



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

DATE: Monday, November 13, 2017

TIME: 8:30 a.m.

Committee Members: Peter Hartz
John Kannard
Conor Nelan
Gregg Patrick
Lloyd Zastrow

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 October 9, 2017
7. Communications
8. Update on the nEXT Generation Model
 - Correspondence from Dean Karl Martin, Cooperative Extension, regarding Annual Contract and Memorandum of Understanding
9. Discussion and Possible Action on Educator Positions
 - Communities Educator Visioning Session - January 11, 2018, 12:00 p.m.-3:00 p.m., Jefferson County UW-Extension Office
10. Update on Jefferson County Farm Technology Days (July 2019)
11. Review of 2017 Departmental Budget
12. Discussion and Possible Action on 2018 Budget
13. Discussion of Monthly Agent Reports – LaVern Georgson, Bruce Jones
14. Discussion to Identify Future Agenda Topics
15. Adjourn
 - Next Scheduled Meetings: Monday, December 11, 2017

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.

#6

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: October 9, 2017

Meeting called to order by: Lloyd Zastrow, Chair called the meeting to order at 8:30 a.m.

Members Present: Hartz, Kannard, Nelan and Zastrow were present. Patrick joined the meeting during Lloyd Zastrow's recognition.

Members Absent: None

Agents Present: Georgson, Jones, Ben Wehmeier, County Administrator, Chrissy Wen, Area Director.

Others Present: Anita Martin, City of Lake Mills; 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 September 8, 2017 Meeting Minutes:

Motion made by Kannard seconded by Hartz, to approve the September 8, 2017 minutes as printed.

Motion unanimously approved.

Communications: None

Public Comment: Anita Martin from the City of Lake Mills addressed the committee explaining that she was attending to learn more about County government. She also distributed a copy of an email titled "Update, Livestock expansions". (See attached)

Item: Wisconsin Associated County Extension Committees Recognition

Georgson presented Lloyd Zastrow with a certificate for his five years of serving of the University Extension Education Committee and thanked him for his contributions and service.

Item: Review of Information Received from Information Meeting on Community Resource Educator Position that was held on September 14, 2017 at Watertown Public Library

Wen distributed a document that summarized the outcomes from the September 14 meeting. She explained how the document was set up; color coded to match between the counties; outlined by issue and then response. She stated that there was not anything surprising that was brought out in the meeting. Many comments were reflective of the work that was done in the past. Since the University Extension Education Committee meeting on August 14, Dodge County has informed Wen that they are moving forward with the 1.0 FTE position with their community educator position.

Wen asked committee for questions. Kannard asked that Wen review the document with them. Wen then walked the committee through the document item by item. See attached document for details.

Nelan asked if Jefferson County would be sharing the CNRED position. Georgson stated that was one thing that came up throughout the discussion at the September 14 meeting was there was a lot of work to do in both counties. Dodge County is moving forward with 1.0 FTE position; taking the sharing of a position of Dodge County off the table.

Item: Update on the nEXT Generation Model

Wen stated that in the very near future probationary faculty will be transitioning into academic staff roles. What it means is that there are some choices for these staff to remain in their position. Deadlines are coming quickly. This will provide a really good idea of where those roles are in the future. Tenured faculty within the counties will remain the same. Wen stated that the University is trying to really play fair; to allow individuals to stay in their positions. Kannard stated that they may see some additional movement yet.

Georgson shared that he is in this position. He had to declare his decision by tomorrow in order to stay in Jefferson County. He stated that the decision should not affect the day to day work of the position

rather how he is designated by the University. Georgson stated that he anticipated applying for tenure next year; now he does not have that opportunity. It was a difficult decision.

Wehmeier informed the committee that there would not be a Memorandum of Understanding (MOU) for the first year. He assumes that there will be a contract. Wen stated that when a MOU does come out it will be for a one year to allow adjustment if needed throughout that year. Wen stated that the University has changed to emailing their project updates every other Friday.

