



**Jefferson County**

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**University of Wisconsin-Extension  
Cooperative Extension**

**DATE:** February 3, 2015  
**TO:** Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Dick Schultz and Other Interested Citizens  
**CC:** Ben Wehmeier, Barb Frank, Tammie Jaeger, Jim Schroeder, Matt Hanson  
**FROM:** LaVern Georgson, Agriculture Agent  
**RE:** University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, February 9, 2015 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 12, 2015 Meeting Minutes
5. Communications
6. Public Comment: Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.
7. Budget Update
8. Agent Reports
9. Next meeting date – March 9, 2015 (This will be a longer meeting than normal due to performance evaluations.)
10. Identify Future Agenda Topics
11. 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 12, 2015

**Meeting called to order by:** Chair Paul Babcock called the meeting to order at 8:30 a.m.

**Members Present:** Babcock, Borland, Hartz and Schultz

**Agents Present:** Eisenmann, Georgson, Grabow and Torbert

**Also present:** Administrator Wehmeier

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

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

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**Approval of December 8, 2014 Meeting Minutes:** Motion was made by Borland and seconded by Morse that the minutes of the December 8, 2014 meeting be approved as amended. Motion approved: 4-0. Schultz abstained.

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**Communications:** None.

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**Public Comment:** None

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**Item:** 2014 Budget Report

Georgson reported that the 2014 budget is on track to come in under budget.

**Item:** Technology Upgrade Project Update

Torbert reported that project is complete and working well. Eisenmann reported that she is officially off the County network; IT support. Security issues were discussed.

**Item:** 2015 Budget Update

Georgson commented that there is nothing to report at this time due to the year just starting.

**Item:** Discussion and Approval of 133 Contract

The 133 Contract is a non-negotiated contract between the County and UW-Extension for agriculture, horticulture, 4-H, family living, economics, community development and natural resources. Contract was signed for the committee members and briefly discussed. Motion was made by Schultz seconded by Morse to approve the 133 contract. Motion approved 5-0.

**Item: Agent Reports**

All agent monthly reports, except Torbert, were sent electronically to the committee prior to the meeting. Torbert handed her report out at the meeting. Review and highlights from their written monthly reports were provided in the following order: Torbert, Grabow, Georgson, Eisenmann.

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**Upcoming Agenda Items and Meeting Dates:** Next committee meeting will be held on February 9, 2015. Borland will not be at the February meeting.

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**Adjournment:** A motion was made by Schultz, seconded by Borland, to adjourn the meeting at 9:30 a.m. Motion passes: 5-0

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Secretary

**Sarah Torbert**  
4-H Youth Development Agent  
January Extension Report

**Communication**

- Keeping members up to date through continued use of Facebook page. Striving for daily posts keeping members informed on meetings and events. Additional weekly posts for "Throw Back Thursday" photos of 4-H alumni and "Monday Memos" of quotes about the 4-H program or 4-H values. Update with pictures of member participation in events.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

**Project Related Work**

- Held Meat Animal Project Record Book training. Using a new recording system this year. Over 50 people attended. My section focused on goal setting for the 2015 year.
- Assisted with Horse and Pony Project Tack Sale. An estimate of 1000 people attended the sale held in January.
- Met with Meat Animal Project Committee. Committee is focusing on how to attract more buyers and create a better community relationship for the future.
- Lead workshop at Project Learning Day for Cloverbud members. Created Make and Take items that Cloverbuds can use as gifts or projects for the Jefferson County Fair.
- Taught session at Project Learning Day to increase leaders and motor skills with use of Duct Tape and cup staking.

**County 4-H Programming**

- Held New Family Dinner with 17 families and 47 people in attendance. Survey results of training were very positive. Families commented on feeling informed and not as lost. Looking to make an online version to help those who could not attend.
- Conducted New Leader training for 12 new leaders. Two additional trainings are planned for February.
- Facilitated "4-H Road To Retention" mandatory Club Training with 25 clubs in attendance. Survey results were very positive. Overall those in attendance gained knowledge in how to retain current membership and where to look to recruit new members. Created an online version of the training for the four clubs that did not attend. The link and homework were sent to clubs to complete by March 1<sup>st</sup>.
- Held Pizza and Pie committee meeting to review fundraising policies and procedures for Jefferson County 4-H Leaders Association. Feedback at the meeting was positive and group developed suggestions for improvement in 2015-16.
- Met with Leaders Association officer team to budget for the 2015-16 4-H year.

