



## 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, March 8, 2021

**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 February 8, 2021
7. Communications
8. Review of 2021 Departmental Budget
9. Discussion of Monthly Educator Reports (see attached written reports) – Kara Loyd (4-H), Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Michelle Scarpace (Natural Resources)
10. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings:  
April 12, May 10
11. Adjourn

Join Zoom Meeting

<https://zoom.us/j/91376750286?pwd=ZnN2WjZHUW1qWm5pYkttNVI4SnIPUT09>

Meeting ID: 913 7675 0286

Passcode: 940153

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 913 7675 0286

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.*

**Extension Education Committee Minutes**

(Includes Educator Written Reports that were presented orally as attachments)

**Date of Meeting:** February 8, 2021

**Meeting called to order by:** Zastrow called the meeting to order at 8:31 a.m.

**Members Present via Videoconference:** Roberts, Morris

**Members Present in Person:** Herbst, Kannard, Zastrow

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

**Extension Staff Present via Videoconference:** Chrissy Wen, Area Director; Lisa Krolow, FoodWise; Steve Chmielewski, Community Educator; Katelyn Broedlow, Administrative Assistant

**Others Present via Videoconference:** Frankie Fuller, County Board member

**Certification of Open Meetings Law:** The agenda with videoconference link 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:** Approved as written.

**Approval of December 14, 2020 Meeting Minutes:** Motion by Herbst, seconded by Kannard, to approve the December 14, 2020 meeting minutes. Motion approved.

**Communications:** Wen informed the committee that she has received LaVern Georgson's official retirement paperwork. Further discussions regarding the interim and future plans will be forthcoming.

**Review of 2020 Departmental Budget:** Committee members received a copy of the departmental budget report in their meeting packet. Wen stated that we are where we should be and should hold steady for the near future.

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

- Kara Loyd was unable to attend the meeting due to a death in her family. Her written report for December/January was included in the agenda packet. Please review and contact her with any questions.
- Steve Chmielewski provided an oral report from his written report. Please refer to his attached report for more details.
- Lisa Krolow provided an oral report from her written report. Please refer to her attached report for more details. She also reported that she has been meeting monthly through an ongoing series regarding prevention of family violence with individuals from the City of Whitewater.
- Chrissy Wen reported that she will be working with the office to keep our website updated with agriculture opportunities occurring statewide for the agriculture community in Jefferson County.

- Question was asked if the agriculture educator position would be refilled. Wen responded that the State is looking at a regional model for the position. This decision is based on budget cuts that have occurred throughout the years as well as feedback received from leaving educators. Position is looking to be more specialized rather than broad (know everything about agriculture).
- Question was also asked by Frankie Fuller as how do we encourage people to become farmers; especially smaller farms? Discussion occurred. Wen will relay the question to the agriculture institute.

