



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

DATE: Monday, September 14, 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 August 10, 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 July 2015 Department Financial Statements and Department Update – UW-Extension
9. Review and Update on the Administrative Specialist Position – UW-Extension
10. Review and Update on the 2016 Budget – LaVern Georgson
11. Discussion of monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
12. Discussion to Identify Future Agenda Topics
13. Adjourn

Next scheduled meetings: 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: August 10, 2015

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

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

Agents Present: Eisenmann, Georgson, Grabow and Torbert.

Also present: Kamilla Thoma, 4-H Intern

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 June 8, 2015 Meeting Minutes:

Motion was made by Schultz and seconded by Morse that the minutes of the June 8, 2015 meeting be approved. Motion approved: 5-0.

Communications: None.

Public Comment: None

Item: Review of June 2015 Departmental Financial Statements and Department Update

Georgson reported that the 2015 budget is on track to come in under budget.

Item: Review of 2016 Department Budget

Georgson reported that as a department we were able to meet the objectives set by the County Administrator. He noted that some cuts were needed in order to meet those objectives.

Item: Discussion of Monthly 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: Torbert, Thoma, Georgson, Grabow and Eisenmann.

Upcoming Agenda Items and Meeting Dates: The next committee meeting will be held on September 14, 2015; October 12, 2015; November 9, 2015; December 14, 2015. Dates were reviewed and approved by the committee.

Adjournment: A motion was made by Schultz, seconded by Borland, to adjourn the meeting at 9:43 a.m. Motion passes: 5-0

Secretary

Sarah Torbert
4-H Youth Development Agent
August Extension Report

Communication

- Keeping members up to date through continued use of Facebook page.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

Trainings, Meetings, and Workshops

- Held New Year Kick Off Leader Association meeting with all but three clubs in attendance (record thus far in my three years holding the meetings). Additionally, the three clubs have met with me on an individual basis. Meeting included wrap up of end of year paperwork, introduction of new paperwork, introduction of new Special Emphasis Theme - "The Nature of 4-H", and mini Fair Review. The following items will be addressed by the Jefferson County 4-H program / UWEX in 2016:
 - Signs at or near barns talking about the 4-H educational process involved in raising the animals at the Fair and how to join in on the fun.
 - Communication in newsletter about Animal Check-In times.
 - Brochures available with displays encouraging members to join.
 - Suggestions that were related directly to Fair were sent to David Diestler and Amy Listle.
- Held New Volunteer Orientation for members newly elected to County Committees. Meetings include discussion on 4-H as an EEO/AA organization. Discuss ways to recruit to new audiences.
- Met with Carmen Winkleman about formation of a new club in Concord, WI. Club will be called the Concord Corner Clovers.
- Working to establish committees based on 4 topic areas at Visioning session. Committees will meet in late October and November.

Project Related Work

- Met with newly elected Meat Animal Project Committee to review upcoming meetings and tasks. The group will hold a yearly review meeting on September 8, 2015.
- Met with newly elected Horse and Pony Committee to discuss upcoming year and changes. The group is looking to implore a new meeting structure that focuses on education at Project Meetings. Working with one leader to establish new way to approach paperwork and rules to present to the committee in September.
- Met with Horse Committee Treasurer to look at the 2014-15 books and prepare them for the next treasurer.
- Took projects to the Wisconsin State Fair for display in the Youth Expo Building. Jefferson County received 6 merit awards, one judges choice and one staff choice. This is up significantly from 2014 when we received only one merit award.
- Supported youth showing livestock at the Wisconsin State Fair by attending and talking with families about their experiences, successes, issues and concerns.

Office Responsibilities

- Assisted with office related duties due to vacancy in office support staff position for 4-H programming.

Professional Development

- Attended Wisline Phone Conference for WAE4-HYDP Board, currently serving as Regional Representative.
- Prepared for and attended two year performance review. Used this opportunity to better define programming work. 3-5 year plan will focus on helping to develop Youth Leaders, supportive Adult Volunteers and creating an atmosphere of Belonging among 4-H families.

