



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

DATE: Monday, March 12, 2018

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 February 12, 2018
7. Communications
8. Discussion and possible action on Communities Extension Educator Vacancy
9. Update on Positive Youth Development Educator Position
10. Discussion and possible action on Memorandum of Understanding
11. Update on Contract Amendment Process
12. Update on the nEXT Generation Model
13. Update on Jefferson County Farm Technology Days (July 2019)
14. Review of 2018 Departmental Budget
15. Discussion of Monthly Educator Reports – LaVern Georgson
16. Discussion to Identify Future Agenda Topics
17. Adjourn
 - Next Scheduled Meetings: TBD

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

#6

Date of Meeting: February 12, 2018

Meeting called to order by: Lloyd Zastrow, Chair called the meeting to order at 8:35 a.m.

Members Present: Hartz, Kannard, Nelan, Patrick and Zastrow were present. Patrick joined meeting at 8:36 a.m.

Members Absent: None

Educators/County Staff Present: Ben Wehmeier, County Administrator; LaVern Georgson; Chrissy Wen, Area Director; John de Montmollin, Wisconsin 4-H Youth Development Interim Co-Program Director; Kim Buchholz, Administrative Specialist; Alexa Zoellner, Daily Union

Others Present: None

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: Motion by Nelan, seconded by Kannard, to approve the agenda as printed. Motion approved.

Approval of January 8, 2018 Meeting Minutes:

Motion by Nelan, seconded by Kannard, to approve the January 8, 2018 with change in date of meeting to February 12. Motion unanimously approved.

Communications: None

Item: Proclamation for National Agriculture Day

Motion by Kannard, seconded by Nelan, to forward the resolution proclaiming March 20, 2018 as National Agriculture Day to County Board. Motion passes unanimously.

Item: Discussion of Jefferson County Communities Extension Educator Visioning Session & Report

Wen reviewed the report that was distributed both electronically and in hard copy with the committee. Wen asked the committee for any questions. No questions were asked.

Item: Discussion & Possible Action on Communities Extension Educator Vacancy

Wen asked the committee how they would like to move forward with the current vacancy explaining that from a budget standpoint, there is currently a .5 Community Resource Development Educator planned. Committee then decided to discuss both the Positive Youth Development Educator (4-H educator) and Communities Educator together.

Item: Discussion & Possible Action on 4-H Vacancy

The committee asked John de Montmollin to join the discussion. He addressed the committee regarding 4-H vacancy explaining that the 4-H program is volunteer driven and connected to a lot of youth. Montmollin distributed a map of Wisconsin that depicted number of members, clubs, adult volunteers and youth reached in 2017 per County (see attached) and described to the committee the difference between a 4-H Coordinator and Positive Youth Development Educator position.

A 4-H Coordinator is a bachelor required position that works solely on the 4-H program. The positive youth development educator is a broader in that the position may do more youth programming throughout the County. The primary duty of the positive youth development educator is the oversight of the County 4-H program. The salary for the coordinator is \$4-5,000 less than the educator; there is some flexibility with salary. The coordinator position job description will include expanding access; volunteer management; organizational systems and program coordination. The position description for the Positive Youth Development Educator will include the coordination of the 4-H program, expanding access and then 2-3 of the following: pathways to the world of work, community engaged leadership (service, service learning) or living healthy (alcohol, tobacco, drugs, nutrition and exercise).

Montmollin stated that the pools he has been working with are between 30-40 people. Question was asked about how soon the position may be filled. Montmollin commented that the UW is hiring in waves and the process will take time. Currently the biggest backlog is occurring at Human Resources as there has been a hiring freeze for so long that there is a tremendous

amount of positions being hired. Kannard stated he believed the County should hire a Positive Youth Development Educator. Question was asked of the committee about the current .5 Coordinator position within the budget. Kannard commented that position may make sense to add down the road but not currently. Montmollin stated that Extension can be helpful when the committee is at the point of having those discussions. UW-Extension is developing guidelines and other helpful materials to assist counties in making those decisions.

Discussion followed. Kannard motioned, seconded by Patrick, to proceed with the Positive Youth Development Educator with 4-H being the primary focus of the position. Motion approved.

