



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

**DATE:** Monday, November 12, 2018

**TIME:** 8:30 a.m.

**Committee Members:** Dan Herbst, Mike Kelly, John Kannard, Mary Roberts, 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 11, 2018
7. Communications
8. Introduction of Kara Loyd, 4-H Coordinator – Chrissy Wen
9. Discussion and possible action on shared Community Extension Educator
10. Review of 2018 Departmental Budget
11. Update on Jefferson County Farm Technology Days (July 2019)
12. Discussion of Monthly Educator Reports – LaVern Georgson, Kara Loyd
13. Discussion and possible action on future meeting schedule and agenda items
14. Adjourn

**Next Scheduled Meetings:**

Regularly scheduled meetings are at the UW-Extension Office in Room 12 on the 2<sup>nd</sup> Monday of the month at 8:30 a.m. Next meetings are scheduled for: December 10.

**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:** October 11, 2018

**Meeting called to order by:** Zastrow called the meeting to order at 9:03 a.m.

**Members Present:** Herbst, Kelly, Kannard and Zastrow were present. Roberts absent.

**Members Absent:** None

**Educators/County/UWEX Staff Present:** Ben Wehmeier, County Administrator; Chrissy Wen, Area Director; LaVern Georgson, Agriculture Educator; Kim Buchholz, Administrative Specialist; John de Montmollen, Interim 4-H Program Director joined for interviews.

**Others Present:** None

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

**Public Comment:** None

**Roll Call (establish a quorum):** Quorum present

**Approval of Agenda for Possible Rearrangement:** None

**Approval of September 10, 2018 Meeting Minutes:** Motion by Kannard, seconded by Kelly, to approve the September 10, 2018 meeting minutes as printed. Unanimously approved.

**Communications:** None

**Item:** Discussion and Possible Decision on shared Community Extension Educator

Wen explained that Jefferson County has been working with Waukesha County on an agreement to share a Community Extension Educator. Wen handed out the draft agreement to committee members. The Community Extension Educator in Waukesha County is a fully funded County position. The agreement would cost Jefferson County \$25,000 (.3 FTE). Wehmeier explained that Jefferson County would utilize 2018 budget savings to cover the cost of this position in 2019. The agreement would be a one year trial basis. After that, there would be discussions if the relationship should continue. If continued, a yearly plan of work would be developed. Wehmeier reminded everyone that this document is a starting point. The committee was asked for their feedback if Jefferson County should move forward with finalizing the intergovernmental agreement. Consensus was that the position should move forward. Wehmeier stated then the committee should plan to discuss the agreement at the November meeting and forward to the County Board.

**Item:** Update on Foodwise Programming in Jefferson County

Wen explained that Foodwise is a federally funded program that Extension runs which serves Wisconsin residents with limited incomes. Walworth County is hiring a Foodwise Program Coordinator. Part of this

individual's position will be to work, very limited hours, in Jefferson County with food pantries as needs arise. Discussion followed.

**Item: Review of 2018 Departmental Budget**

Wen stated that department is in good shape due to the open educator position. Current flexible spending report was handed out.

**Item: Update of Jefferson County Farm Technology Days**

Georgson reported that the committees are functioning well. An all committee monthly meeting was started to improve communication between committees. Innovation Square is looking at 4 main areas to highlight Jefferson County: History; Health; Energy/Innovation; and Recreation/Tourism. Discussion followed. Wehmeier stated that there may be more opportunity for Farm Technology Days within Jefferson County. There will be more information at upcoming meetings.

**Item: Discussion of Monthly Agent Reports**

Georgson reviewed his written report with the Committee.

**Item: Closed Session**

Motion by Kannard, seconded by Herbst, to convene in closed session pursuant to section 19.85 (1)(c) Wis. Stats. for "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" for the purpose of discussion and possible action on hiring an applicant for the University of Wisconsin Extension 4-H Coordinator position. Roll call vote was unanimous.

Motion by Kannard, seconded by Kelly, to come out of closed session. Roll call vote was unanimous.

Kannard moved to adjourn the meeting, seconded by Kelly, at 12:16 p.m.

**Upcoming Agenda Items and Meeting Dates:** Farm Technology Days, Monthly Reports

**Next Scheduled Meetings:** Monday, November 12 and December 10, 2018.

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Signature of Secretary

Minutes completed by Kim Buchholz, Administrative Specialist

**RESOLUTION NO. 2018-\_\_**

**Entering into an Intergovernmental Cooperation Agreement with  
Waukesha County for services of a UW-Extension Community Extension Educator**

Executive Summary

The Community Extension Educator is an educational leader in teaching, accessing and applying natural resource-based research findings to the fields of leadership and organizational development, community development, and local education in order to meet identified educational needs and interests of citizens, civic groups, businesses and local governments. The Community Extension Educator takes a scholarly approach in strengthening the capacity of individuals, organizations, communities and local governments to address natural resources issues through educational programming that builds understanding and leads to improved decision-making and leadership skills. The position also helps citizens, agencies, and local governments identify, develop and implement outreach and education needs and programs, including programs that integrate evidence-based information and UW colleagues with complementary content expertise.

The Community Extension Educator position in Jefferson County was formerly held by Professor Steve Grabow who retired in 2016. At that time, the UW Extension was in the process of conducting its nEXT Gen model study which included potential changes to the UW Extension organizational structure. As a result, Professor Grabow's position was not immediately filled. In determining how to best fill this position, County staff explored various options which included partnering with neighboring counties such as Waukesha County. Waukesha County currently employs a full-time Community Extension Educator and has offered to share this position with Jefferson County as a .3 full-time equivalent position. The UW- Extension Committee met on November 12, 2018, and recommended forwarding this resolution to the County Board to authorize the Jefferson County Administrator to enter into an intergovernmental cooperation agreement with Waukesha County to provide the services of a Community Extension Educator to Jefferson County as a .3 full time equivalent position at a cost of \$25,000 for 2019.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the UW-Extension has had a vacant Community Extension Educator position since 2016, and

WHEREAS, County staff have explored various options on how to best fill this position which included partnering with neighboring counties such as Waukesha County, and

WHEREAS, Waukesha County has offered to provide the services of a Community Extension Educator to Jefferson County as a .3 full time equivalent position at a cost of \$25,000 for 2019.

NOW THEREFORE BE IT RESOLVED that the Jefferson County Administrator is authorized to enter into an intergovernmental cooperation agreement with Waukesha County to provide the services of a Community Extension Educator to Jefferson County as a .3 full time equivalent position at a cost of \$25,000 for 2019.

*Fiscal Note: For 2019 this position will be funded in the amount of \$25,000 by the UW-Extension budget carryover from 2018 due to vacant educator positions. This position will be filled on a one year trial basis agreement and will be reviewed in the FY 2020 County budget and future annual County budgets.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

DRAFT

Requested by  
University Extension Education Committee

11-13-18

J. Blair Ward: 09-05-18; 11-07-18 REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_