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

September 14, 2015

Agriculture Programming

The 2015 Dane County Farm Technology Days event was a success. After nearly one and a half years of meetings, planning and coordination, we now know that the effort was worthwhile. 45,000 people visited the show. Initial counts indicate that over 15,400 people took advantage of the bus tour to learn about Wisconsin dairying. An extensive amount of information was included in the script that I developed and wrote. The script was divided into two portions. One part served as the oral presentation for the tour guides. The second part provided significant resources for the tour guides to answer visitor's questions as they arose. The script was presented as buses traveled from "Tent City" and then through the newly constructed 3000 cow Statz Brothers Dairy and surrounding farmstead. Visitors saw the holding area, parlor, traveled through one of the barns housing 900 milking cows, past the 20,000,000 gallon concrete liquid storage, around the anaerobic manure digester, viewed the solids/bedding separation, continuing past the generator/boiler building and through the commodity storage/mixing building. The visitors were allowed to leave the buses and go up a flight of stairs to an observation platform. They were then able to have a better view of the parlor capable of holding 100 cows. The actual milking process was recorded as video media under direction of Jefferson County UWEX. The video was played on flat screen TVs at the parlor entrance and UWEX's education booth in "Tent City". A second video was produced and used that outlined the life of a cow from birth to milking. The event organizers, leadership and the host family were extremely pleased with the results of the tour and videos. It was not uncommon to hear comments from the public expressing appreciation for the excellent tour and information.

Work with the Jefferson County Administration and Finance Departments on the budget continued. The UWEX department team met the fiscal goals and deadlines that were expected. Kim and I met with Mr. Wehmeier and Mr. Lamers to answer questions regarding our budget. There was additional work in developing background materials to provide further clarification on several line items. The entire office led by Sarah delineated the workload, tasks and duties that necessitate the filling of the position vacated when Stephanie Hardin left for MIS.

The Master Gardener Volunteers (MGVs) have had an active summer with their community projects, garden meetings, and work in support of our office as Plant Health Advisors responding to horticulture inquiries.

Materials continue to be assembled for our scheduled Civil Rights Review. Kim and I had another update via phone conference with the lead contact. The 3 to 4 member review team is scheduled to be here October 27, 2015. There have been conversations regarding this topic at several department meetings.

The recycling of plastics used in agriculture has been involved in many conversations. Bunker silo covers, bale wraps and silo bags can represent a sizable disposal problem for our dairy farms. I was invited to participate in a telephone conference that presented the option to explore and expand a pilot program into Jefferson County. A company from Arkansas with experience in recycling agricultural plastics has been collecting material in Green County for several months. The company is looking to expand the pilot project into several more counties, including Jefferson. The company will place a dumpster on farms that generate enough plastic and collect it about once a month at no charge to the farmer. I received cautious enthusiasm in conversations with several dairy farmers. 16 of the larger dairy farms with sizable plastic utilization have been contacted with the offer to participate in the pilot. More will be reported on this in future months.

There have been responses to a wide range of individual questions and concerns, including but not limited to chickens, farm strategies, business management, noxious weeds and best practices for land.

Planning for other upcoming programs includes work with the Jefferson - Waukesha Grain Growers, the Cow - Calf Beef Producers Southeast Regional meeting, succession planning, the 2016 Animal Well-being Conference and the Jefferson County Avian Influenza Information and Planning update.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
August 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)?

Parenting Newsletter Project – Worked with Fort Health Care to solve a significant logistics and funding issue regarding shipment of one of the newsletters. Shipping costs from the printer have risen significantly in the last several years. With the increase in births over the last several years, the combination of increased printing and shipping costs for 2016 threatened the continuation of that portion of the project. Fort Health Care generously offered to pick up the shipping charges recognizing the big commitment St. Vincent de Paul and the Kiwanis have to the project.

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. – Met with the director to review plans for the ongoing qualitative assessment and to plan out our workshops for this coming fall. We will be continuing the assessment through a survey to Spanish speaking parents of toddlers enrolled in the program and through conducting at least 2 focus groups – one of English speaking parents and one of Jefferson County community service providers who are partners with Head Start. We are reserving an additional third date for grandparents of toddlers in the program. Final enrollment information will tell us how many grandparents have legal custody and care of their grandchildren. This number ebbs and flows from year to year. If it is a significant number of families, we will be doing a focus group with the grandparents as well. This assessment is a required as part of the federal funding for the program and has been conducted every three years since 2006.