Discussion then turned to the Community Development Educator. Kannard asked Wehmeier if there was enough need to move forward with the position at this time. Wehmeier stated that the Committee needs to have that discussion based around the information that has been provided; scoping out what makes sense for the County. Discussion followed.

Kannard commented that a fee for service may be a better way to move forward. Nelan stated that the primary focus is education. Kannard stated that the committee should postpone filling the position until a future date. Motion Hartz, seconded by Kannard, to postpone the discussion on Community Development Educator until the next meeting. Motion carried.

Item: Approval of 2018 UW-Extension Contract

Kannard asked that the County only pay for the positions that we currently have, eliminating the .5 Communities Extension Educator and .5 4-H Program Coordinator from the contract. Wen explained that this contract is for the future and would hesitate removing the Communities Extension Educator from the contract because then it is not a contracted position.

Corporation Council Ward and Wehmeier have participated in conference calls regarding the contract. Wehmeier stated that UW-Extension did work fairly well to address some of our concerns. Wehmeier stated that we need to continue to work on the contract for the future. A question was asked about the amendment process for the contract. Wen will work on determining the contract amendment procedure. Wehmeier explained to the committee that per the budget, the committee has the authority to contract for the 2 current positions; the other funding for the positions is in contingency and therefore the committee would need approval

from Finance to release the funds. Motion made by Patrick, seconded by Kannard, to move forward with the contract that includes the ag extension educator and positive youth development educator. Motion unanimously approved.

Item: Update of nEXT Generation Model

Wen stated that there is not too much new. Some positions are shifting because of feedback that has been received. UW-Extension will transition into UW-Madison on July 1. Wen explained that due to the nEXT Generation, Extension is in a better position to align with UW-Madison. Wen noted that not a lot will change at the local level. Wehmeier stated that at his meeting last week, UW Chancellor Blank provided a very positive conversation; nice outreach with her and her staff that attended; one of the better ones Extension has held.

Item: Update of Jefferson County Farm Technology Days

Georgson reported that we are at half time; we are now in the second half of planning for Farm Technology Days in 2019. The Fundraising Committee has been meeting weekly. They have developed a PowerPoint presentation to be used for different potential sponsor presentations. Georgson has been part of the team that has visited some of the potential major local sponsors. The Utilities Committee (cell and electrical service) has an opportunity for a potential sponsorship. All committees have been presenting their budgets to the Executive committee. Georgson stated that it is the goal of the Executive Committee to have as much as possible completed for the show by June 15, 2019. This will allow the farm families involved to enjoy the County Fair in 2019 since the events are so close together. We have very resourceful people in the County. The committee asked Georgson on the status of the toy tractor. Georgson stated that the committee is awaiting new numbers. Georgson believes we are still in pretty good shape for the toy tractor. He is hopeful to have a prototype in June to be used at this year's event.

Item: Review of 2018 Departmental Budget

Georgson stated that the 2018 budget is tracking well.

Item: Discussion of Monthly Agent Reports

Georgson reviewed highlights from his written report with the committee. Master Gardener Level 1 training has started; there are 12 individuals attending the class. The class meeting every other Monday night until mid-June. Crop programming questions have been around crop rents; crop prices are not leaving very much room for profitability. For Dairy, milk prices are very poor.

