



Jefferson County

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**University of Wisconsin-Extension
Cooperative Extension**

DATE: September 4, 2013
TO: Sarah Bregant, Glen Borland, Matthew Foelker, Jennifer Hanneman, Mike Kelly, and Other Interested Citizens
CC: Ben Wehmeier, Barb Frank, Tammie Jaeger, John Molinaro, Matt Hanson
FROM: Kathleen Eisenmann, Family Living Agent
RE: University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, September 9, 2013 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call (to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of August 12, 2013 meeting minutes
5. Communications/Citizen Input & Comments
6. Introduction of Agriculture Agent & Discussion – LaVern Georgson
7. 2012-16 Program Planning Process Status Update – Steve Grabow
8. 2013 Budget & 2014 Proposed Budget Updates – Kathy Eisenmann
9. 4-H Program Volunteer Policy Review & Discussion – Sarah Torbert
10. Agent Reports
11. Identify future meeting dates – October 14, 2013; November 11, 2013; December 9, 2013 and possible agenda items
12. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

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UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: July 16, 2013

Meeting called to order by: Chairman Borland at 8:30 a.m.

Members Present: Borland , Bregant, Foelker and Kelly; Hanneman arrived later.

Agents Present: Eisenmann and Grabow; Torbert was excused.

Also present: Ben Wehmeier, County Administrator and John Molinaro, County Board Chair

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

Approval of Agenda for Possible Rearrangement: None

Motion made by Foelker and seconded by Bregant that the minutes of the July 16, 2013 meeting be approved as drafted.

Motion passes: 4-0

Communication/Citizen Input and Comments: Under Communications Kathy briefed the committee on some 4-H volunteer complaint e-mails. Steve G. and Kathy E. to stay out of this as per Glen Borland.

Item: Review of Proposed 2014 Departmental Budget and Discussion of the Budget Process.by Kathy.

Item: Agent Reports – Agents provided highlights from their April through July 2013 reports to the committee.

Upcoming Agenda Items and Meeting Dates: Identify future meeting dates –September 9, 2013 and possible agenda items. The 2012 program planning process will be on the agenda for the September meeting.

Adjournment: Motion made by Kelly and seconded by Foelker that the meeting be adjourned. Motion passes: 5-0

Meeting adjourned at 10:00 a.m.

Secretary

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
August, 2013

Program Development/Teaching Highlights

Program Priority: How can we strengthen community-based prevention and intervention efforts to address risk behavior in youth and families (including family violence, juvenile delinquency, alcohol and other drug abuse, school readiness)?

Heroin Task Force/Drug-Free Communities Grant – Met with a group of local policymakers to learn about the status of heroin use in Jefferson County and Wisconsin. This was important grounding on where we stood in relationship to other counties and communities around the state. We are one of the counties dealing with a pretty significant amount of heroin use. We dialogued about the need for a planning process to address this at the policymaking level and gained commitment from these key stakeholders to develop a purpose-based plan to address intervention.

I also connected with a few people on the status of the school district readiness to apply for a drug-free communities grant. They will be getting back to me regarding the data available on teen use/abuse of heroin and alcohol. We'll proceed with that effort later in October.

Parenting Newsletters – Had our annual partnership contacts to develop a budget for 2014 calendar year. There has been a significant increase in the newsletter printing costs. UW-Extension state administration has taken bids and negotiated an additional statewide contract with a firm in Waukesha County. The new contract will provide some relief to funding the second newsletter in the series. The costs for the first newsletter remain more competitive with the original printer. We continue to explore alternative electronic delivery as things change moving forward. We hope to receive full funding for the 2014 calendar year before exploring more options in 2015/2016.

Dementia Summit – Attended an informational seminar on prevention strategies for families affected by dementia/Alzheimer's put on by the Alzheimer's Assn. of Wisconsin and Jefferson County Human Services. The scope of the potential problem is enormous and may require multiple strategies to address both prevention and intervention efforts.

