



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

DATE: Friday, September 8, 2017

TIME: 8:30 a.m.

Committee Members:

Peter Hartz	Gregg Patrick
John Kannard	Lloyd Zastrow
Conor Nelan	

1. Call to Order
2. Roll Call (to establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
5. Approval of Agenda (for possible rearrangement)
6. Approval of University Extension Education Committee Minutes from August 14, 2017
7. Communications
8. Update, Discussion and Possible Action on the nEXT Generation Model
 - Discussion and Possible Action on Educator Positions
 - Discussion and Possible Action on 4-H Fee
9. Update on Jefferson County Farm Technology Days (July 2019)
10. Review of 2017 Departmental Budget
11. Discussion and Possible Action on 2018 Budget
12. Discussion of Monthly Agent Reports – LaVern Georgson, Bruce Jones
13. Discussion to Identify Future Agenda Topics
14. Adjourn
 - Next Scheduled Meetings: Monday, October 9, 2017; November 13

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.

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UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: August 14, 2017

Meeting called to order by: Lloyd Zastrow, Vice Chair called the meeting to order at 8:32 a.m.

Members Present: Hartz, Nelan, Kannard, Patrick and Zastrow were present.

Agents Present: Georgson, Jones, Rob Klotz, Zoning Director and Alexa from Daily Union, Jim Schroeder, County Board Chair.

Others Present: Kim Buchholz, Administrative Specialist

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

Roll Call (establish a quorum): Quorum present

Approval of Agenda for Possible Rearrangement: None

Approval of July 10, 2017 Meeting Minutes:

Motion made by Patrick seconded by Kannard, to approve the July 10, 2017 minutes as printed.

Motion unanimously approved.

Communications: None

Public Comment: None

Item: Discussion & Possible Action on Proclamation for National 4-H Week October 1-7, 2017

Motion by Kannard, seconded by Patrick, to pass on the proclamation for National 4-H week to the County Board. Motion approved.

Item: Update, Discussion and Input on the nEXT Generation Model

Discussion and Possible Action on Educator Positions

The committee had a lengthy discussion on the positions of educators for Jefferson County UW-Extension Office. Attached handouts were distributed to the committee for additional information. Rob Klotz, Zoning Director, addressed the committee in support of the CNRED Educator position, specifically addressing need for a County planner function. Andy Erdman also submitted an electronic response in support for CNRED Educator.

1. Brief summary of CNRED and Family Living Job Duties
2. Flow Chart

Motion by Kannard for the following positions: Youth and Family Extension Educator that includes the 4-H program (focus of that position would be 4-H and Youth Development), full time Agriculture Agent, .5 4-H program coordinator and .5 CNRED educator. (Note: For budgetary purposes, roughly looking at \$114,062). Seconded by Hartz. Motion passed.

4-H Fee and the Effects on 2018 Budget

Jones updated the committee members with what happened at the Finance Committee during July regarding the 4-H Fee. Finance was not supportive at eliminating the 4-H fee, \$16,000 revenue, from the budget at this time. They did indicate that they may be open to a per family fee cap. Jones distributed a handout with multiple examples for the committee when looking at the 4-H fee. Handout was reviewed. Jones recommended the second option: a \$12,115 revenue generated by a \$20 fee for first child; \$15 fee for second and third; \$10 fee for each additional child. In this option, approximately 50% of the 4-H families would experience a reduction in fees. The committee provided guidance to staff to put the recommended option into the budget and then to also study the impacts of completely eliminating the fee as well.

Item: Update of Jefferson County Farm Technology Days

Georgson reviewed the Farm Technology portion of his written report with the committee.

Item: Review of 2017 Departmental Budget

Georgson reported to the committee that the budget is on track at this time.

Item: Review of the 2018 Budget

There was no more discussion. This agenda item was covered under the discussion on number 9. Update and Discussion on the nEXT Generation Model.

Item: Discussion of Monthly Agent Reports

Georgson highlighted the remaining sections of his written report with the committee. The Horticulture volunteers continue to come into the office 4 hours a week; allowing my position to duplicate my time. They were also present at the Jefferson County Fair to answer horticultural questions. Crops programming: a lot of work on yields, rainfall average is above, dry hay has been difficult. Dairy and Livestock: worked with ag in the classroom to create a 2-day tour of agricultural sites in Jefferson County. Work continues on some livestock facilities with improving facilities. Question was asked whether livestock expansions were still happening. Georgson explained that yes these were still happening but maybe on a smaller scale.

