



Jefferson County

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**University of Wisconsin-Extension
Cooperative Extension**

DATE: February 5, 2014
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, February 10, 2014 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 January 13, 2014 meeting minutes
5. Communications
6. Citizen Input & Comments
7. Update on Support Staff Hiring Process
8. Agent Reports
9. Identify future meeting dates – March 10, 2014 (Agent Performance Reviews); April 8, 2014 and possible agenda items
10. 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: January 13, 2014

Meeting called to order by: Chairman Borland at 8:32 a.m.

Members Present: Borland , Bregant, Foelker, Hanneman and Kelly (arrived at 8:57 a.m.)

Agents Present: Eisenmann, Grabow and Torbert

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

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 Hanneman and seconded by Foelker that the minutes of the November 11, 2013 meeting be approved as drafted. Motion passes: 4-0

Communications/Citizen Input and Comments: None.

Item: UW-Extension 133 Contract CY2014

Eisenmann reviewed the contract for the committee and everything is looking good. We have some reconciliation of previous contracts due to open agent positions and better than expected fringe benefit rates so those are reflected in the actual contract amount as compared to budget. This is not unusual. Motion by Foelker, and second by Bregant to approve the CY 2014 contract. Motion passes: 5-0

Item: Agent Reports

Review and highlights from monthly reports from Eisenmann, Grabow and Torbert.

Upcoming Agenda Items and Meeting Dates: Identify future meeting dates and possible agenda items: The next regular meeting of the committee will be on February 10, 2014 at which we will review any business that comes up in the interim. The March 10, 2014 meeting will be primarily devoted to agent performance reviews, so committee members should plan on an extended meeting.

Adjournment: Motion made by Hanneman and seconded by Bregant that the meeting be adjourned.

Motion passes: 5-0

Meeting adjourned at 9:25 a.m.

Secretary

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
January, 2014*

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)?

Parenting Newsletter Project - Worked with both hospital liaisons to identify and resolve major issues with printing orders for both newsletters. This was quite time consuming due to logistical difficulties with the printers' order process and record systems. Hopefully, it won't happen again.

Heroin Task Force – Finished the summaries for the first two workshops; worked with the team to identify and schedule the next two workshops in April and assisted Sue Happ and Kathi Cauley with the design of the first workshop and some team logistics.

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

Nonprofit Organizations – Consulted with several local nonprofit directors and with former UW-Extension Jefferson County 4-H Youth Development Agent, Jill Tingey, on organizational development and planning processes.

Team Leadership/Family Living Programs Work:

Team Leadership – Worked with office team, county administration and human resources to review position applications and conduct interviews for open administrative specialist position in the office. Designed the skills test along with Sarah Torbert and finalized the interview questions in collaboration with the team. Worked with Judy Statz to assist her on the financial and budget items in January. Responded to requests for information from both county and UW-Extension administration on routine budget/financial issues.

Worked with Judy Statz, Brian Lamers and the office team to transition financial/budget bookkeeping duties; complete year end reports; and respond to multiple inquiries regarding our budget. Thanks goes to Brian and Judy for their great work in this period of transition!

UW-Extension – Have joined the UW-Extension Community Vitality & Place-making team to assist them on curriculum development for a future professional development in-service on Community Capacity Building. We will be developing a curriculum to provide a two-day training on the topic to Extension agents across the state scheduled for November, 2014. Spent a day and a half with the team in

January to begin developing the curriculum.

*Was out of the office approximately 2 weeks on a combination of UW-Extension business and vacation leave.

Sarah Torbert
4-H Youth Development Agent
January –February Report

Statewide Efforts

- Attended teleconference with State Shooting Sports Committee to determine priorities in training efforts.
- Participated in Research and Publications Committee teleconference to look at Idea Paper on adding research to outdoor based experiences.
- Attended 4-H Day at the Capitol teleconference training. Working to establish a group of Jefferson County 4-H Youth and Adults who will attend to share the positive message of 4-H Youth Development in Jefferson County.
- Participated in Media and Technology 4-H Day at State Fair Centennial sub-committee. Currently working with Wisconsin Public Television to establish relationship to create video booth at the Wisconsin State Fair and also handouts for interested 4-H members.