Issues affecting older adults promises to be a major focus for family policymaking as more and more people enter retirement and live longer in our communities. It has been and will continue to be a focus for our educational efforts here in the county.

Healthy Communities Summit – Attended this conference with Sarah Torbert on obesity prevention sponsored by Fort Health Care. Learned about various strategies the hospital is employing to promote healthier lifestyles in southern Jefferson County. This effort will be an important part of both health department strategic plan implementations.

Program Priority: How can Jefferson County build capacity of public institutions and community-based or nonprofit organizations serving children and families?

Jefferson County Public Health Department – Researched and prepared materials for the department to consider in implementation of new evaluation strategies. Will be meeting with the department management later in September to provide some advice and counsel on new evaluation strategies and plans focused on measuring community level impact.

Nonprofit Roundtable – Convened the first quarterly meeting of the executive directors. Welcomed the free dental clinic director and the new executive director of Family Promise to the roundtable. Reviewed program updates; discussed the implementation of the Affordable Care Act and its implications for family-serving agencies and their clientele; and continued a dialogue with United Way of Jefferson and North Walworth Counties, Inc. Developed a list of ongoing topics, including the need for professional development.

Team Leadership/Family Living Programs Work:

Team Leadership – Reviewed departmental budget and met with administrative staff to develop a plan of action for the next three months in order to complete work on departmental projects. We will be winding up some long-term projects in the office.

UW-Extension – Attended monthly meetings of the University Committee. Am currently leading an effort to revise faculty performance reviews to align practice with existing policy.

**August 2013 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Participated in meetings of the Jefferson County Economic Development Consortium Board on August 14th, and agreed to design and facilitate an organizational planning session when the timing is appropriate.
- Facilitated and was a presenter at an economic development and manufacturing forum in conjunction with the Jefferson County Economic Development Consortium and the Watertown Economic Development Organization; the event was titled-“Manufacturing and Economic Trends: Determining Local Advantage Throughout Jefferson County” and about 40 attendees from the State, County, region and local communities attended. The program received front-page coverage in the Watertown Daily Times, and informal evaluations were very positive. 8/14
- Shared the resources from and impacts of the economic development and manufacturing forum with UW Extension leadership (Dean and Chancellor included), and received compliments.
- Received 1,000 copies of the Jefferson County Comprehensive Plan with Economic Development Emphasis, and will be developing a distribution system. An electronic version has been posted on the UWEX website. On-Going

Community Vitality and Placemaking

- Continued writing sections for a new Extension Publication which will be titled: Principles of Community Placemaking-Professional Guide. On-Going
- Arranged for a Community Vitality and Placemaking Team meeting for curriculum development.

Planning and Change Processes

- Co-Facilitated Workshop 3 of the system planning project for the Whitewater Irvin Young Library with my counterpart from UWEX Walworth County. This workshop was well-attended by multiple sectors of the Whitewater area community and included many influential leaders. Distributed this to the client. 8/13
- Participated in wrap-up activities from Workshop 3 of the Whitewater Library Planning Project including the compilation of proceedings from my break-out table.
- Participated in multiple internal workshops for the design of Workshop 4 for the Whitewater Library Planning Project. The next workshop is scheduled for September 11th.
- Developed a “scope of work” document as a result of the brainstorming workshop with Jefferson County Economic Development Director Dennis Heling and two transportation planning consultants to consider various ways to proceed with a Jefferson County Transportation Plan.
- Prepared an Initial Agreement as a result of the “diagnostic and plan-for-planning” session with the Library Director for the Dwight Foster Library in Fort Atkinson; as a result of this meeting, I expedited the initiation of opinion survey process to be led by UWEX colleagues at the UW River Falls Survey Research Center. 8/7

- Designed and facilitated a diagnostic and plan for planning session with leaders of the Fort Atkinson Community Foundation; subsequently designed an organizational assessment, vision development and direction-setting program for October 14th; an Initial Agreement and scope of work document was drafted and initial “homework” exercises were developed and distributed to the Executive Director. 8/29
- Provided follow-up on an application for the UW Madison Department of Landscape Architecture Capstone program (year-long student plan development); the 8-page application is for the “Rock River Corridor Park Master Plan”; the project would be co-sponsored by the UWEX and Parks Department; these projects are valued at around \$30,000 in avoided professional costs.

