



**University Extension Education Committee Agenda
Jefferson County
864 Collins Road
Room 12
Jefferson WI 53549**

DATE: Monday, August 10, 2015

TIME: 8:30 a.m.

Committee Members:

Paul Babcock (Chair)	Ed Morse
Glen Borland (Vice Chair)	Dick Shultz
Peter Hartz (Secretary)	

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
5. Approval of University Extension Education Committee minutes for June 8, 2015
6. Communications
7. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
8. Review of June 2015 Department Financial Statements and Department Update – UW-Extension
9. Review of 2016 Departmental Budget – UW-Extension
10. Discussion of monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
11. Discussion to Identify Future Agenda Topics
12. Adjourn

Next scheduled meetings:

- Monday, September 14
- Monday, October 12
- Monday, November 9
- Monday, December 14

A quorum of any Jefferson County Committee, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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.

“Enriching people with knowledge, perspective, skills and aspirations. “University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: June 8, 2015

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

Members Present: Babcock, Borland, Morse and Schultz. Hartz absent.

Agents Present: Eisenmann, Georgson and Grabow. Torbert absent.

Also present: Administrator Wehmeier

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

Approval of Agenda for Possible Rearrangement: None

Approval of May 11, 2015 Meeting Minutes:

Motion was made by Schultz and seconded by Borland that the minutes of the May 11, 2015 meeting be approved. Motion approved: 4-0.

Communications: None.

Public Comment: None

Item: Follow-Up on County Board Resolution from Administration & Rules Committee for Support of Extension in State Budget

Eisenmann provided the committee with an overview of the State budget, specifically on how it relates to UW-Extension. Extensive discussion occurred on tenure.

Item: 2015 Budget Report

Georgson reported that the 2015 budget is tracking according to the budget.

Item: Agent Reports

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

Upcoming Agenda Items and Meeting Dates: July meeting was cancelled. The next committee meeting will be held on August 10, 2015.

Adjournment: A motion was made by Schultz, seconded by Borland, to adjourn the meeting at 9:30 a.m. Motion passes: 4-0

Secretary

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

August 10, 2015

Agriculture programming

June and July have been extremely busy. Overall, our growing season has been nearly ideal for most farmers. Soil conditions were very good for timely planting. Most areas of the county received adequate rain to support excellent crop growth. Farmers have generally been cautiously optimistic commenting that they don't remember crops ever looking this good. With the decline in crop prices, good yields will help buffer the reality of lower prices for corn, soybeans and wheat.

The fact that most crops look good has heightened the awareness of some fields that appear to fall short. I have provided a significant amount of site visits to assist farmers in assessing the shortcomings that their crops are exhibiting. Soil compaction, fertilization or soil pH, some heavier rain events and wildlife feeding have been contributing factors. There also have been several commercial horticulture enterprises that needed resources regarding the identification of stressors and the possible remedies and alternatives for treatment. There continues to be questions on pastures and grazing.

There was work conducted for the County budget. Thanks to Kim for her strong support and to my office colleagues for their insight and assistance in budget preparations. The approach and objectives outlined by County Administrator Ben Wehmeier resulted in an effective process. UWEX, as a County Department, was able to balance the resources that are at our disposal. As the years go by, it becomes increasingly more difficult to identify areas in which to carve budget reductions. The impact on educational resources and programming for County residents will have to be closely observed.

I participated in two professional development activities. I became skid loader trainer certified. This will be a valuable resource to our farmers, particularly dairy farms. Skid loaders are rapidly replacing much of the hard physical labor that has traditionally been common in agriculture. Farm sizes have been increasing. More farms are hiring employees. The safety of employees on farms and the increasing use of skid loaders have elevated the need for training. Some of our large farms may be coming under the scrutiny of OSHA. Safety practices, training and documentation are important for the safety of workers and the compliance of regulation.

The second training involved small ruminants and parasites. Resistance to the parasite control products now in use and the lack of economic incentives for development of new products are causing concern. The procedures and practices are being reviewed and modified to ensure more effective control. Better methods that can be used to identify pests present, monitor infestation level and then provide appropriate control of the parasites will be beneficial.