Committee Meetings

- Met with MAP rep, Sarah Whitley, to coordinate teaching materials for MAP Camp. Focus on youth development and skill building through hands on activity stations. Camp will be held in March.
- Held emergency MAP Committee meeting to look at how to handle PEDV outbreak as it relates to swine weigh-in and swine show. Working with committee on message to be sent at Swine-Kick Off and how this will affect future swine shows and the Jefferson County Fair.
- Met with budget committee to establish sound financial practices for the Jefferson County Leaders Association. Focus on youth development and importance of programming efforts in relation to funds available.
- Worked with Awards Committee to streamline processes and forms. Focus on learning about skills development through questions asked.
- Worked with Record Book Committee to establish procedures and forms that show importance of record keeping. Focus forms on life skill development with age appropriate questions.

Camp

- Created partnership with Sauk and Columbia counties for 4-H camp. Additional counties will allow for additional resources in programming efforts.

Training and Communication

- Conducted volunteer meeting on Science in the 4-H program with 20 leaders in attendance. Technology did not work so meeting required ability to adapt to changes and new situation.
- Wrote monthly newsletter to keep members updated and informed about upcoming events and activities.
- Planning Special Emphasis with 15 youth entered in the speech category and 65 posters. Contest will happen on February 18th.
- Taught three workshops at Project Learning Day. Sessions covered Trips and Opportunities, How to be a Project Leader, and Meeting Games and Activities.

Other

- Met with Youth Development Department mentor to establish program goals for 2014 Plan of Work.
- Assisted with interview processes for open secretary position.

**January 2014 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Convened a meeting with the County Fair Director, his staff and UW Extension Specialist Bill Ryan to launch the project which will result in a Feasibility Study and Return on Investment Analysis for proposed enhancements to Fair Park. 1/24 and On-going
- Presented a program, in conjunction with a UWEX colleague in Lafayette County, on community branding; resources from Jefferson County were used to inform the program. 1/16
- Participated in the interviews of seven candidates for County Economic Development Director. 1/20

Community Vitality and Placemaking

- Have been coordinating activities with the Community Vitality and Placemaking Team. 1/31 and On-going.

Planning and Change Processes

- Continued liaison with UW Specialists in their search for a graduate planning student who may be interested in preparing a Jefferson County Fair Park Master Plan as part of their Master's Degree Project. A second year Master's candidate has expressed interest in this opportunity. A project portfolio and resume was sent to me and this was forwarded to the County Fair Park Director and the County Administrator to review the skills and background. The Fair Park Director was pleased with the students background and skills and expressed interest in moving forward with this student. 2/5 and On-going
- Continued work with UW Landscape Architecture student Stefan Galos as he continues to develop his River Corridor Master Plan project for the redevelopment of the Watertown Outboarders site and another site along the Rock River. On-going
- Participated in the Glacial Heritage Area Implementation Team meeting and participated in briefings and discussion on bike trail initiatives and the Rock River Corridor Master Plan project. 1/21

Local Government

- Helped arrange the February Intercounty Coordinating Committee meeting which will be held February 20th.
- Developed the framework for a presentation for the March 17th ICC meeting on the topic of "What is Economic Development?" Have contacted a UWEX Community Development Specialist to assist with this program. Have initiated research on this topic.
- Refined a program with County Supervisor Greg David and a UW Extension Sustainable Design Specialist in developing a program in Jefferson on alternative energy in conjunction with the Wisconsin Office on Energy which will be held 26th.

- Provided organizational development and local government counsel to the City Manager in Fort Atkinson.
1/21

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
- Participated with our shared leadership team in screening and interview processes associated with the vacant Administrative Specialist position; received excellent support in this process from the Human Resources Director and County Administrator.
- Participated with our shared leadership team in the preparation for our Annual Report to the County Board.
- Distributed the UW Extension Multi-Year Needs Assessment and Program Plan which was approved by the University Extension Education Committee.