**Next Scheduled Meetings:** March 8, April 12

**Adjourn** – Motion by Herbst, seconded by Kannard, to adjourn at 9:07 a.m. Motion approved.

*Minutes recorded by Kim Buchholz, Administrative Specialist*

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

**December 2020/January 2021**

**Nonprofit sector:**

1. Followed up with Watertown Family Center director and chairperson to provide input and permission to be identified in an article. Using the process as a case study, we highlighted the background/need, outlined the content/delivery and shared data gathered from each component as well as outputs from applying Governance as Leadership. Meeting also held with new staff person hired for newly created position, Resource Network Coordinator, to discuss goals and to connect with community resources. Market area and community demographics were also discussed. Strategies were identified for inclusive engagement efforts for increasing diversity within participation. Connection was made with Healthy Communities Coalition out of Fort Atkinson.
2. Followed up with Healthy Communities Coalition point person Traci Wilson, Community Health Program Coordinator at Fort Health Care (FHC) to ask about what was implemented from their new strategic plan and how the process was beneficial. Successes and a testimonial shared since plan completion:
  - a. FHC started a community partner newsletter, called "Our Healthy Community". This was a goal of the strategic plan. The newsletter features information and resources for our key contacts in our community, worksites and school contacts. Resources are meant to inform and for them to share with their audiences and partners. We encourage our partners to share their opportunities with us but this has been a slow process. We expect the newsletter to evolve over time, and we hope to gain feedback from the Steering Committee when they start to meet again.
  - b. One initiative that has created new partnerships is the Virtual Mindfulness Challenge (Jan-Feb 2021), facilitated by six libraries throughout Jefferson County (Whitewater, Fort Atkinson, Johnson Creek, Watertown, Waterloo and Lake Mills). Furthermore, we were able to connect different community partners in some locations to offer additional programming related to this challenge.
  - c. Testimonial shared about Extension process: "Working with Steve and Extension through our Planning Group was an invaluable component of our strategic planning process. Steve was very good at gleaning and summarizing information obtained from our brainstorming sessions, providing us with the necessary tools and resources to get the work done, as well as guiding the group to establish a short term plan and next steps a longer term plan."
3. Engaged planning team through three meetings with Whitewater Marketing Alliance (Superintendent, City EDA, Chamber, Tourism, UW-Whitewater, Downtown Whitewater Inc., and private company). Topics worked on include:
  - December - Completed updated trade area analysis
  - January 5 - Trade area analysis presentation and discussion
  - January 19 - Resident survey results



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON



**Lisa Krolow**  
FoodWise Coordinator

## **February 2021**

- FoodWise completed final interviews for a new educator on Friday 2/5. We had some good candidates. Our next steps will be to check references and run background checks. We hope to have a new educator on board by March 1st.
- FoodWise is in the process of signing new Partner Agreements with Ruby's Pantry and Geno's Pantry. Because of the current Covid situation, we are not visiting pantries but we are working with them to provide USDA nutrition education literature for pantry participants. We are also working with them to provide healthy recipe ideas for people to consider new ways to use pantry staples.
- Head Start assisted us in surveying parents regarding their availability for nutrition education. We had a very good response. We are currently reviewing and working on scheduling a series of lessons for parents of picky eaters. We are hoping to kick this off by the end of the month.



**Extension Education Committee**  
**February 2, 2021 Report**  
**Kara Loyd – 4-H Program Educator**

I continue to plan and prepare for programs coming up in 2021. I will go into detail about a few of things below.

- **Cloverbud Project Box-** The Cloverbud Project meeting was a great success on December 14<sup>th</sup>. We had five young 4-H'ers join Kim, Katelyn, and I to talk about their projects all related to space. This project meeting, the Cloverbuds also had the opportunity to learn from a physics Ph.D. student from UW-Milwaukee. The Cloverbuds had so many thoughtful and wonderful questions for our guest scientist. It was a wonderful meeting! Our next Cloverbud box is arts themed and has been delivered to our participants. The Zoom meeting will be held on March 1<sup>st</sup>.
- **Statewide Committee Work-** I have joined several statewide committees with other colleagues to create and share opportunities. We continue to work to create virtual, statewide opportunities for our members. I am particularly excited about our statewide game night which was held Friday, January 15<sup>th</sup>. This provided a great way for our youth to get to know other 4-H'ers from across the state.



**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 include plans for a natural science box and an agriculture theme box.
- **Project Boxes/Kits-** Some projects are operating independently and creating program plans for our youth. The plan is to create a project box for four main projects with enough activities monthly from January to June. Projects include STEM, foods, photography, arts and agriculture. In addition, project resources are being shared with club leaders so they have resources to engage their youth members. We are awaiting delivery of items for these kits and they will be delivered very soon. We had a total of 58 youth sign up for these kits.
- **Monthly Countywide Activities-** Each month, we are offering an activity for families to do together. Future plans include-
  - o **January-** Celebrating Local Heroes Competition (clubs are competing to see who can mail the most thank you cards to our local heroes! The Jefferson Boosters 4-H club submitted the most cards, over 30!)
- **Countywide Project Meetings-** Several projects are gearing up for in-person and virtual programming in 2021. Our Lego, Dairy, Meat Animal, Rocketry, Horse and Pony and the shooting sports projects are all working on project meetings and content for our members.