Item: Discussion and Possible Action on Educator Positions

Wehmeier updated the committee on the final decision that was made at the Finance Committee. The Finance Committee was presented with the staffing of 1 FTE agriculture educator; 1 FTE Youth and Family Educator; .5 FTE 4-H Coordinator; and .5 CNRED. The Finance committee would like to see what the hiring practices will be for the open positions to ensure that the County needs are met. Therefore, their final recommendation was to move the funding for the open positions into contingency; creating another check and balance prior to those positions being hired. Funds will be available for the position(s) regardless of how they are structured. This is how the budget will be presented at County Board tomorrow evening. Wehmeier stated that supervisors have a right submit budgetary amendments.

Kannard asked whether a conversation to determine County needs for the CNRED position should be a future agenda item. Discussion occurred. Wehmeier stated that if we sit then the money will sit also. The sharing of a position with Dodge County is no longer on the table. A full time CNRED educator would be approximately \$4,000 more than what is currently in contingency. Wehmeier indicated that if the needs determined the need for a full-time position, there was some flexibility. Discussion occurred. The local communities need to be talked to, to determine their needs with this position. Kannard stated that we need to look to the future not the past. Georgson stated that if the committee identified the CNRED position as full time, the needs can then be assessed; define the position better. If the committee does not reconsider their August decision, it handicaps getting a position description posted and recruited. Wehmeier reminded the committee that there are various definitions of planning with distinct difference in terms of functionality.

Wen explained that the hiring process. There are 20 positions that will be posted soon. In the future, UW-Extension is looking to do hiring as a group. The hiring process will be faster; waiting for the position to be posted may take longer. The Area Extension Director has the hiring authority. There will be an initial interview done by UW-Extension and the second interview will be in the county.

Jones asked what Wen needed from the committee to move the position forward. Wen explained that a needs assessment can be done two ways; you hire the person and they are involved in the assessment or it is done prior to hiring the position. Discussion occurred around the CNRED position. From a budget standpoint, there is approximately \$40,000 in contingency. Feedback is needed from the communities and an assessment would collect feedback from them and the stakeholders to develop support for the CNRED position. Georgson explained that the committee can help craft the process used to gather the information needed. Wehmeier stated that there is an urgency with the need for a sound process of how needs determination is to be made. A comment was made that if a decision is not made prior to next year's budget, the money will most likely be removed from the budget.

Hartz excused himself from the meeting at this time.

Item: Update of Jefferson County Farm Technology Days

Georgson stated the working committees are starting to meet. The organization is firming up. Committees are starting to take up on their tasks and moving forward. Fundraising has been very active the last couple of weeks and they are now ready to accept and solicit donations. The committee expects to hear an update about the scale collectible model at the October meeting. Georgson stated that Farm Technology Days is taking a little bit more time every week.

Item: Review of 2017 Departmental Budget

Georgson handed out the September 2017 budget summary. Wehmeier reminded committee members that the professional services line item is where we will see savings due to the reconciliation of the 133 contract. \$30,000 of the 2017 savings will be carried over into next year for our financial obligation in support of Farm Technology Days. Georgson explained that the

money goes to support the exhibitor coordinator which would probably be a July/August 2018 expenditure.

Wehmeier excused himself from the meeting to attend another meeting.

Item: Discussion and Possible Action on 2018 Budget

Georgson distributed an updated copy of the 2018 budget to be presented to the County Board. The biggest thing here is to understand establishing the contingency line for the open positions.

Item: Discussion of Monthly Agent Reports

Georgson reviewed his written report with the committee. In horticulture programming, he has been looking at the Master Gardener Program and how the state level applies to the County. Master Gardener Association meets once a month. In crops programming, a lot of soybeans are coming out dryer in the 8-9% range. Corn is usually sold at 15% moisture. Bigger farmers are probably 2/3rds done with their soybean harvest; corn is just starting to come off. It has been a challenging year. Yields are a little better than expected; pleasantly surprising. A lot of fine tuning of alfalfa management; cover crops continue to gain interest. In Dairy & Livestock programming there has been a lot of work on horse pastures. Milk markets are huge. If a new dairy wants to start, I don't know if they have the option to start due to where they can ship their milk to. Most processors do not own cows in the United States. Small farmer are the ones that are struggling more.