Dane County Farm Technology Days will be held August 25-27th at the Statz Dairy Farm just east of Sun Prairie on Highway 19. Initially I had been appointed to the education committee with specific duties revolving around a bus tour of the families' new facilities. The first order of business was developing and producing a script to be used by over 75 people in conducting the tours. Public officials and media from across the state are also using the script as a resource to understand the size, scope and sequence of the dairy operation. This project involved a number of meetings, drafts and rewrites of the script and collaboration with other agriculture agents. During the process, my co-team leader resigned her appointment with UW-Extension.

As this project was unfolding, it became apparent that there would be the need for some video development to summarize and illustrate farm processes that were not easily observed. Subsequently, my responsibilities have expanded to include working with a video company. Meetings, communications, scripting, coordinating of filming, collaboration, editing, funding, contracts and financing have all been activities involved in producing two videos. The first video deals with the milking process in a modern parlor. This has specific applications to Farm Technology Days. The milking parlor and actual milking is not easily observed in the Statz Dairy facility. This will allow the public visiting farm technology days to see how cows are milked. It will also be available on a broader basis as a statewide resource.

The second video will also be a statewide resource. "A Day in the Life of a Cow" is a complementary effort further explaining Wisconsin's leading industry. The video will show the growth, development and management that contribute to a healthy, well cared cow producing milk for nutritious dairy products on a modern farm.

Sarah Torbert
4-H Youth Development Agent
July Extension Report

Communication

- Keeping members up to date through continued use of Facebook page.
- Initiated #saycheese contest at Jefferson County Fair. Clues were posted on Social Media by Fair Park and Jefferson County 4-H during the Fair encouraging members and supporters to explore the Fairgrounds.
- Finished #bringbackbessie campaign for June is Dairy Month on Social Media. Kamilla Thoma took pictures of Bessie the Cow at different landmarks in Jefferson County and members guessed where the cow was hidden. Prizes were given each day and at the end an ice cream celebration was held.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

Trainings, Meetings, and Workshops

- Held Leaders Association meeting to elect new officers and look at summer events.
- Attended and helped tabulate results at three Area Animal Science Days events. Youth participated in livestock and dairy judging.
- Accompanied Jefferson County youth to State Livestock Judging Contest. Team placed second and will be headed to a National Competition. Alexis Timmel was high individual overall.
- Held 4-H Camp at Upham Woods with three different camping experiences for youth. Overall comments were very positive despite not being able to swim because of high Wisconsin River water levels. Youth commented that they learned new skills, felt like they belonged, learned responsibilities and made new friends.
- Planning and compiling paperwork for 2015 Leaders Association meeting to be held in August. Kick-off meeting will talk about new year, potential new members and pizza and pie fundraiser.

Project Related Work

- Worked with Meat Animal Project Committee to prepare for fair and the Meat Animal Project Sale. Sent buyer letter to over 500 potential buyers.
- Worked with Meat Animal Project Committee to facilitate successful MAP Sale with over 236 youth selling. Sale feedback was positive. Working with committee to improve for 2016 sale. Working with committee to help establish relationship with superintendents.
- Working with new horse committee to focus on educational roles of committee and how to create a positive experience for members involved in the project.
- Organized and compiled educational information for members of the MAP project for their Award Night. New ultrasound company provided valuable educational materials to help youth to better understand carcass contest results.

Office Responsibilities

- Assisted with office related duties due to open position of office support for 4-H programming.
- Working with HR and County Administrator to work on filling position and providing temporary help when needed.

Fair

- Attended Jefferson County Fair daily to help with 4-H promotion and education. New events this year included cup staking tournament, rocket launch and educational display boards.
- Assisted the MAP committee with paperwork and creation of the sale booklet. Helped with MAP trucking and other sale related events.
- Worked with youth to collect and transport items for the Wisconsin State Fair and new addition of Jefferson Art Walk.
- Served as a sounding board for 4-H members and leaders with concerns about fair related issues.