**Community Partnerships**

- Working with the Jefferson County Courts to find a date for Youth Government Day.
- Working with Jefferson County Fair Park to help in the transition to all online entries for the 2015 fair.
- Conducted interviews for Fort Atkinson FFA Officers for 2015-16.

**Professional Development**

- Wrote grant proposal for attendance to 2015 Extension Conference on Volunteerism. Plans are being made to attend in May of 2015. Conference in Portland, Maine.
- Attended monthly Jefferson Agribusiness meeting.

**Upcoming Work**

- Planning MAP camp with new focus on age appropriate training.
- Planning Special Emphasis Poser and Speaking Contest. Theme is 4-H4790 – Building Friendship and Memories.
- Planning Visioning Session to look at the future of the Jefferson County 4-H program.

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
January, 2015\*

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)?**

**Criminal Justice Coordinating Council (CJCC) & Reducing Recidivism Coalition (RRC)** - Attended a CJCC meeting with members of both groups to assist them in developing a shared understanding of their mutual interests. Received very positive feedback on the impact of my contributions to the meeting. I will continue to make myself available to both groups on an as needed basis.

**Wisconsin Family Impact Seminars** – Attended the annual seminar at the state capitol in early February. The topic title was “*Helping Foster Kids Succeed: Strategies for Saving Lives, Saving Money*”. Will be bringing back the research-based policy information to the local community in order to assist local policymakers on being more informed on the topic. Will continue to offer the opportunity to conduct a local seminar as the need arises.

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

**UW-Whitewater Continuing Education/Outreach program** – Continued to consult with UWW program and have been invited to a breakfast meeting on development for this new program. Additional inquiries were received about community needs from individual professors. Consulted with several executive directors about the opportunities and challenges presented by the new program for local nonprofits and will relay the information back to the program. This program has great potential to build and coordinate resources not currently available to local nonprofits and public agencies.

**People Against Domestic & Sexual Abuse, Inc. (PADA)** - Consulted with the new executive director on UW system policy development as it would effect UW-Whitewater and local victims of domestic violence and sexual assault. Provided the director with board development materials and an overview of board recruitment best practice. May be following up with additional board training at some point in the future.

**Wisconsin Literacy Council Regional Office** - Consulted with the local representative on board development, fund development planning, and educational resources available across the Council's region. Provided board development materials.

Consulted with several executive directors on organizational development challenges and transitions during the month.

\*Took approximately 1 week of vacation/holiday leave

### **Team Leadership/Family Living Programs Work:**

**UW-Extension Jefferson County Office Team** – Worked with office team, county MIS department, and UW-Extension tech services to move me off reliance on the county network and onto a cloud-based Google Drive Apps for Education platform and Microsoft Outlook 365 email server. This required moving copies of most of my electronic files from the county's network to UW-Extension's Google Drive domain, setting up a local network and external hard drive, migrating my email account from the local county server to UW-Extension's Outlook 365, and setting up my new laptop/creating a recovery drive. We are going to use my old laptop as a resource for presentations in Rooms 8, 9, and 12. It's going to save the county from having to purchase a laptop for that purpose.

Hopefully, this move results in greater productivity, compatibility and accessibility regarding my work product and lowers the cost to the department for supporting family living programs. Thanks to Roland Welsch, Ben Wehmeier, Stephanie Hardin, Kim Buchholz, Sarah Torbert and UW-Extension Tech Services staff for their assistance and support during the transition. It all went very well with only a couple of minor glitches along the way.

**UW-Extension** – Attended the regular monthly meetings of Faculty Senate.

**UW - Extension Agriculture Report**  
To the Jefferson County Extension Education Committee  
By LaVern Georgson

February 9, 2015

## **Agriculture Programming**

The planning, organizing, coordinating and presenting for various trainings and programs consumed the largest share of time in January. Some of the trainings will be multiple sessions for an extended period of time. The programs may be local efforts or part of a statewide series. In either case, the education will benefit Jefferson County clients.