Local Government

- Participated in the August 19th Intercounty Coordinating Committee meeting which focused on “Meet and Greet State Legislators”. A productive session with Senator Scott Fitzgerald was a highlight of this meeting.
- Participated in the Rock River Coalition’s “Send Your Legislator Down the River” paddling event which was held August 26th; provided introductory remarks on the many parks, recreation and natural resource initiatives underway in the Waterloo/Crawfish River/Northern Jefferson County Area.

Leadership and Organizational Development

- Participated in UW-Extension faculty governance and Community, Natural Resource and Economic Development Program matters including individual faculty reviews, counsel, and human resources activities in my role as Program Liaison. On-going
- Continued leadership in the orientation of our new UWEX faculty members including Sarah Torbert and new Agriculture Agent LaVern Georgson.

Sarah Torbert
4-H Youth Development Agent
August-September Extension Committee Report

Activities and Events

- Held Clover Kid Day Camp with 23 youth in attendance. 10 Junior Leaders planned the event. Youth learned life skills through focus on myths, fairy tales, and legends. True representation of older members working and planning events for younger members.
- Attended 4HOnline training to better understand new enrollment system.

Communication

- Collected Club and Leader Profiles to better understand proper communication methods.
- Established working Facebook Group for Jefferson County 4-H with over 140 likes to date.
- Set up Open House events in Lake Mills, Johnson Creek, Ixonia, Watertown, Jefferson, Fort Atkinson and Waterloo in September and October. Events will serve as recruitment tool, online orientation, and meet Agent nights.
- Met with two clubs individually who did not attend Leaders Association training to better understand new enrollment process.
- Have four meetings established to visit clubs during months of September and October to gain a better understanding of club needs and function.
- Met with current leader to look at establishment of new 4-H club in Lake Mills area. Focus on home school family involvement.
- Met with Mentor, Karen Nelson, to discuss programming efforts and procedures as I move forward with position.

Leaders Association

- Held required August Leaders Association meeting. Discussed new enrollment process and upcoming events. Had a comment board in back of room. Comments included, "you have lots of energy and excitement, great to have," and "great to have, put the fun back in for us."
- Met with Leaders Association Board Officers as budget committee to gain a better understanding of finances. Revamped budgeting document that was last updated in 2006 explaining money payment procedures.
- Established formation or restructuring process for eight committees including: Foods, Project Day, Goats, Promotions and Publicity, Clothing, Awards, Shooting Sports and Budget.

Project Work

- Met with Meat Animal Project Group. Revamped handbook and chose dates for 2013-14 events. Looked to establish new processes in working with new swine families to eliminate fair confusion.
- Received donation of four computers for Robotics project. Working on designing work station. Robotic project competed at State Fair event, placing 3rd overall.
- Attended Horse and Pony Committee August meeting. Saw need to work with committee officers and youth to better understand meeting etiquette and parliamentary procedure.
- Met with Shooting Sports Committee to review yearly activities, create equipment wish list, and review procedures for upcoming year.
- Worked with Small and Large Animal sales to receive money from sales and in turn make appropriate payments to youth and businesses in a timely manner.
- Attending State Shooting Sports training to help with Coordinator events and Youth Development training.

Community Partnerships

- Attended Healthy Community Summit sponsored by Fort Health Care. Established relationships with key partners related to youth and healthy decision making. Ideas for future partnerships with healthy eating and Master Gardener programming.
- Delivered clothing items made at the Wisconsin State Fair to the Watertown Community Action Coalition to donate to families in need throughout Jefferson County.