Jones stated 4-H is in switch over mode with working on ending last year and beginning the New Year. Six of our 28 4-H Clubs have transition in their general leader. One club has merged with another club; there is a possibility of 1 or 2 new clubs starting. Jones has had many discussion on what does it mean to be a 4-H member in good standing. He continues to work with the leadership in the County to develop functioning subcommittees for many of the committees and Leaders Board. Jones is working with the dairy committee with the oversight of State Fair activities. The Goat committee is well organized this year. The Small Animal Committee is working on processors, especially for ducks and geese where the available processors are no

longer processing animals. Jones has met with the three new FFA advisors in the County; the Waterloo FFA Representative is now a member of the Meat Animal Project Committee. A question was asked if he has had any feedback regarding the 4-H fee decision. Jones explained that one general leader stepped down due to the decision. All new members in 2018 will have the new fee structure.

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

Adjournment: Adjourned the meeting at 9:50 a.m.

Note: Next scheduled meetings are Monday, November 13 and December 11, 2017.



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November 3, 2017

Jefferson County Administration
311 S. Center Ave.
Jefferson, WI 53549

Dear County Administrator Wehmeier and University Extension Education Committee,

Thank you for your strong ongoing partnership with UW-Extension, Cooperative Extension. To best honor our partnerships, we want to formalize them with a series of agreements, including:

- **Annual contract:** This document defines the programming fees, responsibilities, and general conditions for the agreement. We have updated the language to reflect the new flat-fee structure and general conditions. Your AED will be in contact with you on obtaining signatures for this annual contract which will align with your county budget decisions.
- **Memorandum of Understanding (MOU):** A draft agreement was developed to help provide further clarification on the mutual responsibilities of both parties. Your AED will provide a draft for discussion with you later this fall for your feedback. We will not ask that you sign this MOU agreement for 2018, but would welcome your feedback so we can refine and finalize a MOU that we can mutually agree on for our next budget cycle. In the future, we anticipate the MOU would be negotiated and signed every three years.

We value your input and want to hear your perspectives and questions as we continue to transition into the new staffing model. As you have questions, concerns, or if you even want to share news, please feel free to reach out to the Assistant Dean in your respective zone.

Sincerely,

Karl Martin
Dean and Director
Cooperative Extension

MEMORANDUM OF UNDERSTANDING (MOU)

Between

**The Board of Regents of the University of Wisconsin System, on behalf of
University of Wisconsin Extension, Cooperative Extension Division**

and

Jefferson County.

This is an agreement between the Board of Regents of the University of Wisconsin System, on behalf of the University of the University of Wisconsin Extension, Cooperative Extension Division, hereinafter called **Cooperative Extension** and Jefferson County, hereinafter called the **county**.

I. AUTHORITIES

Cooperative Extension is authorized under WI State Statute 59.56(3) University Extension Work (a) Creation, whereby a board may establish and maintain an educational program in cooperation with the University of Wisconsin. With this authorization, Cooperative Extension has worked to develop partnerships with the counties to implement educational services.

II. PURPOSE & SCOPE

The purpose of this MOU is to identify the roles and responsibilities of each party as they relate to maintaining mutual agreements with individual counties, and specifically:

The term of this MOU is for one year: January 1, ____ through December 31, ____ . After the 2018 pilot year, future MOU's will have a three year duration.

III. BACKGROUND

Through Cooperative Extension, people of Wisconsin and beyond can access university resources and engage in learning, wherever they live and work. Fundamental to this mission are Cooperative Extension's partnerships with the UW campuses, the county and tribal governments, and other public and private organizations. Fulfilling the promise of the Wisconsin Idea, Cooperative Extension extends the boundaries of the university to the boundaries of the state and helps the university establish beneficial connections with all of its statewide stakeholders.

Cooperative Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions. Cooperative Extension faculty and staff are associated with one of the two departments.

Cooperative Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Cooperative Extension staff. Cooperative Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Cooperative Extension staff delivering programming to them. This negotiated MOU defines Cooperative Extension's commitment to investing in local and statewide Cooperative Extension staff and county partners' contribution to supporting the valued work performed.

