



Extension

UNIVERSITY OF WISCONSIN-MADISON

**Extension Education Committee Agenda
Videoconference (See link at bottom of agenda)**

OR

**Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549**

DATE: Monday, October 12, 2020

TIME: 8:30 a.m.

Committee Members: Dan Herbst, John Kannard, Dwayne Morris, 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 September 14, 2020
7. Communications
8. Review of 2020 Departmental Budget
9. Review of Proposed 2021 Departmental Budget
10. Discussion and Approval of 2021 Extension Professional Services Contract
11. Discussion of Monthly Educator Reports (see attached written reports) – LaVern Georgson (Ag), Kara Loyd (4-H), Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Michelle Scarpace (Natural Resources)
12. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings:
November 9, December 14
13. Adjourn

Join Zoom Meeting:

<https://zoom.us/j/93779496878?pwd=Y01UOTFSWGZNejVHdkdkM082aUdBQT09>

Meeting ID: 937 7949 6878 Passcode: 006771

One tap mobile: +13126266799,,93779496878# US (Chicago)

Dial by your location: +1 312 626 6799 US (Chicago)

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 & Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX & ADA.

#6

Extension Education Committee Minutes
(Includes Educator Written Reports that were presented orally as attachments)

Date of Meeting: September 14, 2020

Meeting called to order by: Zastrow called the meeting to order at 8:36 a.m.

Members Present via Videoconference: Roberts

Members Present in Person: Kannard, Morris, Zastrow

County/Extension Staff Present: Ben Wehmeier, County Administrator; Kim Buchholz, Administrative Specialist

Extension Staff Present by Videoconference: Chissy Wen, Area Director; LaVern Georgson, Ag; Kara Loyd, 4-H Coordinator; Steve Chmielewski, Community Educator; Katelyn Broedlow, Administrative Assistant.

Others Present via Videoconference: Frankie Fuller

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

Public Comment: Frankie Fuller commented that she is a Master Gardener Volunteer and has been taking the online placemaking education that is offered through the state program. She said it is a very good program and encouragement members to look into it for their own education.

Roll Call (establish a quorum): Quorum present.

Approval of Agenda for Possible Rearrangement: None needed.

Approval of July 13, 2020 Meeting Minutes: (Note: there was no meeting held in August 2020 due to COVID-19.) Motion by Kannard, seconded by Morris, to approve the July 13, 2020 meeting minutes. Motion approved.

Communications: None

Discussion and Approval of National 4-H Week Resolution: Buchholz mentioned that National 4-H Week will actually be held prior to the County Board meeting in October. Committee changed the wording below so that the Committee would proclaim October 4 through October 10 at National 4-H Week and the County Board would recognize their proclamation at their October Board meeting. Wording below reflects the change:

WHEREAS, the University Extension Education Committee, at its September 14, 2020 meeting, approved a motion proclaiming that October 4 through October 10, 2020 as National 4-H Week in Jefferson County, Wisconsin and recommends the Jefferson County Board of Supervisors recognizes their proclamation at the October meeting.

Motion by Kannard, seconded by Morris, to approve the National 4-H Week Resolution with the above changes and forward to County Board for their recognition. Motion approved.

Review of 2020 Departmental Budget: Buchholz stated that a copy of the current departmental budget was emailed to members with the agenda packet and is included in the hard copies for the members in person. 2020 budget looks good. Questions were asked about where we were at for 2020. Wen and Wehmeier answered and explained the budget numbers. Wen explained that due to COVID-19 our department is experiencing savings in various line items. Overall, we are in good shape.

Review of the 2021 Departmental Budget: Wen stated that the printout of the 2021 budget was not available at this time. The levy that was provided to our department was approximately \$5,000 lower than the previous. The Intern position was eliminated within the 2021 budget with other items remaining the same. Wen explained that the department has other options when looking to hire an Intern that can be explored if that is necessary.

Discussion of Monthly Educator Reports: (Written reports attached.)

