



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

DATE: Monday, October 12, 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 September 14, 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 August 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, 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: September 14, 2015

Meeting called to order by: Chair Paul Babcock called the meeting to order at 8:34 a.m.

Members Present: Babcock, Borland and Hartz

Members Absent: Morse and Schultz.

Agents Present: Eisenmann, Georgson, Grabow and Torbert.

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 August 10, 2015 Meeting Minutes:

Motion was made by Borland and seconded by Hartz that the minutes of the August 10, 2015 meeting be approved. Motion approved: 3-0.

Communications: None.

Public Comment: None

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

Georgson reported that the 2015 budget is on track. We have had some copy overrun charges; Kim is working to resolve the issue for the future. The administrative specialist position remains open which helps the bottom line.

Item: Review and Update on the Administrative Specialist Position

Torbert reported that the position remains open and needs to be filled. The request was made in mid-July to refill the position. The job description has been reviewed. A discussion with the County Administrator is scheduled for today, September 14, 2015. Committee expressed support for filling this position.

Item: Review of 2016 Department Budget

Georgson reported that as a department the targets established for the 2016 budget were met. The department meets with the Finance Committee on Wednesday (9/16/15) for the budget hearing.

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, Georgson, Eisenmann and Grabow.

Upcoming Agenda Items and Meeting Dates: The next committee meeting will be held on October 12, 2015; November 9, 2015; December 14, 2015. Dates were reviewed and approved by the committee. Agenda topics for next meeting: crop/harvest report; acre rental rate, administrative specialist position update.

Adjournment:

A motion was made by Borland, seconded by Hartz, to adjourn the meeting at 9:39 a.m. Motion passes: 3-0

Secretary

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

Economic Development

- In conjunction with UW Extension Specialist and Professor Steve Deller, completed a short research report on the “Retail and Service Sector Economy in Jefferson County”. This report was distributed to the Executive Director of the JCEDC who will use this in economic development programming.
- Facilitated Workshop 3 of the Jefferson County Rail Improvement Initiative. Technical rail experts from WisDOT and WSOR (Wisconsin Southern Railroad) participated in this workshop and provided valuable input to the Jefferson County economic development participants. A Proceedings Report will be prepared and shared with the JCEDC Board. Very positive feedback was received from those in attendance. 9/23.

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.
- In conjunction with UW Extension Specialist Todd Johnson, have been accepted to present at the four-state American Planning Association conference on October 12th with the topic of “The Meaning of Community Placemaking.”
- 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 received a complete review copy of the document, and am making adjustments to this version.
- Designed and facilitated a Lake Mills Community Forum on September 30th resulting from the First Impressions Exchange between Lake Mills and Prairie du Chein. I presented UWEX resources on community placemaking, coordinated the sharing of First Impressions findings and facilitated a strategy session on follow-up community action ideas resulting from these findings. About 15 citizens and the City Council participated in this workshop. A Proceedings Report will be prepared.
- In response to a July 7th presentation to the Fort Atkinson City Council and community on “Comprehensive Planning, Visioning and Community Placemaking”, I have been in continuous communication with Fort Atkinson officials. I have now developed a draft “Project Understanding and Initial Scope” for the Fort Atkinson Community Placemaking Initiative. I will present this to the Fort Atkinson City Council on October 6th. This will likely be a six-month project and will also involve UW Extension Specialist Todd Johnson. The City Manager has agreed to be the Project Manager for this initiative.

Planning and Change Processes

- Designed and facilitated Workshop 5 (September 1st) for the 1000 Friends of Wisconsin Strategic Planning process. A Proceedings Report was compiled and distributed. The sixth workshop will be held on October 6th. On-Going
- Followed up with the consultants who are preparing a technical analysis and plan for 5 recommended bicycle “Thru Routes” for The Wisconsin Bikeway Project. The Parks Director and I met with them on September 16th to go over their recommendations. This analysis is important for Jefferson County and other

“Glacial River Corridor” communities. We received good news in that Jefferson County will have two designated routes---one along the Glacial Drumlin Trail and a second route designated along parts of the Glacial River Trail as a primary north-south route in the U.S./Wisconsin routing plan. This will be significant for future tourism and economic development. The plan is still in draft form.