03/05/2021  
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Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2021 01 TO 2021 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13301 UW Extension								
13301	411100	General Property Taxes	-288,816	.00	-288,816.12	.00	-288,816.12	.0%
13301	451002	Private Party Photocopy	0	.00	.00	-3.00	3.00	.0%
13301	451100	Misc. Billed	-3,000	.00	-3,000.00	-50.00	-2,950.00	1.7%
13301	457020	Publication Sales	-100	.00	-100.00	-47.75	-52.25	47.8%
13301	457027	4-H Annual Fees	-11,000	.00	-11,000.00	-1,610.00	-9,390.00	14.6%
13301	471130	State Billed-Other	-2,608	.00	-2,608.00	.00	-2,608.00	.0%
13301	511210	Wages-Regular	87,924	.00	87,924.10	13,450.87	74,473.23	15.3%
13301	511330	Wages-Longevity Pay	334	.00	333.75	.00	333.75	.0%
13301	512141	Social Security	6,571	.00	6,570.92	1,029.03	5,541.89	15.7%
13301	512142	Retirement (Employer)	5,957	.00	5,957.40	907.96	5,049.44	15.2%
13301	512144	Health Insurance	15,267	.00	15,267.11	.00	15,267.11	.0%
13301	512145	Life Insurance	19	.00	18.72	3.14	15.58	16.8%
13301	512151	HSA Contribution	1,500	.00	1,500.00	.00	1,500.00	.0%
13301	512173	Dental Insurance	2,208	.00	2,208.00	362.54	1,845.46	16.4%
13301	521258	Computer Maintenance	500	.00	500.00	500.00	.00	100.0%
13301	529299	Purchase Care & Service	99,150	.00	99,150.00	.00	99,150.00	.0%
13301	531298	United Parcel Service	50	.00	50.00	.00	50.00	.0%
13301	531311	Postage & Box Rent	2,608	.00	2,608.00	.00	2,608.00	.0%
13301	531312	Office Supplies	2,700	.00	2,699.90	18.22	2,681.68	.7%
13301	531314	Small Items Of Equipmen	500	.00	500.00	.00	500.00	.0%
13301	531322	Subscriptions	100	.00	100.00	.00	100.00	.0%
13301	531324	Membership Dues	500	.00	500.00	115.00	385.00	23.0%
13301	531348	Educational Supplies	2,500	.00	2,500.00	692.65	1,807.35	27.7%
13301	532325	Registration	1,000	.00	1,000.00	.00	1,000.00	.0%
13301	532332	Mileage	5,400	.00	5,400.00	.00	5,400.00	.0%
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%
13301	533225	Telephone & Fax	1,500	.00	1,500.00	178.35	1,321.65	11.9%
13301	533236	Wireless Internet	0	.00	.00	10.30	-10.30	.0%
13301	535242	Maintain Machinery & Eq	2,900	.00	2,900.00	67.01	2,832.99	2.3%
13301	536535	Activity Center Rental	4,000	.00	4,000.00	.00	4,000.00	.0%
13301	571004	IP Telephony Allocation	1,479	.00	1,479.00	.00	1,479.00	.0%
13301	571005	Duplicating Allocation	22	.00	22.00	.00	22.00	.0%
13301	571009	MIS PC Group Allocation	21,740	.00	21,740.00	.00	21,740.00	.0%
13301	571010	MIS Systems Grp Alloc(I	1,685	.00	1,685.00	.00	1,685.00	.0%
13301	591519	Other Insurance	885	.00	885.22	.00	885.22	.0%
13301	594813	Capital Office Equip	35,000	.00	35,000.00	.00	35,000.00	.0%

03/05/2021  
10:24:11

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2021 01 TO 2021 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL General Fund		0	.00	.00	15,624.32		-15,624.32	.0%
	TOTAL REVENUES	-305,524	.00	-305,524.12	-1,710.75		-303,813.37	
	TOTAL EXPENSES	305,524	.00	305,524.12	17,335.07		288,189.05	



03/05/2021  
10:24:11

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	15,624.32		-15,624.32	.0%



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON



**Lisa Krolow**  
FoodWise Coordinator

**March 2021**

The new FoodWise Nutrition Educator has accepted our offer. Her name is Alicia Kirkpatrick. This is an 80% position and she will be working Tuesday through Friday. Her first day of work will be March 16th.