- LaVern Georgson provided an oral report from his written report. The past two months he has worked with farmers suffering from stress and mental health issues due to the current working and economic conditions. Last week, they saw projections that net farm income is expected to be 70% of the 20 year average. Thankfully, the state and federal government have provided two programs that have provided monetary assistance to farm families. Crop conditions and progress has been being monitored. The County received 3-6" of rain throughout the last week which will decrease yields; although, prices have been staging somewhat of a comeback. Georgson anticipates retiring in the near future but has had to rework his departure plan due to the inability to conduct farm visits and accomplish final tasks. Please refer to his attached report for additional details.
- Kara Loyd provided an oral report from her written report. She highlighted the Meat Animal Project fund which raised \$15,000 to support youth with their livestock projects. She also stated that the first Cloverbud Virtual Camp-In-A-Box program was a success and really fun. She continues to work with club and project leaders on how to provide quality, virtual programming during these difficult times. She also highlighted a few of the upcoming plans for the 4-H program. Please refer to her attached report for more details.
- Steve Chmielewski provided an oral report from his written report. Steve's virtual connection was made his oral report difficult to understand. Committee members were thankful for the oral report to enable them to follow along. Please refer to his attached report for more details.
- Lisa Krolow provided her written report. Lisa was unable to attend the meeting due to another commitment. Wen highlighted the WIC programming point within the FoodWise program. WIC is really excited about the ability of the educational virtual platform due to the educational requirements of the program. It is a win-win situation for both FoodWise and WIC.

Next Scheduled Meetings: August 10, September 14

Adjourn – Motion by Kannard, seconded by Morris, to adjourn at 9:22 a.m. Motion approved.

Minutes recorded by Kim Buchholz, Administrative Specialist

Extension Education Committee August/September Report
September 14, 2020

Kara Loyd – 4-H Program Educator

The last month has been full of Zoom meetings with volunteers and committees, regional colleagues, and professional development. The more exciting highlights include-

- **Meat Animal Project Fund-** The Meat Animal Project Committee gathered donations from local business and community members to split between youth in the projects who completed the project requirements. Because of our generous community, the committee is able to send out approximately \$85 to 176 youth which totals over \$15,000. I am very grateful for this community support.
- **Cloverbud Virtual Camp-In-A-Box-** Katelyn and I delivered 12 boxes filled with activities, crafts, snacks, and a t-shirt for our first ever virtual Cloverbud camp! The youth had a week to do the activities and then we hosted a Zoom meeting for a quick “show and tell.” Feedback below!

Thank you for doing this. It made his day!!!

This was such a fantastic idea, well thought out activities and definitely engaging. So proud to have my kiddo involved in 4H and the dedication to creating a strong community!

We loved the camp in a box. However, I wish there had been more time between delivery of the box and the show and tell zoom.

Thank you so much for this great activity box!



- **Club and Project Leader Meeting-** At the beginning of August, I hosted a club and project leader meeting that was both in-person and virtual. We reviewed safety and meeting requirements, ideas for meetings and youth engagement, and I went through the required chartering paperwork that is due soon. We had 31 in attendance total.

Coming Up for Jefferson County 4-H-

- **Awards-In-A-Box Program-** Roughly 81 award applications were submitted for this year's awards program. Each youth who turned in an application will receive a box of goodies to celebrate their hard work. In addition, five clubs reported their community

service for the year for an award. Even with the strange year we've had, those five clubs reported around 180 hours of volunteer and community service to Jefferson County!