- Participated in a three-county workshop on the Glacial River Trail which was convened by the Jefferson County Parks Director. Took a major role in discussions and recommendations associated with signage, mapping, marketing and promotion of this 50 mile bike path and route system. Several implementation activities were agreed to including the development of a three-county map, commitments to new signage in Dodge and Rock counties, and other coordination activities. This was a very productive meeting.
- In response to the Jefferson County Parks Director, developed a workshop series to address organizational considerations related to the DNR no longer funding the Glacial Heritage Area Coordinator position. Initial concepts were presented to the County Parks Committee on September 9th and a draft memorandum of understanding and project scope was prepared and shared with the County Parks Director on September 28th.
- Held a diagnostic and plan-for-planning session with the new Executive Director of the Hoard Historical Museum regarding my involvement in the design and facilitation of a strategic planning process for this important community organization. We agreed to a four-part planning series starting in early 2016. A Project Understanding and Scope document is under development.

Local Government

- Have prepared a draft Proceedings Report for the Lake Mills City Council and Manager. This report is in response to a request by the Lake Mills City Manager and City Council to design and facilitate a “Plan Assessment Session” 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.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
September 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 – Received notice from the St. Vincent de Paul Society Council that they had reviewed their organizational policies and charter documents and determined the project doesn't fall within their stated mission. The Council declined to continue to fund the *Parenting the Second and Third Year* newsletter into 2016. I wrote them a very heartfelt thank you letter on behalf the remaining partners for their 14 years of sponsorship. I am currently working with Fort Health Care to explore other funding options for that newsletter which is one of two in the series.

Jefferson County Interagency Collaborative Council – Convened the first of four quarterly meetings of this family policy education council. UW-Whitewater Associate Dean Seth Meisel led a discussion of possible campus/community outreach opportunities for local school districts and city/county agencies. The group felt these opportunities were very important to consider and Dr. Meisel will be attending future meetings and bringing colleagues to share their program experiences at our December meeting on school-based mental health programs. We will also consider a family impact seminar on the topic of mental health in partnership with UW-Whitewater. We shared program updates and will be taking a look at school-based mental health programs in December.

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. – The organization had to cancel our plans for our fall assessment process due to unforeseen circumstances. We are looking at completing the project next Spring and may expand it as a result of new information. The Director thanked me for Extension's strong support of the program.

Nonprofit Roundtable – Convened the group of executive directors of family-serving nonprofit organizations for their first of four quarterly meetings this year. The directors set several priorities for the coming year. They wanted me to organize an online discussion group for peer-to-peer support and problem-solving; revisit social media engagement as professional development for their December 2015 meeting; convene the United Way directors for a joint meeting in March or May; and lead the effort to plan and deliver staff and board professional development in October 2016. In addition, they prioritized the need to address transportation planning as a major initiative for their communities. I have contacted Ben W. and several of the involved dept. heads to alert them of this interest. The timing may be good to move forward with some community based planning.

Team Leadership/Family Living Programs Work:

Community Vitality & Place-making Team – Attended a daylong meeting in Wausau to continue teamwork on the upcoming Design Charette in November 2015 and March 2016 workshop.

Strategic Planning 101 Team – Rejoined this teaching team after a 10-year hiatus to fill in for a colleague who was gravely injured in a car accident. I will be teaching portions of the four-day training in December 2015. My areas of responsibility include two presentations on facilitation roles, skills and tools; and a presentation on Stakeholder Analysis. I will also be presenting a case study on a recent planning process conducted in the county. This is a commitment limited to this December 2015 training.

UW-Extension Faculty Senate – Attended the regular faculty governance meeting and responded to two requests from the Dean to provide advice and counsel on the future of UW-Extension.

Sarah Torbert
4-H Youth Development Agent
September Extension Report

Communication

- Keeping members up to date through continued use of Social Media pages. Have scheduled daily post on Facebook, Google +, Instagram, and Twitter.
- Wrote article for newspaper on importance of 4-H for youth for National 4-H Week around theme "Why 4-H?"
- Participated in Radio Interview for National 4-H week with four youth from three clubs in Jefferson County to promote 4-H programming in Jefferson County.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

End of the Year

- Processed over 200 MAP Record Books turned in by members. Record books reflect on goal setting, working to achieve goals, and money management.
- Processed over 150 4-H Record Books. Books focus on life skills development through 4-H project work.
- Received over 50 Clover Award Applications, 100% increase in participation from 2014-15.
- Processed 6 club secretary books and 6 club treasurer books completed by youth officers in 4-H clubs in Jefferson County.
- Working with clubs to receive 4-H charter documentation. Charter show club progress throughout the year and serve as planning documents for 2015-16.