The Master Gardener training program began with 12 interns participating in 36 hours of planned training. The Master Gardener Volunteer (MGV) program is a very successful effort. MGV's combine their keen interest, talents and abilities in horticulture with the integral aspects of volunteering and service. Their community involvement includes maintaining gardens and landscaping that contain rare specimens, school and community gardens include food source education and holding regular office hours throughout the growing season as Plant Health Advisors in the area of consumer horticulture. The two-hour classes began on January 13 and will be held every other week until the end of June. During the classes, students will be receiving instruction through hands-on activities, labs, field trips, discussions, PowerPoint presentations and DVD/video/YouTube presentations. Topics will include botany, soils and composting, entomology, backyard wildlife, lawns, ornamentals, fruits, vegetables and landscape design. Interns will be paired with experience MGV's for their first season as they work towards their minimum of 24 hours of volunteer service.

The 2015 Youth Tractor and Farm Machinery Safety Training has started. This class is for 12 to 15-year-olds who have the need, interest and desire to operate farm tractors. This is a 24 hour course to meet state and federal guidelines for youth involved with hazardous occupations. Upon completion of the course, passing a written exam and successful navigation of the driving test, 14 and 15-year-olds will receive a certificate. This certificate for the older students opens up the possibility of being employed by nonfamily members. 12 and 13-year-olds receive their certificate on their 14<sup>th</sup> birthday. The younger students can work with their immediate families in operating tractors and farm machinery on public roads. Through the training we plan to increase the recognition of hazards, identify safe practices and provide guidance towards safe habits. This year we are piloting an on farm session to include first aid kits, firsthand equipment experience and an EMS demonstration.

A UW-Extension engineering specialist visited the County at our invitation. He and I worked with a farm family in addressing some concerns for ventilation in their young calf facility. We also helped the family weigh the pros and cons of several options. There were questions, concerns and considerations for their older beef animals with regards to housing, feeding and manure management.

I have also had a number of conversations and visits with families and farm businesses regarding business planning. The topics for discussion and education varied with the individuals or families involved. Items that were covered included leases, business reorganization, business expansion or opportunities, and multigenerational/succession considerations.

As we look at 2015 and beyond, there are indicators for concern. The low prices for milk, corn and soybeans will be placing financial burdens on farm families. Land rents that had escalated in recent years due to high crop prices will need to be adjusted. However, it is likely to be a slow and quite possibly painful process. A significant number of farmers' costs are above their expected revenues. The markets that these products are sold into have become global. The movement of products through imports and exports is considerable. World supplies, deflation, global economic conditions, conflict and individual nations' actions influence market prices. These factors that are beyond an individual's control can add to their stress.

**January 2015 Activity Report  
To the University Extension Education Committee  
For Steve Grabow**

***Economic Development***

- Participated in the January JCEDC Board Meeting. 1/14
- In conjunction with the JCEDC Executive Director, contacted potential freight rail experts/resource people to participate in Workshop 1 of the “Jefferson County Rail Improvement Initiative”. This has been designed as a three-part workshop series with County and local officials to: a) learn and share about the freight rail situation in Jefferson County and its communities, and b) guide initial direction based on preliminary vision/planning ideas. The kickoff workshop is scheduled for the third week of February. On-going
- Participated in a workshop convened by the Executive Director of the Watertown Economic Development Organization on “Manufacturing and Economic Development”. Provided context resources to the featured speaker, Reed Hall, Executive Director of the Wisconsin Economic Development Corporation. 1/15
- Met with the JCEDC Executive Director on a variety of initiatives in which JCEDC and UW Extension is partnering. 1/12
- Facilitated a request for data on the number of developmentally disabled persons within two hours of Watertown. UW Extension Specialists in the UW Extension Center for Community Economic Development conducted research and provided findings to the Executive Director of the Watertown Economic Development Organization. This information was requested by a major business in Watertown.