Jones reviewed his monthly written report with committee members. He stated that much of July involved the County Fair. After fair, he was involved in the follow-up for insurance for two incidents that required emergency room visits. Other items include: elections for new boards; 4-H Leaders Board, MAP and Horse and Pony; JCHP is relooking at the bylaws- they have been under a new structure for a year so they are reviewing what is working and what is not; Jefferson County's Senior livestock judging team made it to state; met with Chrissy When, our Area Director.

Upcoming Agenda Items and Meeting Dates: Future Agenda items: Update on Jefferson County Farm Technology Days, Update on nEXT Generation (draft MOU, job duties of combining positions), 2017 Budget, 2018 Budget, Monthly Reports

Hartz left the meeting at 10:05 a.m. Schroeder left the meeting at 10:06 a.m. The committee moved the next committee to Friday, September 8th at 8:30 a.m. (moved from September 11th).

Adjournment: Adjourned the meeting at 10:09 a.m.

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

September 8, 2017

Agriculture Programming

Farm Technology Days (FTD) Programming:

Executive Committee liaisons have secured operating committee chairs with the possible exception of one. Operating committee chairs have been charged with the responsibility of securing a co-chair and developing their organizational structure.

Innovation Square is a relatively recent addition to FTD. Originally conceived as a showcase of the newest equipment, applications, concepts or technology it has since evolved somewhat differently. There are several reasons for this change. Often new or start-up companies with limited resources prefer to exhibit within a focus area. Sometimes their resources of personnel or displays may be a limiting factor. There is an application and selection process that has not been used since the introduction of Innovation Square. Recent counties have used different approaches with the space available. The relative undefined organization of Innovation Square has presented a challenge when visiting with prospective chairs. Jefferson County FTD will likely highlight our extremely diverse agribusiness community while highlighting what's new in the agriculture industry.

Operating committees are beginning to convene. Organization, ideas and planning are part of the initial meetings. Some committees need to be operating fully now while some committees will increase activity as the event approaches.

A decision should be made on the collectible scale model soon. Conversations with China have contributed to some delays with developing a final proposal.

Representatives from a number of committees met to review tent city, parking, traffic patterns, field demonstrations and other logistics regarding the site just outside Grellton.

I provided in agriculture literacy session in conjunction with a bank's board of directors visit to the Walters Farm FTD site. I presented an overview of Wisconsin's agriculture industry and its development. Jefferson County's agriculture was presented with highlights regarding its scope, diversity and economic impact. The history of FTD, its purpose along with the benefit and its impact on a host County were also shared.

Horticulture Programming:

Questions continue to come in surrounding consumer horticulture. Worked with a large farm market on concerns about their peach orchard and production issues.

Crops Programming:

Crop development questions primarily for corn and soybeans were the focus.

Dairy and Livestock Programming:

Wisconsin hosted the North American Manure Expo 2017. My primary involvement was focused on the tours portion of the two day event. My experience with the Statz Brothers Dairy Farm and the tours during the Dane County FTD 2015 was utilized to conduct a tour there again.

I responded to a number of questions regarding goats and beef cattle as well as an assortment of others.

Department Head:

I worked with Kim on the office budget for 2018. The AED, Chrissy Wen has visited us several times and we are in the early stages of responsibility transition.

Bruce A. Jones
Interim 4-H Youth Development Educator
August 2017 Extension Report

4-H Club Activity

- Delivered and Picked-up 4-H Exhibits for the Wisconsin State Fair, West Allis.
- Met Hiromu, International 4-H Exchange Student from Japan at Club meeting.
- Attended Wisconsin State Fair to support 4-H exhibitors.
- Connected with Club Treasurers to complete financial review for 4-H Charters.
- Collaborated with Kim and Dustin on the 4-H Enrollment Packet.
- Talked with perspective 4-H families.
- Met with Southside Eagles leader, Carol Eck regarding the Special Emphasis banquet.
- Met with Ideal Clever Clovers to discuss the 4-H Special Emphasis theme.
- Answered/referred MAP questions regarding Record Books due September 1st.