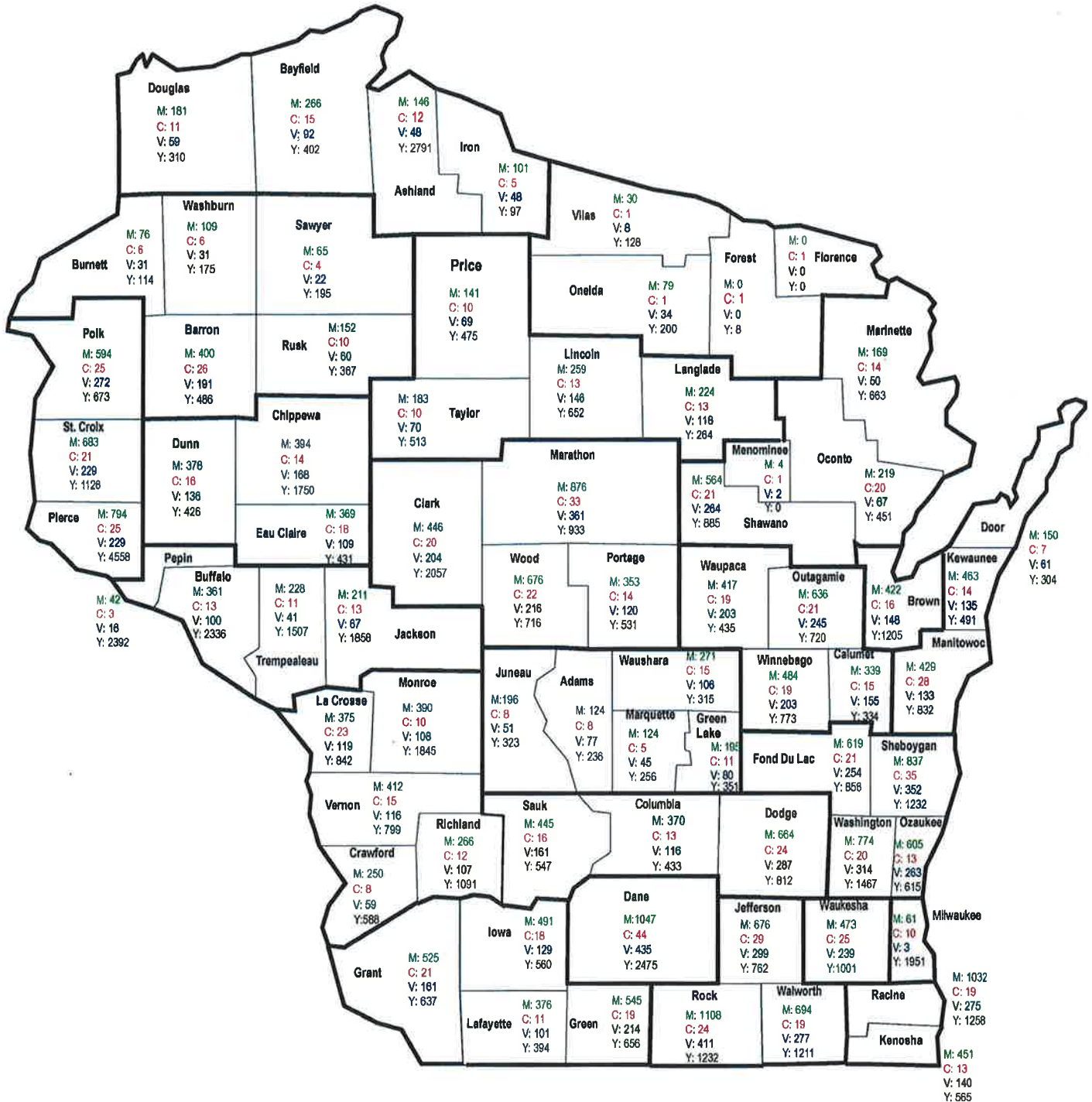
Georgson has been working with a business looking to relocate to provide for processing of animals. They are currently in the final zoning stages; Jefferson County has a strong history of livestock production. This new business would be a benefit to our County for a long time.

Department activities working with the County compensation study for Kim and Katelyn. Georgson is also now providing the support to the 4-H program along with Kim and Katelyn in the absence of a 4-H Educator.

Upcoming Agenda Items and Meeting Dates: Update on Jefferson County Farm Technology Days, Update on nEXT Generation, contract, contract amendment process, CNRED Educator, update on Positive Youth Development Educator hiring, Monthly Reports

Adjournment: Adjourned the meeting at 9:56 a.m. Motion by Patrick, seconded by Kannard.

Note: Next scheduled meeting is Monday, March 12, 2018.



Number of 4-H Youth Members (M)
 Number of 4-H Clubs (C)
 Number of 4-H Adult Volunteers (V)
 Number of Youth Reached (2017) (Y)

Jefferson County Community Extension Educator

To better understand the dynamic needs of Jefferson County related to the programmatic focus of Communities Extension Educator, the data from the Jefferson County Visioning Session, the Jefferson-Dodge Visioning Session, and the Jefferson County Strategic Plan was collectively analyzed. As noted in the visioning session, many needs are interconnected and related. The outcome of this exercise identified five initial educational focus areas, followed by potential educational responses.