IV. COOPERATIVE EXTENSION RESPONSIBILITIES UNDER THIS MOU

Administrative Structure: Cooperative Extension's geography is divided into two zones in the state (north and south), with each zone overseen by one Assistant Dean, who directly reports to the Dean of Cooperative Extension. These two zones consist of 22 geographic areas (Figure 1). Administrative duties for each area are assigned to Area Extension Directors, who are responsible for maintaining county and tribal partnerships, developing annual work plans and contracts, determining identified priorities and staffing, securing new funding and partnerships, and ensuring the delivery of timely and relevant programming. The Area Extension Director serves as the direct supervisor for area-based programmatic local Cooperative Extension staff and will be responsible for overseeing the operations of county Extension offices. The Area Extension Director is responsible for hiring local Cooperative Extension staff who will deliver educational services to the county. As an integral part of the partnership between Cooperative Extension and the county, the Area Extension Director will seek the partner's feedback on hiring decisions and performance.

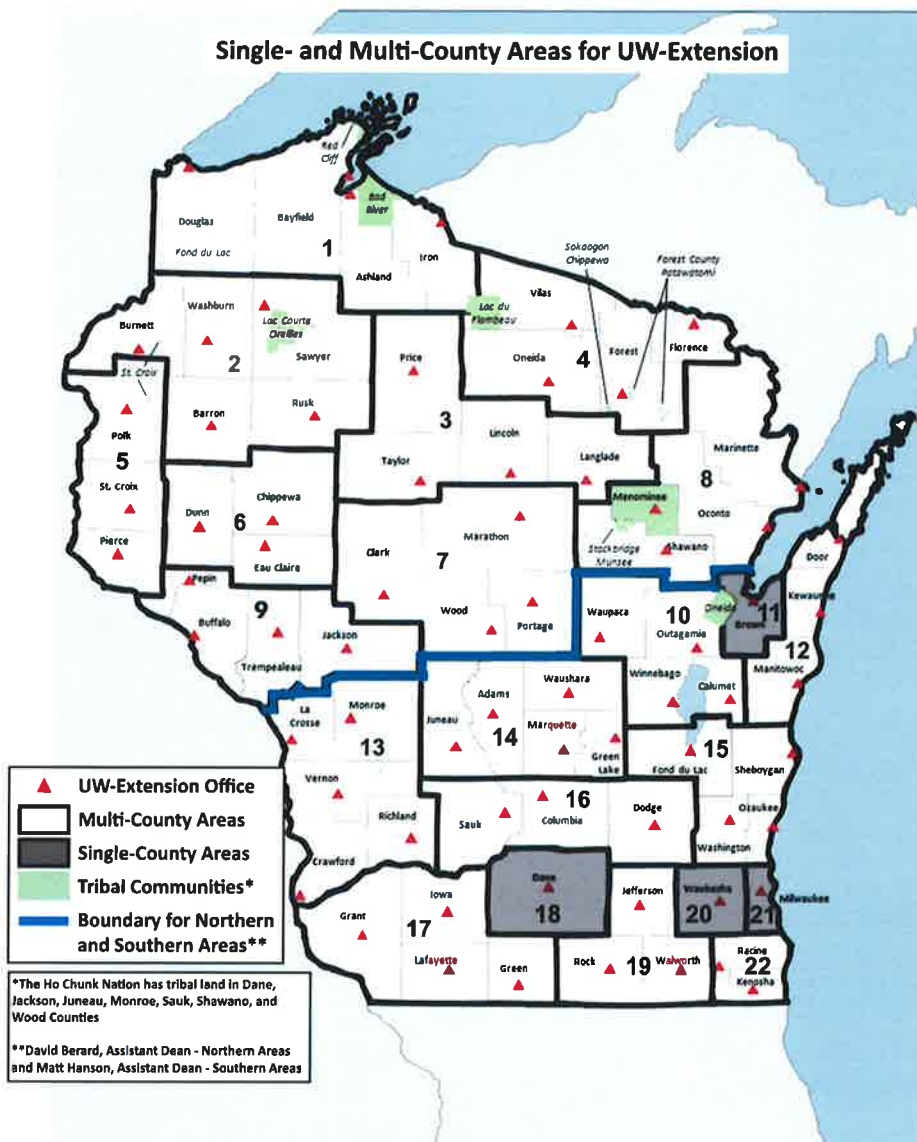


Figure 1. Twenty-two multi- or single-county areas representing the northern and southern administrative zones of UW Cooperative Extension.

