



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, April 11, 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 March 14, 2022
7. Communications
8. Review of 2022 Departmental Budget
9. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Jerry Wilcenski (4-H)
10. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings:
May 9; June 13; July 11
11. 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: March 7, 2022

Roll Call: Committee members Dan Herbst, John Kannard and Lloyd Zastrow were present in person. Mary Roberts was present virtually.

Christine Wen, Lisa Krolow, Maddie Buchholtz, Jim Versweyveld, Jerry Wilcenski, Steve Chmielewski and Kim Buchholz were present in-person. Ben Wehmeier, Joan Callan and Katelyn Broedlow were present via Zoom.

Quorum present.

Certification of Compliance with Open Meetings Law: In compliance.

Public Comment: None

Approval of Agenda: Agenda was approved as printed.

Approval of University Extension Education Committee minutes from February 14, 2022: Motion by Kannard, seconded by Herbst to approve the minutes as printed. Motion passed.

Communications: None

Introduction of Jim Versweyveld, Farm Management Outreach Specialist: Wen introduced Jim Versweyveld, Farm Management Outreach Specialist, to the committee. Wen stated that Jefferson County is Jim's home office and he works out of the office at least one day per week. Jim then provided a summary of his position and described his current projects (Farm labor and safety; helping families navigate the current labor shortage; workshop on recruiting and retention; youth tractor safety program).

Jim Versweyveld left the meeting after his report.

Review of Department Budget: A copy of the budget was provided with the agenda packet. Wen stated that the budget was on track. Buchholz stated that the capital flooring project is in process. Wehmeier updated the committee on the countywide capital projects that are happening within the Extension building.

Update on Regional Crops Educator: Wen reported that Jordan Schuler has been hired as the Regional Crops Educator who will be servicing Walworth, Rock and Jefferson Counties. Jordan will be starting on April 18 and Jefferson County will be her home office.

Update on Regional Dairy Educator: Wen reported that Alison Pfau has been hired as the Regional Dairy Educator. She will be starting on June 5 and will be serving Jefferson, Rock Walworth, Dane and Dodge Counties.

Introduction of Jefferson County 4-H Educator: Wen introduced Jerry Wilcenski, Jefferson County 4-H Educator, to the committee. Wen also thanked John Kannard for being part of the hiring process. Today is Jerry's first day. Jerry provided a brief background on himself for the committee.

Discussion of Monthly Educator Reports:

- Steve Chmielewski provided an oral report to the committee from his written report that was included in the agenda packet.
- Lisa Krolow provided an oral report to the committee from her written report that was included in the agenda packet. Lisa, with assistance from Maddie Buchholtz, then engaged committee members with a typical FoodWise lesson. The lesson was on sugar and is

designed to bring awareness to how much sugar is in the foods we eat. Those present were provided food cards that contained the ingredients and the amount of sugar within that product. Each person measured out the amount of sugar in each food for a day's meals (breakfast, lunch, snack and dinner) on to a paper plate. Each person ended with a pile of sugar that they would have consumed during the day. It was eye opening as to the amount of sugar we consume within our foods unknowingly. Discussion followed.

9:34 a.m. John Kannard left the meeting.

- **Next Scheduled Meetings:** April 11, May 9, June 13 and July 11

Adjourn – Motion by Morris, seconded by Roberts, to adjourn at 9:52 a.m. Motion approved.