Leadership Development

- Prepared for the 4-H Leaders Association meeting.
- Worked to develop descriptions for Sub-Committee of JCHP and MAP.
- Presented to JCHP and MAP the Sub-Committee Structure at their monthly meetings.
- Participated in a State 4-H Volunteer Development Committee Wisline.
- Empowered sub-committee to plan Awards Banquet on October 28th.
- Met with Leader who felt left out at County Fair.

Overall County 4-H and Youth Development Work

- Attended Walworth County Fair to explore ideas for Jefferson County Fair 2018.
- Participated in a Community Service event in Cambridge.
- Attended the Fair appreciation dinner and Open Forum.
- Attempted to clear pending enrollments before August 31st rollover of 4honline.

Office Responsibilities

- Attended the Administrative Committee to observe discussion on WCA proposals.
- Met with Chrissy Wen, our AED.
- Attended County staff appreciation lunch.

Professional Development

- Attended Interim Cohort training.

Dustin Winkelman Report

2017 UW-Extension Summer Intern

Below you will find a re-cap of my summer as the UW-Extension Summer Intern. I have listed by month some of the bigger projects I have worked on. This summer, as the UW-Extension Intern, I had the chance to grow as leader and have developed better time management skills and communication skills that I will be able to use in my future endeavors. Throughout the summer I have had the opportunity to see how the UW-Extension system works and the importance it has in our county.

May

- First Day was May 22, 2017
- Worked with the Livestock and Dairy Judging Coaches to get Area Animal Science Days registrations submitted to Dodge County.
- Helped office collect point cards for Meat Animal Project Members.

June

- Attended 4-H Camp at Upham Woods as an adult counselor.
 - o I had the job of doing Closing Flag Ceremonies each night.
- Helped collect and enter new buyer cards for the Meat Animal Project.
- Attended the Junior Leaders Meeting.
 - o Helped the Junior Leaders put the finishing touches on their bylaw updates.
 - o Helped come up with ideas for crafts for Cloverbud Day Camp.
- Created new record books that were age specific for the Meat Animal Project.
 - o The drafts of these record books are currently under review by the MAP Committee.
- Made revisions to the Jefferson County 4-H promotional brochure.
- Assisted with the mailing of the buyer packets for the Meat Animal Project.
- Recruited youth volunteers to work the Commodity Carnival at Fair.
- Created a promotional display to be set up at fair.

July

- Assisted with check in for Mechanical Science Projects on face to face judging day.
- Helped set up the mobile office at fair.
- Week of Jefferson County Fair:
 - o Tuesday, I assisted the Meat Animal Project Committee with weigh-ins.
 - o On Wednesday, Friday, and Sunday I set up Commodity Carnival in the activity center.
 - o Entered data for the Meat Animal Project Committee to get the sale book completed.
 - o Assisted with check out at the Meat Animal Sale.
 - o Took pictures of the various shows for the Extension office files.
- Created Social Media Guidelines for the Extension Office to implement.
 - o Used other state extension guidelines as a baseline for the Jefferson County guidelines.
- Attended Cloverbud Day Camp:
 - o Main task included taking pictures and assisted counselors lead craft activities.

- Set-up a Remind account for the county to use.
 - o This is a service that allows the Extension office to send text message reminders to those that request the service. It is another way for county to connect with members.
- Helped the office with other administrative tasks.

August

- Helped the Extension Office collect projects for state fair.
- Help re-design the Family Enrollment Packet for the upcoming year.
 - o In the enrollment packet I added new information to help new families navigate through the 4-H year.
- Re-constructed the MAP website to be more information base and the go to place for Meat Animal Project members to find information pertaining to the project.
- Helped Ideal Clever Clovers come up with a special emphasis theme. Also helped the club get started in creating the special emphasis booklet for the upcoming year.
- Created a new 4-H Alumni Initiative:
 - o In connection with the special emphasis theme (Today's 4-Hers; Tomorrow's Leaders) and the National 4-H Theme (True Leaders) the county has started a new alumni initiative. Through this initiative we are looking to create a data base of 4-H Alumni in Jefferson County to help keep them connected with the program. The idea is to send them information about ways they can help with Jefferson County 4-H.
 - o Also the idea with this initiative is to identify possible new certified leaders for the county program.
 - o This initiative is in the starting phase and we are just looking to get the base started with the hopes to do alumni socials next summer possibly at County Fair.