Jefferson County Literacy Council, Inc. – Consulted with the program's executive director on a number of topics and provided her with additional research based information on program development and delivery. I will continue to follow up and provide additional assistance as requested.

Team Leadership/Family Living Programs Work:

Community Vitality & Place-making Team – Met with the team for a one day workshop to plan and prepare for the fall design charette in November and to make plans for a two day in-service on Building Community Capacity for Extension Professionals tentatively scheduled for next March 2016. I have led the development of the evaluation component for the design charette. I have led the design of two portions of the building capacity two-day workshop on diagnosing community needs and on networks and system planning.

Team Leadership/Family Living Programs Work:

UW-Extension – Spent 3 days preparing for a Civil Rights Review scheduled for October 27th of this year. Updated family living program documentation and files to demonstrate our outreach and education activities focused on increasing the diversity of our programs and participants. This is a state and federally mandated review conducted every five years by UW-Extension administration in order to assure compliance with civil rights laws and readiness for a possible federal government review of our county office.

UW-Extension Faculty Senate – Attended two regular and routine faculty governance meetings; worked with UW-Extension Associate Dean John Shutske to address concerns regarding a proposed change in UW-Extension's institutional mission. Attended segments of the Board of Regents September meeting at UW-Whitewater to represent the faculty on the mission change issue.

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

Economic Development

- Participated in the August 27th JCEDC Board meeting.
- Engaged UW Extension Specialist and Professor Steve Deller for the preparation of a short research report on the “Retail and Service Sector Economy in Jefferson County. This will fit in with programming underway by the Executive Director of the JCEDC. This is underway.
- Developed the Agenda and facilitated process components for Workshop 3 of the Jefferson County Rail Improvement Initiative. Dates for this workshop are being finalized by the JCEDC Executive Director.

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 have successfully recruited three 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 have reviewed and approved the new format and the first section an edited version.
- Have arranged for a Lake Mills Community Forum on September 30th resulting from the First Impressions Exchange between Lake Mills and Prairie du Chein. I will present UWEX resources on community placemaking, coordinate the sharing of First Impressions findings and facilitate a strategy session on follow-up community action ideas resulting from these findings.
- In response to a July 7th presentation to the Fort Atkinson City Council and community on “Comprehensive Planning, Visioning and Community Placemaking”, I convened a diagnosis and plan for planning session with the Fort Atkinson City Council President, City Council President Pro-Temp and City Manager to design a Community Placemaking Initiative. A memorandum of “Project Understanding and Initial Scope” is now being developed.

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 were reviewed and subsequently refined after a meeting with Mayor John David on August 5th. On-Going
- Finalized and distributed the Proceedings Report from Workshop 4, and designed and facilitated Workshop 5 (September 3rd) for the 1000 Friends of Wisconsin Strategic Planning process. On-Going
- Followed up with the consultants who are preparing a technical analysis and plan for 5 recommended bicycle “Thru Routes” for Wisconsin. The Parks Director and I will be meeting with them in mid-September to go over their recommendations. 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.

- Had an introductory conversation with the new Executive Director of the Hoard Historical Museum about her interest in my involvement in the design and facilitation of a strategic planning process for this important community organization. I scheduled a meeting with her in mid-September for a process diagnosis and plan for planning session.
- Facilitated the completion of another draft of the Crawfish River Master Plan drawing which is being provided “pro-bon” by a local landscape architect. A revised Proceedings Report from this design charrette process is being prepared by UWEX.

Local Government

- Participated in the August 26th County Task Force on Organization and Operation, and provided input during the Department Head input segment.
- Have reformatted UW Extension documents and resource assistance in a packet that can be used in the Appendix of the final Task Force on Organization and Operation report.
- In response to a request by the Lake Mills City Manager and City Council, I designed and facilitated 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 Manager and Council were very pleased with this high-impact workshop. It was taped for Public Access Television and will be broadcast to the public to demonstrate the City’s progress in addressing its action plan recommendations.

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. I have been working with the Co-Team Leader on many logistical matters.
- Have provided counsel on strategic planning and organizational development to agents in Sawyer, Iowa and St. Croix counties.
- Participated in the August 17th ICC meeting in Green Lake County.