Cooperative Extension will commit funds to support the administrative roles of the Assistant Dean and Area Extension Director positions. Cooperative Extension will also support service delivery through co-funding Cooperative Extension faculty and staff positions.

Counties may choose to share, i.e. partially fund, positions with other counties or tribes. The Area Extension Directors, in consultation with leadership from disciplinary program areas, will advise and guide counties and tribes on options for sharing staff based on their knowledge of the programming needs across neighboring counties and tribes.

V. COUNTY RESPONSIBILITIES UNDER THIS MOU

The county is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Cooperative Extension leadership, counties will identify local services of priority to their communities. Counties will agree to co-fund Cooperative Extension faculty and staff based upon annually established flat fees for positions and a portion of professional development cost, as defined in annual contracts. The county will agree to support these services by providing annual travel funds, and information technology (IT) support to Extension staff. In general, the county will provide the following support for these positions:

- Support staff to meet the administrative needs of the office.
- Office and educational meeting room space.
- Adequate office and educational supplies.
- Travel expenses of assigned Cooperative Extension faculty and staff.
- Access to computers, internet, and other needed office and educational equipment.
- Access to Cooperative Extension's G Suite for Education domain (Google+, Drive and Hangouts), YouTube, and UW System Digital Learning Environment, and social media as necessary to support their work
- Engagement and input into Extension hiring decisions for county based positions
- Insurance for county programs.
- An Extension committee or other oversight committee to provide feedback to Cooperative Extension on service needs, staffing decisions and performance.

The County will also carry out consistent co-branding across all county offices to reflect the brand identities of both Cooperative Extension and the county government.

VI. PLANS AND CONTRACTS IN SUPPORT OF THE MOU

In partnership the Area Extension Directors will work with counties to develop an individual county Annual Plan of Work and an overall Area Annual Plan. It is expected that this work will cover the January - December time period reflecting the priorities and projects that meet county needs consistent with services offered through Cooperative Extension. Area Extension Directors will initiate work with the county to evaluate work plan efficacy regularly (at least twice a year). The Area Annual Plan will be a cumulative summary of priorities and projects that will be conducted in the counties within their area purview. Area Extension Directors will also initiate the annual contract with the county that identifies the services delivered through the types of

positions funded by Cooperative Extension and the partner. The contract will specify positions, programs, and fees, to be negotiated annually and in place by January 1. The negotiation of annual contracts will, allow counties the opportunity to make changes based on their needs.

VII. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. This MOU can only be extended or modified by mutual agreement of the parties. Any such change will be executed as a written Amendment to this MOU.
2. This MOU may be terminated by either party upon ninety (90) days written notice. Notice of termination shall be given by personal delivery or by certified or registered mail and shall be deemed to be given on the date so delivered.
3. Neither party has any liability to the other party for special, incidental, indirect, or consequential damages.
4. This MOU and all matters related to it shall be governed and construed by the laws of the State of Wisconsin, and any litigation arising out of or in any way related to this MOU shall be brought in a Wisconsin court of competent jurisdiction.
5. This MOU and annual contracts developed as outlined in Section VI, represent the entire understanding between the parties relating to this MOU.

VIII. NON-DISCRIMINATION

In the performance of the obligations under this MOU, the parties agree to abide by their own respective affirmative action plans and in doing so agree not to discriminate, in violation of any state or federal law, against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs, or student status. The parties further agree not to discriminate, in violation of any state or federal law, against any subcontractor or person who offers to subcontract on related activities because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

IX. EFFECTIVE DATE AND SIGNATURE

This MOU shall be in effect upon the signature of Cooperative Extension and County or Tribe authorized officials. It shall be in force from January 1, 2018 to December 31, 2018.

Dean, Cooperative Extension

County Executive

Signature and Date

and/or

Assistant Dean, Cooperative Extension

Signature and Date

and/or

Area Extension Director

Signature and Date

Signature and Date

or

County Administrator

Signature and Date

or

County Committee or Chair

Signature and Date

On behalf of the Board of Regents of
The University of Wisconsin System

By: _____
Contract Officer
University of Wisconsin - Extension

#13

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

November 13, 2017

Agriculture Programming

Farm Technology Days (FTD) Programming:

Tasks and details regarding FTD are increasing almost weekly. Up until recently, there had been a noticeable impact on a monthly basis. Committee activity has been increasing as time has been moving on. There is becoming a greater sense of urgency for some of the committees.