Jefferson/Walworth FoodWise staff participated in the FDA program review. A representative from the FDA periodically observes FoodWise educators to review the program. This is not possible right now because we are teaching in a virtual format. The Jefferson/Walworth team has been presenting live programming in classrooms and was selected to record a kindergarten classroom for presentation to the FDA. This helps assure continued funding for our program.

We launched our first series of lessons for Head Start parents in Jefferson County on Thursday, March 4th. We are using a curriculum called Feeding For Healthy Eating which is approved by the State team. This curriculum addresses establishing healthy eating habits and ways to get young children to try new foods. The series will run for 6 weeks. We currently have 12 families enrolled.

FoodWise is exploring the possibility of presenting the same series for WIC families.

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

**February 2021**

**Operational:**

1. Drafted updates for Extension's community development webpage
2. Highlighted how programming efforts are in alignment with County's strategic goals
3. Added statewide resource link for nonprofit organizations to access technical assistance and other resources

**Nonprofit sector:**

1. Continued assessment needs and opportunities for new program development. Began discussions with contacts of three coalitions: Emi Reiner, Drug Free Coalition; Maria and Vianey, City of Jefferson Community Coalition and Community Partners of Jefferson Co; and Bob Salov, Village of Cambridge Coalition work and senior center development.
2. Seeking input on county-based coalitions to determine areas to increase effectiveness, efficiencies, and capacity: Zero Suicide, Breast Feeding, Community Justice Collaborative, Recidivism
3. Engaged Whitewater Marketing Alliance planning team with two project meetings. Topics we worked on include:
  - February 2- Discussion on community branding and pillars: applying primary research
  - February 16 - Community Branding vs. Marketing; Defining primary, secondary and tertiary audiences



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON

Extension Education Committee  
March 8, 2021 Report  
Kara Loyd – 4-H Program Educator

I continue to plan and prepare for programs coming up in 2021. I will go into detail about a few of things below.

- **Cloverbud Project Box-** The March Cloverbud Project Box was delivered to ten young 4-H'ers. On March 1, we held a Zoom meeting to discuss their activities. The Cloverbuds practiced some tongue twisters and showed off their projects. America Lavdas, an older 4-H'er, was the guest speaker and talked about her art projects. It was another fun and educational evening for our Cloverbud group! The next box will be delivered in April and is a Plants and Natural Sciences theme.



- **Statewide Committee Work-** I have joined several statewide committees with other colleagues to create and share opportunities. If you are interested, you can check out the [Virtual Learning Community webpage](#) to see some of the programs I have helped to support. I am co-chair for the Learning Resources team which develops resources for the facilitators and presenters.
- **Countywide Committee Meetings and Leader Support** I continue to support several countywide committees, project groups, and club leaders. Many groups are in planning stages for in-person programming as the weather warms up which requires behind-the-scenes planning and support on my end.

#### 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 include plans for a natural science box and an agriculture theme box.
- **Project Boxes/Kits-** 58 project kits were created for STEM, foods, photography, arts, and agriculture project members and are currently being picked up from the Extension office. These kits have anywhere from 5-8 at-home activities to do to enhance their

project learning. I am excited to hear the feedback for our first iteration of these project boxes.

- **Monthly Countywide Activities-** Each month, we are offering an activity for families or clubs to do together. Future plans include-
  - o **April-** Jefferson County Humane Society donation drive
  - o **May-** Social media campaign to explore Jefferson County (Where in Jefferson County is Chris Clover?)
- **Other Upcoming In-Person/Virtual Programs**
  - o Pizza/Pie Fundraiser Pick Up at the Jefferson County Fair Park
  - o Dairy Project Hoard's Dairy Judging Contest Meeting
  - o Speech and Poster Contest in April
  - o Meat Animal Project Educational Event in April
  - o Projects that continue education virtually- rocketry, Lego, Horse and Pony, Meat Animal Project