- **Cloverbud In-A-Box-** We are going to continue with our Cloverbud Box Program. In October to celebrate National 4-H Week, each of our 105 Cloverbuds will receive a box of activities to highlight what Jefferson County 4-H has to offer which will be followed with a Zoom educational meeting. The rest of the year will include plans for a space theme box, art theme box, and an agriculture theme box. I am looking forward to seeing how this grows our Cloverbud program!
- **Project Meeting Plans-** Several of our project leaders are gearing up for another 4-H year. In the month of September, there will hopefully be two in-person Natural Sciences/Plant Sciences programs, and rocketry project meetings starting in October. Other projects like sewing and Lego are thinking of ways to send projects kits to members or hold virtual meetings. Countywide committees like the Meat Animal Project and the Horse and Pony project are prepping for a year of educational activities, both virtual and in-person.
- **National 4-H Week Initiatives-** Since we can't be in person to celebrate National 4-H Week at an Open House, we are prepping for several activities and programs for our 4-H'ers to celebrate safely.

**UW Division of Extension, Jefferson County
Agriculture Report
To the Jefferson County Extension Education
Committee**

**By LaVern Georgson
July and August 2020**

September 14, 2020

Agriculture programming

Working with farmers that are known to be stressing and suffering under the current conditions.

Connecting them with resources and mental health professionals.

Worked on State and Federal farm assistance opportunities for farmers.

Attended by phone and email to individual education needs.

Attended Zooms for information and understanding of resources.

Monitoring growing conditions and crop progress.

Maintained awareness of farm producers farm gate prices and market trends.

Providing support and guidance to the Master Gardeners.

Worked on supporting office functions.

Responding to requests regarding site visits, delays and potential alternatives.

Worked and then reworked a developing plan to retire. This was complicated by the announcements and limitations on farm/site visits.

Steven Chmielewski
Community Development Educator
University of Wisconsin-Madison, Division of Extension
Waukesha & Jefferson County

July & August, 2020

Nonprofit sector:

- Five part strategic planning program evaluation conducted with Healthy Communities Coalition Steering Committee. When asked about how close the group got to achieving pre-determined program goals, responses from seven participants show:
 1. 86% responded that the process helped the group to a great extent to reach the goal of identifying current opportunities and challenges the HCC is facing.
 2. 100% of participants agreed the process helped the group to a moderate or great extent to reach the goal of developing an action plan to address current opportunities and challenges.
- Provided follow up coaching sessions with the Healthy Communities Coalition (HCC) using Zoom online platform. This effort is helping to finalize their planning report and to develop engagement strategies for additional buy in from top leadership and six community coalition membership for implementation of strategies and action items between September 2020 - December 2021.
- Reconnected with Watertown Family Resource Center to assist in diagnosis of board development opportunities. Multiple pre-planning sessions were conducted to develop a four part program applying Governance as Leadership concepts. This is planned to begin in October.

Private sector:

- Resumed program development with Whitewater businesses and organizations. Three workshops offered virtually, recorded and shared out August 10 and 17. Topics addressed were growth strategies and digital marketing. Follow up individual technical assistance is being offered for improving and implementing digital marketing strategies through local consultant whose service was leveraged from the grant award, as well as no cost consulting offered through SBDC.
- With support from City of Whitewater, economic development groups and 6 businesses, a grant proposal was submitted in March to USDA Rural Business Development. This grant proposal was successfully awarded \$48,000. Project will begin September/October, 2020.
- Engaged members of Whitewater Marketing Alliance (Superintendent, City EDA, Chamber, Tourism, UW-Whitewater, Downtown Whitewater Inc. and private company) in bi-weekly meetings preparing to launch primary data collection process to learn about resident experience through mailed and parallel online survey. Also began market analysis. These two components will provide data needed for community marketing decision making.



Extension
UNIVERSITY OF WISCONSIN-MADISON



Lisa Krolow
FoodWise Coordinator

July & August, 2020

As the pandemic continues, FoodWise staff is working to find creative ways to share nutrition education in the community. We have been in contact with our partners to find out what their needs are, what changes are being made to their programs and services and how we can collaborate while still following everyone's guidelines.