The Fundraising committee has reorganized and is meeting almost weekly. Determining the approach and opportunities for Jefferson County has been very involved. Contacts, conversations and meetings with individuals from fundraising in Walworth and Kewanee counties has helped in some of the development. Sorting through some of the information provided by the Wisconsin FTD organization has taken some time. Establishing sponsorship levels, custom recognition opportunities, donor lists, tracking systems and procedures are nearly done. This was all important foundational work to have as accurate and accounting system for cash contributions and in-kind services.

The Publicity committee has begun solidifying a number of ideas into action or implementation. Having a presence at public events such as parades, community gatherings and various festivals is being developed. Information regarding brochures and programs is being researched and planned. There is also been work done in establishing promotional items such as clothing and other incidental items that would help promote "save the date" and volunteer involvement.

Information to support a solid decision-making process for the collectible farm toy scale model was presented at the last Executive Committee meeting. This is been somewhat delayed due to the negotiations or pricing with China. A tractor model and implement are being investigated. The selection of this combination should address the concerns of salability, demand, price point and uniqueness. Marketing strategies of also been part of these conversations.

Meetings are also being held by the Traffic, Parking and Safety committee in planning for exhibitor and visitor movement.

Horticulture Programming:

Some horticulture and gardening questions are still being asked. Work with both the local and State Master Gardeners is ongoing. A Master Gardener training is planned to start in January.

Crops Programming:

There have been conversations on cover crops, crop prices, federal farm programs and crop harvesting progress.

Dairy and Livestock Programming:

Low dairy prices in particular and farm income in general continue to cause concern. I attended a three-hour seminar during World Dairy Expo in Madison. Speakers from Wisconsin, New York and Michigan presented research on various aspects of the dairy industry. The topics included dairy farm finances in part related to farm size, U.S. production regionalization and trends, milk movement and exports, dairy product consumption related to consumers, income levels, product markets and processing capacities.

Department Head:

Continuing work with the on boarding of the Area Extension Director and tasks as identified.

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

4-H Club Activity

- Celebrated National 4-H Week. Wrote press release to highlight 4-H in Jefferson County.
- Met with Cindy Hamre Inch, new organizational leader of Hebron Helping Hands 4-H Club regarding general organizational tasks.
- Discussed with 4-H club leaders and members regarding record books and charters.
- Managed 4-H enrollments through confirmation from club leaders. Katelyn and Kim led the training for club leaders in how to use 4honline to manage the local 4-H club.
- Conversated with 2 possible leaders for new clubs.
- Participated in the Awards celebration.

Leadership Development

- Responded to concerns on MAP Committee decision to eliminate first weigh-in.
- Guided the MAP Committee through contentious public comment and formal grievance of the September decision on weigh-in.
- Worked with Pam Hobson, State 4-H Liaison to manage conflict at extra meetings of the 4-H Leader's Board regarding the role of the 4-H Educator and the volunteer committee.
- Managing volunteers through State background check process.
- Hosted initial meeting of Jefferson County Connection and presented a way to organize each school delegation. I prepared and sent a survey to gather data from participants, so the group would be able to plan 2017-2018 activities.
- Met with JCHP Committee in 2018 planning.
- Met with 4-H Dairy Committee evaluating the 2017 Show Season and 2018 program.
- Met in special meetings with Leader's Board and MAP Committee.

Overall County 4-H and Youth Development Work

- Attended the Southwest Regional 4-H meeting in Sauk County.
- Attended retirement celebration for colleague in Dodge County.
- Participated in State 4-H Wisline on e-Forum training for the second webinar.
- Met with family who applied and received a grant from Monsanto to support 4-H Youth program in agriculture. Will explore an educational event in agriculture careers.

Office Responsibilities

- Coordinated 4-H Awards and Special Emphasis Celebration with our support staff.

Professional Development

- Took a week of vacation.