***Community Vitality and Placemaking***

- Continued leadership with the Community Vitality and Placemaking Team for curriculum development of resources on the “Foundations of Community Vitality”. Completed a Plan of Work and 2015 budget.
- At the request of the Communications Director of the Wisconsin League of Municipalities, prepared and submitted a featured article entitled “Principles of Community Placemaking” for the March 2015 edition of their magazine entitled, *The Municipality*. This publication has a readership of 10,000 officials in Wisconsin. 1/30 and On-going
- Made major progress in the writing of the next version of *Principles and Practice of Community Placemaking* publication by merging the May 2014 version with a white paper containing a new chapter.
- Provided guidance to the site coordinator from the Lake Mills community as they continue work on the First Impressions Community Assessment exchange program between Lake Mills and Prairie du Chien. 1/21

***Planning and Change Processes***

- Continued guidance with the design professionals who are providing assistance to the Crawfish River Park Master Plan process. The plan is using a research-based design charrette process series to come up with a draft master plan drawing. A follow-up workshop on plan review and implementation will be the next step in this series. On-going.
- Distributed the Proceedings Report from Workshop 7 of the Watertown Government Strategic Plan process.



- Developed a Qualtrics online survey to for participants of the Watertown Government Strategic Plan process to help test the commitment and capabilities to implement proposed major strategy initiatives under consideration. On-Going
- Participated in a WisLine on Comprehensive Planning in Wisconsin which was conducted by UW Extension Specialists from the UW Madison Department of Urban and Regional Planning and the UW Stevens Point Center for Land Use Education. Jefferson County planning and zoning staff also participated. 1/14
- Participated in the Glacial Heritage Area Plan Implementation Team meeting. 1/13

### ***Local Government***

- Provided data from the GREAT Program (finance, revenue, expenditures) to illustrate trends in Jefferson County's financial condition relative to other counties. This was requested by a member of the Jefferson County Task Force on Operations and Organization. 1/22
- Met with the County Administrator about a request by the County Board Chair and Chair of the County Task Force on Operations and Organization to become involved in various activities of the task force. We reviewed the Task Force situation and explored various methods and techniques to provide engagement opportunities for County Department Heads, County employees and local government officials from throughout the County. Other process considerations for organizational planning processes were reviewed. This Agent will provide a summary of observations to the County Administrator.

### ***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
- The Jefferson County Office Team discussed preparation requirements for a Civil Rights Review which will be conducted later this year.
- Provided guidance to colleagues and organizations on potential strategic planning processes. (Dodge County Government Strategic Plan and Midwest Organics Association)
- Prepared the Community, Natural Resources and Economic Development section for the UW Extension, Jefferson County Office Annual Report to the County Board which is set for February 10<sup>th</sup>.
- Monthly Office Summary for County Administrator:
  - A. Update on Key Performance Measurements: Staff reviewed some of the trend graphs and other visual methods for monitoring and documenting Impact Indicators and Performance Measures. Faculty will provide 2014 data to support staff for further development of these analyses.
  - B. Summary of Key Events for January 2015: Please refer to the attached monthly reports.
  - C. Brief Overview of the Department's Next 30-60 Days: Please refer to monthly reports of agents.

D. Personnel Status:

- Evaluations status – We will make arrangements for the March 2015 University Extension Education Committee (UEEC) Meeting to focus on annual accomplishment reviews for all faculty. We are also arranging a visit by UWEX Southwest Region Director Matt Hanson to come to the April UEEC Meeting. The Department of Human Resources has alerted Vern and Steve that Kim is up for her annual review.
- Long term absences – None at this time.
- Other staffing issues – None at this time.

E. Any pending or anticipated budget issues:

- 2015: Kathy has migrated off the MIS support system. MIS was supportive during this transition as has been the UW Extension Information Technology unit. As indicated, this will provide some modest but important cost savings.
- Kim has provided financial reports as required.

F. Key policy discussions: Refer to monthly reports of agents.

G. Project status: Staff is working with the vendor of the new technology to alleviate an interference issue that is occurring within the new technology system in Rooms 8 & 9.