1. Community Planning/Placemaking/Visioning
 - a. Focus educational efforts on community planning to achieve short and long term goals. (Examples may include zoning/ordinance education and downtown development.)
 - b. Facilitate educational programs to reduce out-of-county workforce migration
2. Organizational Development and Strategic Planning
 - a. Provide education that will result in greater interagency/intergovernmental collaboration, communication, and community relations
 - b. Organizational development education
3. Small Business Development
 - a. Develop tools and programs to support small business development
 - b. Provide education and develop collaborations to aid in small business startup
 - c. Entrepreneur education
4. Natural Resources and Economic Development
 - a. Provide educational tools to connect natural resources and economic development
 - b. Connect natural resource organizations, communities, and businesses; and
 - c. Land use education
5. Leadership Education
 - a. Elected official education and mentorship programming
 - b. Proactive communication and inclusiveness between partners, communities, and the general public

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.

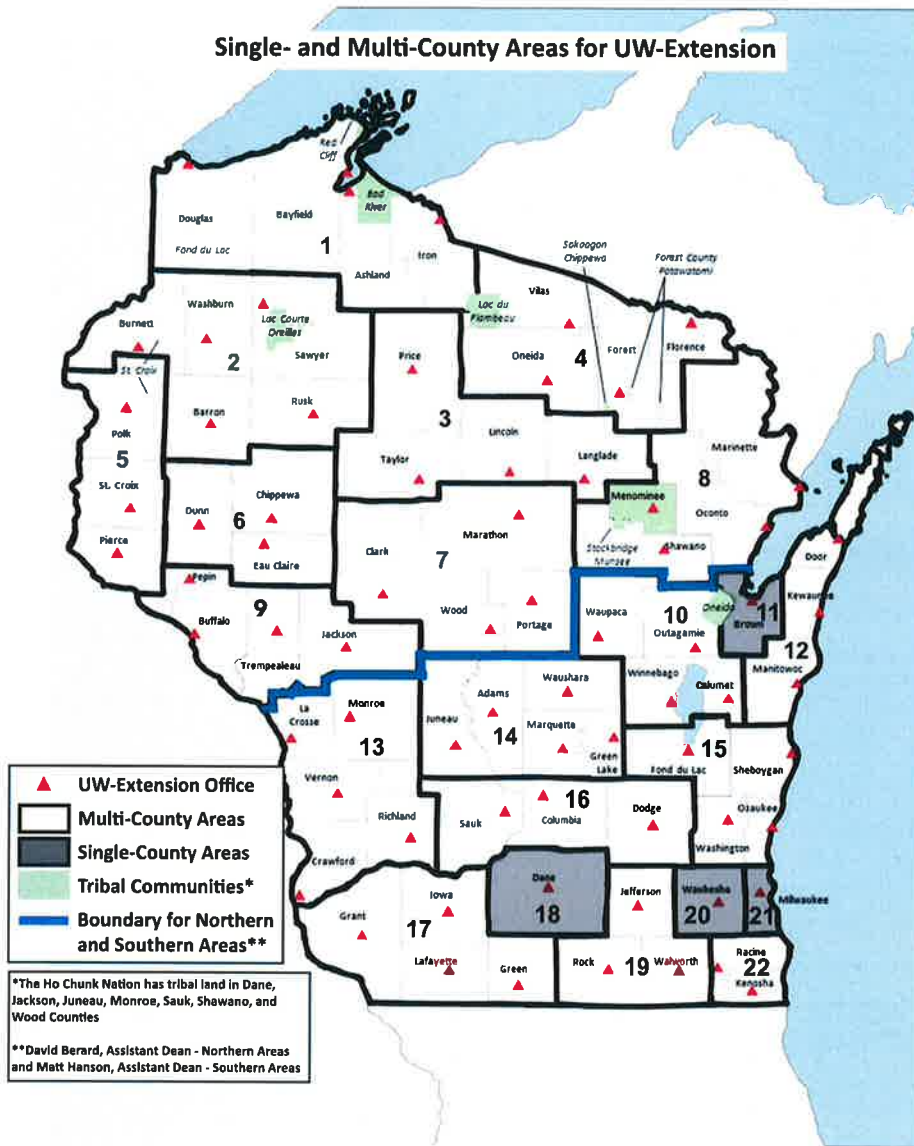


Figure 1. Twenty-two multi- or single-county areas representing the northern and southern administrative zones of UW Cooperative Extension.

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