Project Related Work

- Worked with Horse Committee to inform members on horse to horse infectious diseases. Badger Vet spoke at September Horse meeting to youth and I did a bio-security demonstration at the meeting. This was spurred on because of an issue with Strangles among barns in Jefferson County that house 4-H horse members horses.
- Met with the MAP Committee to review the 2014-15 MAP year. Meeting included judging over 200 record books from 4-H and FFA member who completed the Meat Animal Project. The 2014-15 Record Books have a new look with focus on goals and life skill development.
- Worked with 4-H members and leaders at the Wisconsin Sheep and Wool Festival held at the Fairgrounds.
- Held Junior Leader meeting with focus on developing leadership skills that members can use to enhance clubs in Jefferson County. Participation is up 100% from 2015-16.

Office Responsibilities

- Assisted with office related duties due to vacancy in office support staff position for 4-H programming. Including monitoring of member enrollment with 253 youth enrolled thus far (anticipating enrollment of 750 or more by November 1, 2015).

Professional Development

- Attended Aksarben Stock Show in Omaha, NE to learn about the youth leadership opportunities in Livestock Projects. In addition three youth from Jefferson County completed as part of the Livestock Judging Contest.
- Met with Youth Development Foundational Topics representing the Volunteer Development subcommittee. The meeting focused on Recording Results and team planning for the next three years. Will focus efforts on developing materials to assist staff and volunteers in understanding the Essential Elements of Youth Development, Life Skills, the Experiential Learning Model, and Ages and Stages.
- Enrolled in National Professional Development course, "Achieving the Extension Missouri Through Volunteers." This online six week course will highlight the best practices in volunteer development and management.
- Attended WAE4-HYDP (4-H Association) Board Retreat. Currently I am serving as the Regional Representative with this group.

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

October 12, 2015

Agriculture Programming

September was a month that served as a transition and catch-up month after the work, intensity and time commitment for the projects related to the 2015 Dane County farm technology days. The tasks and effort included project planning, educational programming and department duties.

Work continued on the 2014 United States Department of Agriculture's implementation of the Federal Farm Bill. Our office worked with the Jefferson County Farm Service Agency office in hosting a meeting for dairy farmers. Provisions within the Farm Bill allow dairy farmers to purchase Margin Price Protection (MPP). With this insurance like product dairy farmers can buy different levels of protection for up to 4,000,000 pounds of milk on their farm. The national price of milk and feeds is used to calculate the margins of profit and loss. Whether farmers will receive a payment based on the level of protection they purchased. There is a \$100 minimum program participation fee. It is entirely possible that depending on the margin calculations. There will be no payout. It is intended that MPP would serve as a risk management tool to avoid a situation similar to 2009.

I helped coordinate a visit to Jefferson County and Dodge County dairy farms for a group of South Koreans. They wanted to visit dairy farms that are balancing rations based on amino acids. Amino acids are the building blocks of proteins. Their company originates in South Korea and has an office in Chicago. Their goal is to understand Wisconsin's dairy industry and the application of their expertise in amino acids to enhance milk production. Swine and poultry farms have considered amino acids and looked beyond protein percentages for many years. It was interesting traveling with them and helping them to understand Wisconsin's agriculture.

Jefferson and Walworth Counties offered a regional meeting for cow/calf producers as part of the statewide series. The meeting was held between Whitewater and Elkhorn. The program started with on farm demonstrations using cattle to illustrate the value of body condition scoring. Presentations on the topics of better methods of weaning calves from cows and the newest research-based guidelines for deworming cattle followed.

The importance of work in offering beef programming was revealed in the needs assessment. Participating in this series and offering our second annual December program is part of the response to the growing numbers beef farmers. There are four reasons that contribute to this interest and growth in beef production. First beef cattle lend themselves to a part-time, relatively low input farm enterprise. Second, we have a ready supply of resources such as feeds. Third beef cattle prices have been at or near historic highs for the past several years. And fourth is our access to local meat processors and several significant marketing agencies.

In August I attended a meeting with the Jefferson County Administrator, the Department heads from the Health Department, Emergency Management, Land and Water Conservation and a Sheriff's Department Captain to discuss avian influenza. After sharing information and updates there was some discussion that resulted in the importance of a public meeting. There was considerable communication and effort to secure a panel to review what we know, what we learned and what we could expect this fall as temperatures drop. It was an excellent, highly appreciated program that included presentations, questions and discussions. Contributing to the program were a Jefferson County commercial egg producer, the UW poultry specialist, and representatives from the Wisconsin Department of Agriculture, Trade and Consumer Protection including a District Veterinarian and the Bureau of Field Services Director.

I worked on leadership development items with members of the Jefferson County Master Gardener Association. This effort will serve to strengthen individual member capabilities and maintain the focus and purpose of group projects.

Work continued with identifying dairy farmers that met criteria to participate in an ag plastics recycling pilot project.