

Jefferson County University Extension Education Committee
September 8, 2008

Call to Order - Chairman Greg Torres called the meeting to order at 8:32 a.m.

Roll Call – Committee members Ron Buchanan, Mike Burow, John Kannard and Robert Yachinich.

Staff present: Ken Bolton, Joe Bollman, Kathleen Eisenmann and Gail Roberts.

Others present: Gary Petre, County Administrator; Dave Ehlinger, Accounting Manager; Carlton Zentner, Interested Citizen; Richard Pederson, Southern District Director; Ryan Wisner, Jefferson County Daily Union.

Certification of Compliance with the Open Meetings Law

Meeting posting was certified in accordance with Open Meeting Law requirements.

Approval of the Agenda for Possible Rearrangement –

Chairman Torres approved and rearranged the agenda. Item 11, Departmental budget was moved to immediately follow approval of the minutes, between item 5 and 6.

Approval of Minutes from August 11, 2008 Minutes

Motion to approve August 11, 2008 minutes made by Buchanan; seconded by Burow. Motion approved.

Departmental Budget

Gary Petre, County Administrator, distributed a copy of the budget worksheet and summary that have been modified and include the Administrative Recommendations.

Eisenmann explained that UW-Extension submitted a budget that came within the 2% budget guidelines which included a capital expense request of \$10,000 for a duplicator. The duplicator was requested in lieu of administration's request of a contribution towards the cost of the central duplicating service office and duplicating and printing cost. We felt the capital request was a more cost effective way of taking care of our duplicating needs as opposed to the additional \$5100 of overhead that we would have to pay each year to support the central duplicating office. We felt that we could buy a machine that could have a useful life of five to eight years we would be able to pay for the cost of that in a year and a half or so.

Gary Petre, County Administrator, explained that each committee member should have a copy of the budget worksheet and narrative which are the forms that will be given to the finance committee as they start their budget hearings next week. Gary had the committee refer to the budget narrative and gave an overview of each item. First page is a description of all the responsibilities and is very similar to last year's narrative. Second page is a summary of significant changes. The 2009 recommended budget includes \$454,237 of tax levy support or a \$3,202 (.7%) increase over the 2008 adopted budget, which is less than a 1% increase. The County tax levy funding for this department covers approximately 61% of the total funding required for its operation. This statement needs to be qualified: it is based on only the costs of operating this office it does not include any cost that the UW Extension system may incur that helps support the operation. Staff and I have talked about this we are going to attempt to bring back to you at your next meeting a better indication of what is all the financial support that is needed by both the county and the UW-System in order to support this operation. This is a qualified statement and Gary may take it out of the budget narrative before the final printing for the finance hearings.

As far as expenditures, the Purchase Care and Services, \$191,972 line item. That is the County's 40% portion of the agents cost. The cost sharing ratio has not changed since last year. Mileage budget is being increase by \$3,000 from \$10,000 to \$13,000 based on actual expenses this year. This is going to be a hard one to really determine appropriate level. The requested budget was for \$15,000, Gary thought that was a little high and reduced to \$13,000, hoping that the department will be able to monitor their mileage and come within budget. Maintain machinery. The second sentence

will be removed from the final printing because the duplicator was removed from the budget. The \$1,750 does not include the \$1,000 for the duplicator. Central Duplicating Allocation. In the 2009 budget we moved the Central Duplicating budget to be part of the MIS budget and actually the management change occurred this year where the central duplicating clerk reports to MIS rather than directly to the Administrator. Because it is now part of the MIS budget, we charge out all expenses related to central duplicating to all the using departments. The 2009 budget reflects for the first year a charge out of about \$33,000 of expense to all; the UW-Extension portion of that is \$5,103. There is no County wide fiscal impact for doing this; either we show the \$33,000 tax levy in central duplicating or we charge it out in the using budgets. As Kathleen mentioned that they did have a request in their budget for \$10,000 for a duplicator and \$1,000 for the maintenance on that. Gary stated that Kathleen's statement is probably correct that UW-Extension could get off cheaper by purchasing their own duplicator and not having to pay the \$5,000 charge. In a matter of two years they would probably pay for it if they didn't have to accept the central duplicating charges. If it is looked at on a countywide basis, and if every department would have to go out and buy a duplicating machine for \$5,000 to \$10,000 then there is no savings to that. Gary really has to look at this as a countywide program as opposed to individual departments. It was back in 2007, when we were reviewing the 2008 budget with the finance committee that Gary had \$30,000 in the central duplicating budget to upgrade all the equipment in that office and do some remodeling. The finance committee actually funded that at the end of 2007 with a transfer from contingency and was able to take out that money from the 2008 budget. It was at that time that the county made a conscious decision that they were going to keep the central duplicating office and try to realize county wide savings on duplicating services by maintaining a central operation.

Budget worksheet was handed out. You will see that there are a couple hand-written changes that were made as late as the weekend based on a review that Dave did of the line item accounts. Gary made some adjustments and Dave has already entered those into the budget. The changes only increase the budget by \$20 so there wasn't a significant impact on those three changes that were made.