FoodWise staff throughout the state is working on converting all curriculum to a virtual format. Both Madeline and I are involved in multiple work groups to help advance this effort. Some of these include converting our Strong Bodies exercise program in both English and Spanish, our first grade curriculum, our afterschool curriculum and our Teen Cuisine curriculum. We are helping to identify and review appropriate supplemental videos for all age groups (4 year-olds to senior citizens) and develop supplemental activities to engage school age children in a virtual setting.

We are excited about working with the Jefferson County WIC Program to help their participants meet their quarterly nutrition education requirements. We will be offering nutrition education online every other week in English and Spanish.

We will start delivering nutrition education literature to food pantries that are interested in distributing it.

Converting an entire program is a lot of work but we are focused on being ready for fall programming.

10/09/2020
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 Jefferson County
 FLEXIBLE PERIOD REPORT

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FROM 2020 01 TO 2020 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
13301 UW Extension							
13301 411100 General Property Taxes	-257,548	.00	-257,548.00	-193,160.97		-64,387.03	75.0%
13301 451002 Private Party Photocopy	0	.00	.00	-19.10		19.10	.0%
13301 451100 Misc. Billed	-3,000	.00	-3,000.00	-478.78		-2,521.22	16.0%
13301 457020 Publication Sales	-100	.00	-100.00	-38.45		-61.55	38.5%
13301 457027 4-H Annual Fees	-11,000	.00	-11,000.00	-5,915.00		-5,085.00	53.8%
13301 471130 State Billed-Other	-2,608	.00	-2,608.00	-1,304.00		-1,304.00	50.0%
13301 511210 Wages-Regular	86,866	.00	86,865.90	63,116.87		23,749.03	72.7%
13301 511210 22101 Wages-Regular	0	.00	.00	964.86		-964.86	.0%
13301 511240 Wages-Temporary	6,915	.00	6,915.46	.00		6,915.46	.0%
13301 511330 Wages-Longevity Pay	309	.00	308.75	.00		308.75	.0%
13301 512141 Social Security	7,029	.00	7,029.40	4,698.60		2,330.80	66.8%
13301 512141 22101 Social Security	0	.00	.00	72.46		-72.46	.0%
13301 512142 Retirement (Employer)	5,884	.00	5,884.31	4,260.27		1,624.04	72.4%
13301 512142 22101 Retirement (Emplo	0	.00	.00	65.13		-65.13	.0%
13301 512144 Health Insurance	15,427	.00	15,427.24	10,981.02		4,446.22	71.2%
13301 512144 22101 Health Insurance	0	.00	.00	130.57		-130.57	.0%
13301 512145 Life Insurance	18	.00	18.48	13.51		4.97	73.1%
13301 512145 22101 Life Insurance	0	.00	.00	.45		-.45	.0%
13301 512150 FSA Contribution	2,000	.00	2,000.00	.00		2,000.00	.0%
13301 512151 HSA Contribution	0	.00	.00	2,000.00		-2,000.00	.0%
13301 512173 Dental Insurance	2,208	.00	2,208.00	1,520.63		687.37	68.9%
13301 512173 22101 Dental Insurance	0	.00	.00	3.93		-3.93	.0%
13301 521258 Computer Maintenance	500	.00	500.00	.00		500.00	.0%
13301 529299 Purchase Care & Service	99,000	.00	99,000.00	49,575.00		49,425.00	50.1%
13301 531298 United Parcel Service	50	.00	50.00	25.62		24.38	51.2%
13301 531303 Computer Equipmt & Soft	0	.00	.00	123.52		-123.52	.0%
13301 531311 Postage & Box Rent	2,608	.00	2,608.00	253.90		2,354.10	9.7%
13301 531312 Office Supplies	2,000	.00	2,000.00	275.13		1,724.87	13.8%
13301 531314 Small Items Of Equipmen	500	.00	500.00	.00		500.00	.0%
13301 531322 Subscriptions	100	.00	100.00	99.75		.25	99.8%
13301 531324 Membership Dues	500	.00	500.00	165.00		335.00	33.0%
13301 531326 Advertising	700	.00	700.00	37.71		662.29	5.4%
13301 531348 Educational Supplies	2,500	.00	2,500.00	1,773.48		726.52	70.9%
13301 532325 Registration	1,000	.00	1,000.00	124.00		876.00	12.4%
13301 532332 Mileage	5,400	.00	5,400.00	393.31		5,006.69	7.3%
13301 532335 Meals	500	.00	500.00	.00		500.00	.0%
13301 532336 Lodging	1,000	.00	1,000.00	.00		1,000.00	.0%
13301 532339 Other Travel & Tolls	25	.00	25.00	.00		25.00	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 09

