



Extension

UNIVERSITY OF WISCONSIN-MADISON

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

OR

Jefferson County Extension Office
864 Collins Road, Jefferson, WI 53549

DATE: Monday, March 7, 2022
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 14, 2022
7. Communications
8. Introduction of Jim Versweyveld, Farm Management Outreach Specialist
9. Review of 2022 Departmental Budget
10. Update on Regional Crops Educator (Jefferson, Walworth, Rock)
11. Update on Regional Dairy Educator (Jefferson, Walworth, Rock, Dane, Dodge)
12. Update and/or Introduction of Jefferson County 4-H Educator
13. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise)
14. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings:
April 11; May 9; June 13; July 11
15. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/89023756316?pwd=dEtDeXYrc1FMeTU0b0R0aG81a1VPdz09>

Meeting ID: 890 2375 6316

Passcode: 162604

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.

Extension Education Committee Minutes

Date of Meeting: February 14, 2022

Roll Call: Committee members Dan Herbst, John Kannard, Dwayne Morris and Lloyd Zastrow present in person. Mary Roberts present virtually. Christine Wen and Kim Buchholz present in-person. Ben Wehmeier, and Joan Cullan present via Zoom.

Quorum present.

Certification of Compliance with Open Meetings Law: In compliance.

Public Comment: None

Approval of Agenda: Agenda was approved to move updates of the positions first to accommodate Wen's schedule.

Update on Regional Crops Educator: Wen reported that final interviews are being held today. Interviews are being held virtually due to scheduling conflicts. Kannard will be participating in the interviews.

Update on Regional Dairy Educator: Wen reported that an offer has been extended with the planned start date of June 5. The new educator is completing their schooling in Tennessee and will be relocating to Wisconsin.

Update on Jefferson County 4-H Educator: Wen stated that the posting for the 4-H Educator position has closed. There is a strong pool of candidates. Preliminary interviews are scheduled for Friday, February 18 with final interviews tentatively scheduled for Friday, February 25. Wen asked members if they wished to participate in the final interviews.

Approval of University Extension Education Committee minutes from January 10, 2022: Motion by Herbst, seconded by Morris, to approve the January 10, 2022 minutes as written. Motion approved.

Communications: None

Review of 2021 Departmental Budget: Wen stated we are very early in the year. Budget is currently on track.

Wen and Kannard left the meeting at this time. 8:40 a.m.

Discussion of Monthly Educator Reports:

- Buchholz stated that a copy of the annual report for the FoodWise program was included with the agenda packet committee members received. Any questions should be directed to Lisa Krolow.
- Steve Chielewski was not able to be present at this meeting. No report this month.

Next Scheduled Meetings: March 14, April 11, May 9, June 13 and July 11

Adjourn – Motion by Herbst, seconded by Morriss, to adjourn at 8:56 a.m. Motion approved.

Minutes recorded by Kim Buchholz, Administrative Specialist



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Lisa Krolow

FoodWise Coordinator

March 2022

Spring is budget time for the FoodWise program. The projected budget for the Jefferson/Walworth program remains at about \$181,000 for FY23 beginning in October 2022. We develop a 3-year action plan for SNAP. Our current Action Plan runs from October 1, 2021 through September 30, 2024. The Action plan is a living document and is updated every year based on activity over the past year and changes/needs in the county.

Much of our Action Plan is focused on relationship building with new partners and identifying geographic areas in the county that have diverse populations that are low-income and experiencing gaps in services. We will be attending the local health coalition meetings to meet potential partners, research programming opportunities and build a network. We hope to reach out to at least six organizations serving SNAP eligible adults and families with the end goal of signing 2 new partnership agreements for program delivery to adults. We will provide program information to all eligible schools (minimum 50% student population receiving free and reduced lunch) in an effort to reach principals, district administrators, school nutrition staff and advocates. Our goal is to be delivering direct education in at least two schools and participating in at least one face to face, parent event per school per year by the end of September 2024.

The final focus of our Action Plan is to become acquainted with the Local, Jefferson County farmers' markets. We want to know who is involved; both vendors and consumers. Are vendors/markets accepting Food Share benefits, WIC vouchers and Senior vouchers? If not; what are the challenges and barriers? How can we help expand access to the fresh, healthy food available at the markets to the SNAP eligible population.

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

JANUARY & FEBRUARY 2022

Community Partners of Jefferson County (CPJC) - *Latinx Countywide Community Needs Assessment Project*

- Presented survey results on February 4, 2022 at monthly meeting; facilitated discussion on findings and updated goals with application of new information
- Key survey results/opportunities include:
 - ❖ 142 started, 106 completed (78% in Spanish), Zip codes entered only 67 times, 37 from Fort Atkinson, 21 from Jefferson
 - ❖ A larger percent of Spanish speaking participants completed the survey than those who chose to respond in English
 - ❖ Low awareness of the CPJC for both English and Spanish respondents
 - ❖ Similar awareness rate between English and Spanish respondents about food assistance programs and free health care clinic
 - ❖ Slightly over half of Spanish respondents were not aware of services in Jefferson County
 - ❖ Largest concern in last 6 months for both English and Spanish respondents was paying the bills
 - ❖ Interacting with police was not a concern with 8 of 10 English respondents and approximately 60% of Spanish participants
 - ❖ Summary Report attached
- Future efforts include assisting with learning about sources for fund development through a statewide philanthropic network