It was then opened up for comments and questions. Discussion occurred.

Eisenmann asked for an opportunity to respond to Gary's recommended series of cuts. Gary's recommend a series of cuts that brings us back to within the operating guidelines that Administration has asked us to come within. Mileage reduction from \$15,000 to \$13,000. This really is a guess. Kathleen is expecting to be over budget mostly due to the increase in reimbursement rates which we had no way to anticipate and in addition we have a full staff where last year we had an opening. We are looking at about \$12,000 in mileage expenditures. Bottom line will still be OK but that line item I'm expecting to be over budget. Maintenance machinery line item does not include the \$1,000 in not recommending to not make the capital purchase. In addition to those two cuts, Gary has recommended a role back in our educational supplies which is just fine. We had carried over \$1,500 to the 2008 budget and Kathleen just rolled that into 2009 budget. Gary has also recommended the elimination of our Education and Training line item. This line item is used for the professional development of the faculty and is used to fund two out-of-state professional development trainings per year. That \$1,000 is divided usually between 2 agents to go to conferences each year. As you know, the \$500 does not pay for a professional development opportunity. It is used along with leveraged state monies in order to pay for our faculty to attend these conferences. If anything, it is becoming a little bit difficult to do that with the \$1,000 that we have given the cost of air flights, registration etc. Professional development is absolutely necessary for us. It is not a nice to have. It is actually a component of tenure. The untenured faculty have to demonstrate professional development and continuing professional development to qualify for tenure. In addition, professional development is an on-going obligation of the tenured faculty. We are reviewed on a regular basis every 5 years or so so it is a very important line item for us. It not only helps us do our job better at the local level but also helps us maintain employment and to attain continuing positive performance reviews and promotions. We are objecting to the reduction in that line item for those reasons. We would look to another line item to cover the \$1,000. We would look at the maintenance and fair activity center line items.

Kathleen opened it up to the committee for questions. Discussion occurred. Fair Park usage was discussed extensively.

Motion by Buchanan, seconded by Kannard that the "Education and Training" line item be kept in the budget and find another area in which to cut the \$1,000. Motion passed.

Extensive discussion occurred regarding the Central Duplicating charges.

Dick Pederson addressed a question regarding whether the state could provide the duplicator. Pederson explained that they will try to get a detailed breakdown of the resources that represents the benefits that Jefferson County receives through the relationship that are not direct billed.

Yachinich recommended that the capital expense for a duplicator go to the Finance Committee. This will happen through the budget process.

See attached Budget Report and Summary for detailed information.

Dave Ehlinger left the meeting after the budget discussion was completed.

Citizen Input and Comments – None

Monthly Educational Program Report: Kathleen Eisenmann

Kathleen Eisenmann, Family Living Agent, gave an in-depth presentation on her position and answered questions from the Committee. Her 2007 Annual Accomplishment Report was distributed to the committee members along with her summary of August activities. Eisenmann highlighted some of her activities from 2007 for the committee as well as summarized her August activities. Kathleen welcomed questions. Discussion occurred.

Discussion of Agent Written Reports

Burow asked Bollman a question regarding pricing of corn silage. Bollman responded. Grabow highlighted a couple of his activities from his report.

Report on August 21, 2008 District WACEC Meeting: Greg Torres

Torres reported that it was an interesting meeting. Focus was on going green.

Short break was taken. Kannard left meeting at 9:45 a.m.

Torres called the meeting back to order.

Discuss Extension Education Committee Orientation Options

Bolton asked the agenda item to be added because of Burow's comment last month that when committee members were appointed you were under the understanding that there were changes that needed to be made within the department. Our objective is to work with you as closely as possible to meet the educational needs of County residents. Until we get those issues identified it is a little difficult to develop an action plan. So, the discussion needs to be had. Grabow offered to capture those concerns so that they could be followed up upon. Burrow commented that if someone has concerns about the program they can put them up there but that is not what he said. He said that he actually was getting tired of hearing about past committee this, past practice that, we are not the past committee. When we were put on this committee my feeling was that there were some changes that should be made, he didn't necessarily mean with programs. He meant with the committee. Burow doesn't really feel there is anything to discuss. Bolton stated that he had understood it that way but not everyone did so it was felt that it needed to be discussed. The committee and their actions certainly has a direct impact on Extension programs, policies that are developed, budget that is recommended. Torres was asked to state issues that were present. Torres stated that he wasn't sure if the discussion was needed. Further discussion occurred. No concerns were expressed/stated.

Discuss Extension Education Committee Orientation Options

Grabow referred to the handout that was distributed in the agenda packet and gave an overview of the orientation options available to the committee.

Identify Next Meeting Dates and Possible Agenda Items

Tentative Upcoming Meeting Dates – October 13, November 10 and December 8

Adjournment

Motion to adjourn by Buchanan; seconded by Burow. Motion approved. Meeting adjourned 10:45 a.m.

Respectfully submitted,

Ron Buchanan, Secretary