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13301	533225 Telephone & Fax	1,500	.00	1,500.00	1,451.47		48.53	96.8%
13301	533236 Wireless Internet	0	.00	.00	82.05		-82.05	.0%
13301	535242 Maintain Machinery & Eq	2,900	.00	2,900.00	526.54		2,373.46	18.2%
13301	536535 Activity Center Rental	4,000	.00	4,000.00	.00		4,000.00	.0%
13301	571004 IP Telephony Allocation	1,398	.00	1,398.00	1,048.50		349.50	75.0%
13301	571005 Duplicating Allocation	12	.00	12.00	9.00		3.00	75.0%
13301	571009 MIS PC Group Allocation	19,024	.00	19,024.00	14,267.97		4,756.03	75.0%
13301	571010 MIS Systems Grp Alloc(I	1,672	.00	1,672.00	1,253.97		418.03	75.0%
13301	591519 Other Insurance	709	.00	709.46	620.02		89.44	87.4%
13301	594813 Capital Office Equip	0	10,000.00	10,000.00	9,845.00		155.00	98.5%
13301	594950 Operating Reserve	1,680	-1,390.00	290.00	.00		290.00	.0%
13301	699700 Resv Applied Operating	-1,680	1,390.00	-290.00	.00		-290.00	.0%
13301	699999 Budgetary Fund Balance	0	-10,000.00	-10,000.00	.00		-10,000.00	.0%
TOTAL General Fund		0	.00	.00	-31,137.06		31,137.06	.0%
TOTAL REVENUES		-275,936	-8,610.00	-284,546.00	-200,916.30		-83,629.70	
TOTAL EXPENSES		275,936	8,610.00	284,546.00	169,779.24		114,766.76	

10/09/2020
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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2020 01 TO 2020 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	-31,137.06		31,137.06	.0%



Extension
UNIVERSITY OF WISCONSIN-MADISON

Chrissy Wen
Area Extension Director

Enclosed is the 2021 annual contract between the Division of Extension and Jefferson County. While many components of the contract remain the same, I would like to highlight a few updates and changes.

For 2021, Extension is building a 2% fee adjustment for co-funded positions to address added costs of doing business. For counties, this means a single fee of \$42,330 for each co-funded educator regardless of the educational program focus. Extension has attempted to hold the fee structure flat for a couple of years. In doing so, Extension has subsidized the county by absorbing recent pay increases for all staff as part of the state budget – including two separate 2% increases for staff per the 2017-19 pay plan, a 5% increase for faculty in 2019, a 2% increase of pay plan in 2020 and new minimum salaries for many staff. Last year I shared that the \$10,000 cost reduction would most likely end. Extension recognized how difficult it would be for counties to increase their budget by \$10,000 and will not eliminate this in 2021! With the new fee, the overall increase is \$1,660 compared to the 2020 contract.

Extension anticipates a continuation of a slight fee adjustment in future years which will be reevaluated to account for further changes in costs. We are hopeful that small consistent increases will help counties better prepare their budgets in advance. We remain committed to providing contractual services that provide high quality educational services to meet priority issues to citizens across the state.

Thank you and feel free to contact me at 262-379-9431 or Christine.wen@wisc.edu with questions. I look forward to talking through this with you at the October meeting.