**Kamilla Thoma
4-H Summer Intern
2015 Summer Report**

May

- Wrote Scholarship Press Releases
- Wrote a short autobiography for the June Newsletter
- Attended camp and intern meeting in Elkhorn
- Began creating Special Emphasis Booklet for next year

June

- Prepared judges sheet, state fair qualification information, and ribbons for the Clothing Review
- Created the “Bessy” June is Dairy Month Campaign for Social Media
 - Drove to various locations in the county to take her picture
 - Applying for June is Dairy Month Contest through Wisconsin Milk Marketing Board
- Researched ideas around Wild West theme for the Cloverbud Day Camp for the Junior Leaders meeting
- Developed Cloverbud judges training for Junior Leaders
- Readied materials for camp
 - Cabin craft supplies
 - Style show clothing
 - First aid kits
- Attended camp as adult leader
 - Served as leader for new 6th grade Discovery Camp
- Processed photos from camp
- Assisted with data entry for MAP sale and buyers
- Worked on Pinterest page, pinned items for high enrollment projects to help youth and adult with project learning throughout the year
- Created 8 interactive Skill Boards to engaged potential families in different project areas at the Jefferson County Fair
- Attended meetings for Junior Leaders and Pre-fair shows
 - Dogs, goats, sewing, horse, MAP, Small Animal

July

- Fair
 - Oversaw foods judging (take pictures)
 - Oversaw cloverbud Judging and Robotics
 - Put up banners and other information
 - Took photos of projects and posted daily on Social Media
 - Worked with Junior Leaders on Kids Day Activity – Passports
 - Coordinated new cup stacking tournament
 - Helped with large animal sale
 - Helped with project check out
 - Cleanup fair office and hauled back materials
- Processed photos from fair
- Helped with scoring at Area Animal Science Days
- Reformatted the Design Team Workbook for Kathy
- Cloverbud Day Camp
 - Helped Junior Leaders to finalize Day Camp plans
 - Worked to design and order t-shirts
 - Acquired needed supplies
 - Hosted Day Camp at Riverfront Park
- Searched and saved 4-H related quotes to use for Social Media Monday Memos
- Created a file of photos for Throwback Thursday photos to post on social media
 - This included processing/digitalizing about 600 photos found in boxes around the office
- Updated Hootsuite, social media manager, with upcoming posts
- Entered and communicated with state fair on county entries

August- End of Internship

- Complete resource library with new additions
- Finish internship manual for future intern
- Finish Special Emphasis Booklet
- Clean Office
 - Delete summer emails
 - Reorganize the craft closet
 - Do any lingering projects that may be found around the office

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

Economic Development

- Reviewed a report for the County Task Force on Operations and Organization entitled “Growth Analysis: Historical Context Within Jefferson County” by Genevieve Coady, Ben Wehmeier, Rob Klotz and Andy Erdman. Prepared a supplemental report entitled “Growth Analysis: Historical Context Within Jefferson County (Citizen Input and Policy Findings)”. This was shared in a meeting with those who prepared the first “growth analysis” and will be incorporated into the initial report to better reflect the 20 years of values, vision, citizen and community perspectives, and the significant public input from many sources.

Community Vitality and Placemaking

- Continued leadership with the Community Vitality and Placemaking (CVP) Team for curriculum development. We continue to refine methods for the community design charrette component, and are finalizing details for the fall 2015 process. I was very involved in recruiting professional designers from Wisconsin to participate in a November charrette in Bailey’s Harbor.
- Continued progress in the production of the next version of *Principles and Practice of Community Placemaking* publication by continuing coordination with the editor from the UW Extension Publishing Unit. I should have a first edited version in a couple weeks according to the editor.

Planning and Change Processes

- Completed the writing of the final draft documents (Executive Summary and Proceedings Report Workshops 1-10) for the Watertown Government Strategic Plan process. These documents have now been reviewed by Mayor David and a meeting to finalize the unveiling of the plan will be held on August 5th. On-Going
- Finalized and distributed the Proceedings Report from Workshop 3, and designed and facilitated Workshop 4 (August 4th) for the 1000 Friends of Wisconsin Strategic Planning process. On-Going
- Developed a technical analysis for the consultants who will be coming up with 5 recommended bicycle “Thru Routes” for Wisconsin. I helped determine appropriate criteria. This analysis is important for the Jefferson County and other “Glacial River Corridor” communities in that it provides extensive justification for this corridor to be designated as one of the primary north-south routes in the U.S. routing plan. This could be significant for future tourism and economic development. 6/29
- Worked with the Fort Atkinson City Manager, City Council members and other city leaders in the development of an educational program series on “Comprehensive Planning, Visioning and Community Placemaking”. This has become a significant issue in Fort Atkinson as they determine how to go about community dialogue about the future of the City. A session before the City Council, with extensive public involvement (over 40 citizens) was held on July 7th. This presentation was featured in the Daily Union and received extensive media coverage. Publications developed by this agent were distributed and shared. Follow-up sessions were held with the City Manager, a Council member and a community leader. The Council discussed various approaches at two follow-up City Council meetings and is looking for a Community Placemaking/Visioning process. A core group to help me design the process is now being assembled by the City Manager, and the process scoping meeting will be held in later August or early September. On-Going.