Minutes recorded by Kim Buchholz, Administrative Specialist

04/08/2022
13:13:17

Jefferson County
FLEXIBLE PERIOD REPORT

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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	-64,028.91	-192,086.76	25.0%
13301	451002	Private Party Photocopy	0	.00	.00	-5.45	5.45	.0%
13301	451100	Misc. Billed	-3,000	.00	-3,000.00	-114.00	-2,886.00	3.8%
13301	457020	Publication Sales	-50	.00	-50.00	-76.25	26.25	152.5%
13301	457027	4-H Annual Fees	-11,000	.00	-11,000.00	-1,331.66	-9,668.34	12.1%
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	18,503.91	87,066.42	17.5%
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	1,415.56	6,690.53	17.5%
13301	512142	Retirement (Employer)	6,283	.00	6,283.03	1,202.77	5,080.26	19.1%
13301	512145	Life Insurance	20	.00	19.80	4.09	15.71	20.7%
13301	512173	Dental Insurance	2,208	.00	2,208.00	552.00	1,656.00	25.0%
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	16.95	33.05	33.9%
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	95.86	3,904.14	2.4%
13301	531314	Small Items Of Equipmen	500	.00	500.00	62.99	437.01	12.6%
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	359.78	3,640.22	9.0%
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	33.16	1,966.84	1.7%
13301	535242	Maintain Machinery & Eq	2,900	.00	2,900.00	193.32	2,706.68	6.7%
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	215.84	1,079.16	16.7%
13301	571009	MIS PC Group Allocation	22,500	.00	22,500.00	3,750.00	18,750.00	16.7%
13301	571010	MIS Systems Grp Alloc(I	1,769	.00	1,769.00	294.84	1,474.16	16.7%
13301	591519	Other Insurance	954	.00	953.81	186.62	767.19	19.6%
13301	594813	Capital Office Equip	0	19,500.00	19,500.00	.00	10,269.00	47.3%
13301	699999	Budgetary Fund Balance	0	-19,500.00	-19,500.00	.00	-19,500.00	.0%

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13:13:18

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL General Fund		0	.00	.00	-38,108.59		28,877.59	.0%
	TOTAL REVENUES	-272,774	-19,500.00	-292,273.67	-65,556.27		-226,717.40	
	TOTAL EXPENSES	272,774	19,500.00	292,273.67	27,447.68		255,594.99	

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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	-38,108.59		28,877.59	.0%

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

MARCH 2022

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

- Attended monthly team meeting 4/11
- Assisted with programmatic strategy development
- Cross promoted outreach opportunities

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?*

- Community discussions are using a hybrid format.
- Session II was 3/22 - Applied results and feedback from 3/8 to inform content development
- 3/22 Agenda
 1. Parks & Trails Mission and Recent Accomplishments
 2. Implementation Strategies & Capital Improvement Plan
 3. What opportunities exist in 2022 to partner with?
 4. Advocacy, Group Structure and Next Steps
- Participants recommend moving into phase II (4/26); topics include:
 - Developing a fundraising campaign
 - Defining organizational structure

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

- Met with Whitewater Marketing Alliance to plan for implementation
- Final versions housed with Chamber
- Planning press release and presentation to City Council in May
- Testing out examples and opportunities with large employers to recruit new applicants



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Lisa Krolow
FoodWise Coordinator

April 2022

The FoodWise program is continuing to grow in Jefferson County. We are very excited about recent contacts that we have made with potential partners which will help us extend our services to more county residents.

Maddie will be starting virtual lessons in 5 Head Start/4K classrooms in June. She will be zooming into 5 classrooms and teaching four-year-olds about nutrition with her special flare using rainbows and stickers and dance moves. The series will last 5 weeks and will reach about 86 young learners. She will also be providing information for Head Start parents.

We have a series scheduled in June and July; partnering with Watertown Family Connections. This organization is housed in the new Watertown Public Children's Library. Their services focus on families with young children. We will be addressing nutrition for young children, dealing with picky eaters, and preparing some snacks and tastes with participants.

Lisa met with a representative from the Rock River Community Clinic now serving the Jefferson County population in Whitewater, Jefferson, Fort Atkinson and Watertown. They work with a large Latinx population in the county. We are exploring opportunities to engage their patients.

Lisa and Maddie met with a representative from Second Harvest. Second Harvest is a partner that could enhance our nutrition program with ingredients for cooking demonstrations, as well as groceries and small incentives for FoodWise participants.

Lisa is participating in 2 county coalitions including Connexiones Latinas and a newly formed coalition regarding nutrition, food access and health.