**Contract Between Jefferson County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between Jefferson County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, 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;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. 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 Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2021 through December 31, 2021, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
 - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Invoice the County semi-annually, by March 31st and September 30th for amounts due under this agreement.
3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
 - a. Pay to Extension the County share of up to \$100,810 for the period of January 1, 2021 through December 31, 2021 as allocated below.

Positions	Fee	FTE	Total
Agriculture Extension Educator	\$42,330	1	\$42,330
4-H Program Educator	\$42,330	1	\$42,330
First Educator Discount			(\$10,000)
Subtotal			\$ 74,660
Professional Development	\$500	2.3	\$1,150
Communities Extension Educator	NA	0.3	\$25,000
Final Total			\$ 100,810

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
4. **General Conditions** This contract is established under the following conditions:
 - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
 - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies

or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2021 through December 31, 2021, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31st and the second half of the total contract by September 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or

membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
**Area Extension Director
UW-Madison, Division of Extension**

Date:

By: _____
County Representative

Date:

By: _____
**Director of Financial Services
UW-Madison, Division of Extension**

Date:

By: _____
**On Behalf of Board of Regents of
The University of Wisconsin System**

Date:



Extension
UNIVERSITY OF WISCONSIN-MADISON

Extension Education Committee
October 12, 2020
Kara Loyd – 4-H Program Educator

The last month has still been full of Zoom meetings with volunteers and committees, regional colleagues, and professional development. The more exciting highlights include-

- **Enrollment for 2020-2021 4-H Year-** Enrollment is open for the next 4-H year. We have a new enrollment system which introduces some challenges that we are working through to support our members!
- **National 4-H Week Facebook posts-** To celebrate National 4-H Week, we gave members the opportunity to share memories and pictures to highlight certain parts of the program.
- **Cloverbud Project Box-** 97 youth received a Cloverbud Project Box with activities and crafts to introduce some of our projects in the Jefferson County 4-H. The boxes also included activities that teach more about 4-H. For example, the 4-H motto is "To Make the Best Better." The Cloverbuds will learn the motto, the pledge, and other facts about 4-H. On October 19th, I will host a Cloverbud Zoom so the Cloverbuds can practice the pledge together, show off their activities, learn more about other 4-H projects, and play a fun 4-H Bingo game. We've already received positive feedback about this round of boxes.



- **Awards-In-A-Box Program-** A video premiered on Friday, October 9th to celebrate our award winners for this year. Those members and leaders will receive an awards package soon to further celebrate their hard work!
- **Statewide Committee Work-** I have joined several statewide committees with other colleagues to create and share opportunities. In particular, I am part of a team that is creating statewide virtual learning opportunities. I am looking forward to seeing how we can support the learning of our youth in the months to come.

Coming Up for Jefferson County 4-H-

- **Cloverbud In-A-Box-** We are going to continue with our Cloverbud Box Program. The rest of the year will include plans for a space theme box, art theme box, and an agriculture theme box.
- **Project Boxes/Kits-** Some projects are operating independently and creating program plans for our youth. Natural Sciences, Plant Sciences and Rocketry are all planning in-person programs. Other projects need county support and I am looking into projects that would work well in a box program.
- **Monthly Countywide Activities-** Each month, we are offering an activity for families to do together. This month I shared a geocaching challenge with 4-H swag inside for families to find across Jefferson County. Future plans include-
 - o **November-** Discover 4-H
 - A Zoom meeting especially for new families to learn more about 4-H
 - A countywide trivia contest
 - o **December-** A countywide scavenger hunt

Michelle Scarpace
Natural Resource Educator
Report Activity from July-Sept, 2020

Over this past quarter, I have been working on the following projects:

- Dodge County Alliance for Healthy Soil & Water
 - Facilitated virtual monthly meetings and board meetings
 - Working on newsletter development
 - Working with Extension Marketing team on marketing and public relations outreach
- Jefferson county Farmer-led Group
 - Meeting scheduled for Nov. 9th with small group of 10 people to discuss path forward
- Rock River Coalition
 - Began working with RRC to conduct a stakeholder analysis. Understanding where the strengths and opportunities of the organization are at
 - Potentially moving to a strategic planning process
 - Collaborating with Mindy Habecker, Dane County Extension
- Master Gardener Class in Walworth & Rock Counties
 - Worked with Julie Hill, Horticulture Educator to provide a section for MG course on water quality and conservation
- Farmer-to-Farmer Webinars: Partnering with DATCP and Discovery Farms to host webinars for farmer-led groups to connect and learn from each other. I obtained funding from the Natural Resources Institute to conduct evaluation on webinars and create a 'lessons learned' document from these webinars.
 - July attendance: 82
 - August attendance: 65
 - September attendance: 60
- DATCP Producer-led Regional Team
 - Facilitate bi-monthly meetings for collaborators of Producer-led groups to discuss events, opportunities, and updates of each group
- Virtual Facilitation: I have taken many trainings on facilitating virtual meetings, and now I am paying for it! I have helped facilitate the following conferences/meetings:
 - July 9-10: WI Land+Water County Conservation Meeting with 75 participants
 - Sept 2, 3 and 15: DATCP/DNR Partnership Meetings for county conservation departments totaling over 180 participants with 57 counties represented
- Natural Resources Institute Racial Equity Workgroup: I am chairing the committee on professional development to assist NRI colleagues in understanding the context of racism in Wisconsin, with an environmental context.
- Soil Health Professional Development Series: Collaborating with Extension colleagues in the agriculture institute to develop a series of lecture about soil health to increase extension's capacity to educate about soil health.

Steven Chmielewski
Community Development Educator
University of Wisconsin-Madison, Division of Extension
Waukesha & Jefferson County

September, 2020

Nonprofit sector:

- Continued to provide follow up coaching sessions with the Healthy Communities Coalition (HCC) leadership using Zoom online platform. This effort helped them to finalize their planning report and to develop, prepare engagement strategies for additional buy in from top leadership and six community coalition membership for implementation of strategies and action items between now and December 2021. Multiple strategies have already been implemented.
- Diagnosed board governance needs with Watertown Family Resource Center and conducted pre-program planning sessions to assist with board growth. Began four-part program on 10/6 to practice and apply Governance as Leadership concepts. Goals include operating beyond fiduciary responsibilities, increased value in board participation and the identification of important questions to prepare for a strategic planning process.
- With support from City of Whitewater, economic development groups and 6 businesses, a grant proposal was submitted in March to USDA Rural Business Development.
- Met with team and individual members of Whitewater Marketing Alliance (Superintendent, City EDA, Chamber, Tourism, UW-Whitewater, Downtown Whitewater Inc. and private company) for input on primary data collection process to learn about resident experience through mailed and parallel online survey. Also continued to work on market analysis, leveraging grad student assistance. These two components will provide data needed for community marketing decision making. Press release to be shared this month. This grant project was successfully awarded over \$48,000 through USDA Rural Business Development, running October 2020 through September 2021.

Private sector:

- Finalized Small Business Retention and Expansion Strategies Program Report and sent to be printed.



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Lisa Krolow
FoodWise Coordinator

September, 2020

FoodWise continues to work on adapting all lessons to a virtual platform. This is a very large task since we teach a wide range of the population, from preschoolers to senior citizens. We have multiple curricula for each age group, we teach them in multiple languages while considering possible cultural differences.

We are collaborating with the Jefferson County WIC Department to deliver nutrition lessons to their participants in a virtual format to help them complete their quarterly nutrition education requirement. We use a curriculum approved by WIC at a federal level. We will start delivering lessons for WIC in October. We are planning to repeat our monthly lesson once per week during different times of the day and evening in English and Spanish, in an effort to accommodate participants' schedules. WIC is promoting participation in their weekly newsletter, on their website and Facebook page.

Now that the school year is under way, we will be renewing our outreach efforts to eligible schools in Jefferson County.