- Have been contacted by the Executive Director of the Hoard Historical Museum to design and facilitate a strategic planning process for this important community organization. I have responded that I would like to sit down with her and a representative of the Board for a process diagnosis and plan for planning session. This will happen in later August.

Local Government

- Participated in the July 10th County Task Force on Organization and Operation, and did prepare a supplemental report (See Economic Development section of this report)
- Was contacted by the Lake Mills City Manager to facilitate a “Plan Assessment Session” with the City Council and staff as they monitor their Dialogue for the Future (Strategic Plan) which they developed with my assistance in 2014. The date for this session is pending.

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
- As Co-Team Leader of the UW Extension Strategic Planning Program Team, have been involved in convening the Team members and support staff for a training that has been scheduled for December 8-11 in Madison.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
June/July 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)?

Jefferson County Health Department – Provided an orientation on UW-Extension and Jefferson County family demographics to three new public health nurses. Assisted them in understanding the current status of families and communities in Jefferson County and their health related needs. Also discussed possible partnerships with other County departments and opportunities moving forward.

Parenting Newsletter Project - Connected with the local partners to begin the process of estimating 2016 needs. This is normally something my assistant would do, but we are without a full complement of support staff. We have received strong support from all partners to continue the project. This is especially great since we have had quite a baby boom in Fort Atkinson ☺

Jefferson County Interagency Collaborative Council - Set up and confirmed the meeting schedule for Fall 2015. We will be focusing on school-based mental health programs and UW-Whitewater's outreach education efforts to connect the university up with local nonprofits and public agencies.

Grassroots Volunteer Management Online Portal – Met with local resident who is interested in developing an online portal where local residents could receive information about various volunteer opportunities in the community that matched their interests. Provided advice and counsel on this type of research-based community capacity building. Also provided resource and referral information to other community organizations and individuals for further information and possible collaboration. Will continue to provide assistance as needed.

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

Community Action Coalition of South Central Wisconsin, Inc. – Met with the leadership team and reviewed the readiness assessment. We will move forward with some internal organizational development education focused on addressing some of the findings in the report. We'll postpone broader strategic thinking and planning for the future.

The executive director has begun implementation of several suggested strategies for building internal capacity and resources. The organization has created a team of management and staff to provide leadership to the effort. I am being kept in the communications loop to provide additional feedback, advice and counsel.

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

Head Start of Jefferson and Western Kenosha Counties, Inc. – Held two focus groups as part of the assessment process. These were with the Western Kenosha schools and community partners and the Jefferson County school districts. We will be continuing the process later this summer and into the fall with additional focus groups for Jefferson County community partners, parents and grandparents of toddlers attending Head Start.

Watertown Unified School District – Received a request for organizational development and planning assistance from the superintendent. I worked with the district in 2008 on some multi-dimensional organizational development and assessment. I will be following up with a meeting to diagnose their needs and goals.

Aspen Institute Ideas Festival – Attended this multi-day professional development conference on community capacity building via their online portal (and free of charge). Sessions attended included topics on new methods and principles of community development and engagement as well as leadership development.

Consulted with several executive directors on organizational development opportunities, challenges and transitions during the month. Provided several nonprofits with research-based information on their programs and services.

Team Leadership/Family Living Programs Work:

Community Vitality & Place-making Team – Developed a curriculum evaluation plan and evaluation materials to measure the impact of the design charette process on host communities. The team is scheduled to lead a design charette for Bailey's Harbor in November. The plan and materials include short, medium and long-term measurements of impact from conducting the charette, along with impact measures at the individual and community level.

UW-Extension – Met with Sarah Torbert to review our program assistant's position description and develop rationale for request to refill the position on the departure of Stephanie Hardin to MIS. Met with the entire staff to review the 2016 proposed departmental budget and provide feedback on suggested strategies for coming within budget goals.

UW-Extension Faculty Senate – Began my final year of a 3-year term on the executive committee. Attended regular monthly meetings and the June Board of Regents meeting in Milwaukee.

* Took 2 weeks of vacation and was on federal jury duty for the month of July 2015