established partners to finalize Partner agreements for FY 20/21.

We are working with the state team to convert curricula to a virtual format in order to accommodate the needs of as many partners as possible.

Both Maddie and I have been participating on multiple workgroups since April.

FoodWise has also been participating in cross state conversations with Illinois, Nebraska and Iowa to share ideas about how other states are developing their programs in this new education atmosphere.

**Michelle Scarpace**  
**Natural Resource Educator**  
**Report Activity from April-June, 2020**

Over this past quarter, I have been working on the following projects:

- Dodge County Alliance for Healthy Soil & Water
  - Finalized strategic priorities
  - Formed committees—programs, financial, and marketing. Currently serving on marketing committee
  - Facilitated virtual monthly meetings and board meetings
- Jefferson County Farmer-led Group
  - Unfortunately, haven't been able to meet because of COVID
  - Rock Lake Improvement Assoc. has been a great partner and their board voted to approve \$1,000 toward start up cost of a farmer group
  - Future events—unsure. We discussed doing a video series to introduce members and practices they are implementing.
- Farmer-to-Farmer Webinars: Partnering with DATCP and Discovery Farms to host webinars for farmer-led groups to connect and learn from each other. I obtained funding from the Natural Resources Institute to conduct evaluation on webinars and create a 'lessons learned' document from these webinars.
  - March attendance: 75
  - April attendance: 150
  - May attendance: 70
  - June attendance: 75
- DATCP Producer-led Regional Team
  - Producer-led program launched a regional collaborator network around the state so that DATCP can stay better informed on what groups are doing, and better inform groups on DATCP updates/changes/policies. I am the contact for the Southeast region.
  - Working on providing resources for groups at a regional level. Example—Grant writing workshop this fall
- Virtual Facilitation training
  - I have taken many trainings on facilitating virtual meetings, and now I am paying for it!
  - Facilitated the following conferences/meetings:
    - WI Lake Convention
    - WI Land+Water County Conservation Meeting
    - DATCP/DNR Partnership Meetings
    - Dodge County Alliance board and membership meetings
    - Producer-led Workshop
    - More to come...
  - From experience—virtual events take much more planning time than in person events