Rock River Coalition – *Strategic Planning*

- Partnering with Michelle Probst, Dane County, to deliver a newer/research-based approach to strategic planning
- 3 of 4 sessions conducted with board, staff and key stakeholders
- Final session scheduled April 12
- Additional topics identified through the process include board development and organizational identity to further define competitive advantage to refine purpose and also think strategically about new partnerships to form and future business model

Jefferson County Parks Department, Kevin Weisman – *Community Discussion: How could we promote long term stability of projects and infrastructure needs while also supporting volunteers and fund development with our Parks and Trails?*

- January 26 held core stakeholder input session that informed program development.
- Offered as a hybrid, participants choice for either in-person or virtual; 48 people registered
- Session one held 3/8. Agenda topics included:
 - ❖ Brief History of our Parks & Trails System and Mission

- ❖ Foundational Understandings of Friends Groups
- ❖ Regional Parks Friends Group Models
 - Kevin W. – Friends of Rose Lake, Friends of Dane County Parks, Friends of Retzer Nature Center
 - Marc Devries – Friends of Lake Shore State Park
 - Steve Martin - Friends of Retzer Nature Center, Waukesha
- ❖ Discussion on Aspirations/Goals for Parks & Trails Friends Group Partnership (Unmet needs/wants in the park system)
- ❖ Next Session 3/22 - Applying results from 3/8, and determining which model is the best fit to start with to support goals and aspirations

City of Whitewater – *Developing the Community's Brand Book*

- A Spanish version completed by vendor through UW-Madison, Division of Extension Office of Access Inclusion and Compliance, finalizing edits with UW-Whitewater
- Printing being sought from a third party
- Team planning to re-engage in late March/early April to implement next steps
- See attached copy of brand book

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2022 01 TO 2022 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	-256,116	.00	-256,115.67	-42,685.94	-213,429.73	16.7%
13301	451100	Misc. Billed	-3,000	.00	-3,000.00	-51.00	-2,949.00	1.7%
13301	457020	Publication Sales	-50	.00	-50.00	-61.75	11.75	123.5%
13301	457027	4-H Annual Fees	-11,000	.00	-11,000.00	-1,271.66	-9,728.34	11.6%
13301	471130	State Billed-Other	-2,608	.00	-2,608.00	.00	-2,608.00	.0%
13301	511210	Wages-Regular	105,570	.00	105,570.33	11,969.07	93,601.26	11.3%
13301	511220	Wages-Overtime	43	.00	42.86	.00	42.86	.0%
13301	511330	Wages-Longevity Pay	349	.00	348.75	.00	348.75	.0%
13301	512141	Social Security	8,106	.00	8,106.09	915.64	7,190.45	11.3%
13301	512142	Retirement (Employer)	6,283	.00	6,283.03	778.00	5,505.03	12.4%
13301	512145	Life Insurance	20	.00	19.80	2.44	17.36	12.3%
13301	512173	Dental Insurance	2,208	.00	2,208.00	368.00	1,840.00	16.7%
13301	521258	Computer Maintenance	500	.00	500.00	500.00	.00	100.0%
13301	529299	Purchase Care & Service	94,394	.00	94,394.00	.00	94,394.00	.0%
13301	531298	United Parcel Service	50	.00	50.00	.00	50.00	.0%
13301	531303	Computer Equipmt & Soft	1,000	.00	1,000.00	59.99	940.01	6.0%
13301	531311	Postage & Box Rent	2,608	.00	2,608.00	.00	2,608.00	.0%
13301	531312	Office Supplies	4,000	.00	4,000.00	69.39	3,930.61	1.7%
13301	531314	Small Items Of Equipmen	500	.00	500.00	.00	500.00	.0%
13301	531322	Subscriptions	200	.00	200.00	.00	200.00	.0%
13301	531324	Membership Dues	500	.00	500.00	.00	500.00	.0%
13301	531326	Advertising	500	.00	500.00	.00	500.00	.0%
13301	531348	Educational Supplies	4,000	.00	4,000.00	88.81	3,911.19	2.2%
13301	532325	Registration	1,000	.00	1,000.00	.00	1,000.00	.0%
13301	532332	Mileage	4,000	.00	4,000.00	.00	4,000.00	.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	2,000	.00	2,000.00	32.69	1,967.31	1.6%
13301	535242	Maintain Machinery & Eq	2,900	.00	2,900.00	127.12	2,772.88	4.4%
13301	536535	Activity Center Rental	4,000	.00	4,000.00	.00	4,000.00	.0%
13301	571004	IP Telephony Allocation	1,295	.00	1,295.00	.00	1,295.00	.0%
13301	571009	MIS PC Group Allocation	22,500	.00	22,500.00	.00	22,500.00	.0%
13301	571010	MIS Systems Grp Alloc(I	1,769	.00	1,769.00	.00	1,769.00	.0%
13301	591519	Other Insurance	954	.00	953.81	.00	953.81	.0%
TOTAL General Fund		0	.00	.00	-29,159.20		29,159.20	.0%
TOTAL REVENUES		-272,774	.00	-272,773.67	-44,070.35		-228,703.32	
TOTAL EXPENSES		272,774	.00	272,773.67	14,911.15		257,862.52	

03/10/2022
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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 2
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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	-29,159.20		29,159.20	.0%