

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, May 9, 2022

TIME:

8:30 a.m.

Committee Members:

Matt Foelker, Anthony Gulig, Dan Herbst, John Kannard, Dwayne Morris

- 1. Call to Order
- 2. Roll Call (to establish a quorum)
- 3. Certification of Compliance with Open Meetings Law
- 4. Election of Officers
- 5. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
- 6. Approval of Agenda (for possible rearrangement)
- 7. Approval of University Extension Education Committee Minutes from April 11, 2022
- 8. Communications
- 9. Overview of Extension
- 10. Review of 2022 Departmental Budget
- 11. Discussion of Monthly Educator Reports Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Jerry Wilcenski (4-H), Jordan Schuler (Regional Crops Educator)
- 12. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: June 13; July 11
- 13. 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.

County Board Supervisors attending meetings remotely shall have the same rights and privileges as they would have when appearing in person. The official meeting will be convened at the location on the meeting agenda. If appearing remotely, it is the responsibility of the member to maintain audio and video connectivity with the official meeting site. If connectivity is lost, but the physical location of the meeting maintains a quorum, the meeting may continue in the discretion of the chair. Members attending remotely must be able to be heard, and when video is available to the member attending remotely, seen by Committee members and public who are present at the physical location of the meeting. Loss of connectivity will result in the member being considered absent from that portion of the meeting after connectivity is lost.

Extension Education Committee Minutes

Date of Meeting: April 11, 2022

Call to Order: Chair Zastrow called the meeting to order at 8:36 a.m.

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

Christine Wen, Jerry Wilcenski and Kim Buchholz were present in-person. Ben Wehmeier and Katelyn Broedlow were present via Zoom.

Quorum present.

Certification of Compliance with Open Meetings Law: In compliance.

Public Comment: None

Approval of Agenda: Motion by Kannard, seconded by Herbst to approve the agenda as printed.

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

Dwayne Morris joined the meeting in-person.

Communications: Wen thanked Zastrow for his service on the committee, support for Extension through the years and wished him the best in his "retirement" from the County Board. The committee enjoyed treats in honor of Zastrow's last meeting.

Review of Department Budget: A copy of the budget was provided with the agenda packet. Wen stated that the budget is on track for this part of the year. Wen stated that as the office returns to being fully staffed, the budget will start to reflect it. Buchholz reported to the committee that the capital flooring project is scheduled to be completed during the weeks of April 18 (downstairs) and April 25 (upstairs). Morris asked Wen questions on the departmental budget and how it compares to Rock and Walworth Counties, the other counties that she budgets for. Wen stated that Jefferson is similar to Walworth and that Rock has some unique items.

Discussion of Monthly Educator Reports:

- Steve Chmielewski was unable to attend the meeting due to another commitment. His
 written report was included in the agenda packet. Please reach out to him with any
 questions.
- Lisa Krolow was unable to attend the meeting due to another commitment. Her written report was included in the agenda packet. Please reach out to her with any questions.
- Jerry Wilcenski provided an oral report. Jerry has spent the last month attending various meetings and reaching out to project and club leaders as he tries to better understand the countywide projects and the 4-H program in Jefferson County. Jerry also met with the Fair Park to discuss role clarifications. He also attended the large animal project learning day event on Saturday at the Fair Park sponsored by the MAP Committee.

Jerry's report became a discussion on the auction at Fair. Wehmeier reminded the committee that their current discussion was not on their agenda and that the auction was no longer handled by Extension and concerns should be brought to the attention of the Fair Park Committee. The committee continued the discussion briefly.

The committee asked that an agenda item such as 4-H issues/problems be included on an upcoming agenda if auction changes become a hardship for Jefferson County families involved in 4-H.

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

Chair Zastrow stated that election of new officers would occur at the next meeting.

Adjourn - Meeting adjourned at 8:58 a.m.

Minutes recorded by Kim Buchholz, Administrative Specialist



Extension Jefferson County Overview

Mission

Extension's mission is to connect people with the latest university research and knowledge. Extension services are delivered locally by dedicated staff funded in partnership with county government. Our mission to respond to community needs and collaboration is key to our work and making sure everyone is represented.

Extension's programming covers six program areas: Agriculture, Community Development, Health & Well-Being, Human Development & Relationships, Natural Resources, and Positive Youth Development. We are working on a broad range of topics in these areas, such as:

- Focusing on farm vitality and viability
- Enhancing leadership and community development
- Creating opportunities for youth to thrive
- Healthy food access and well-being
- Reinforcing family connections, financial knowledge, and strong relationships
- Environmental literacy and engagement

Programs

Examples of educational programs delivered by Extension Rock County Educators include:

- Wisconsin 4-H Youth Development including 4-H project learning and youth leadership development.
- FoodWlse advances healthy eating habits, active lifestyles, and healthy community environments for families with limited incomes through nutrition education at the individual, community, and systems levels.
- Agriculture resources and research to provide best practices for all aspects of agriculture.
- Horticulture education and resources about sustainable environmentally-sound gardening practices and answering diagnostic questions from residents.

<u>Solutions</u>

Through our interactions, we provide unbiased research-based information to provide an answer, recommendation, or next steps in addressing concerns. We work with our partners and customers to help solve issues for everyday life in Walworth County.

Extension Jefferson County

University of Wisconsin-Madison – Division of Extension 920-674-7295 or https://jefferson.extension.wisc.edu/ 864 Collins Road, Jefferson, WI 53549-1976

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, 2022 through December 31, 2022, unless amended or terminated as set forth below.
- 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 \$91,300 for the period of January 1,
 2022 through December 31, 2022 as allocated below.

Positions	Fee	FTE	Total	
4-H Program Extension Educator	\$43,600	1.0	\$43,600	
Regional Dairy Extension Educator	0.25	\$10,900		
Regional Crop Extension Educator	\$43,600	0.5	\$21,800	
First Educator Discount			(\$10,000)	
Subtotal			\$66,300	
Communities Extension Educator	\$25,000	0.3	\$25,000	
Final Total			\$91,300	

- 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 email 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, 2022 through December 31, 2022, 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: Hoyd Jackor Date County Representative	County Representative	// Date:	18/202
By: County Representative Date	: 4/8/21 By: Dwayn C. M. County Representative	Date:	11/8/2021
By: Christine Wen Area Extension Director UW-Madison, Division of Extens	County Representative	Date:	11/8/2021
Date: Director of Financial Services UW-Madison, Division of Extens	On Behalf of Roard of Regents of	Date;	11/17/2021



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Jefferson County FLEXIBLE PERIOD REPORT

PAGE 1 glflxrpt

FROM 2022 01 TO 2022 12

13301 451100 Misc. Billed -3,000 .00 -3,000.00 -114.00 -2,1	JDGET	PCT USED
13301 411100 General Property Taxes -256,116 .00 -256,115.67 -85,371.88 -170,113301 451002 Private Party Photocopy 0 .00 .00 -5.45	-	
13301 451002 Private Party Photocopy 0 .00 .00 -5.45 13301 451100 Misc. Billed -3,000 .00 -3,000.00 -114.00 -2,000 -2,000 -00 -2,000.00 -12,000 -2,00		
13301 457027 4-H Annual Fees	568.34 508.00 358.89 42.86 348.75 139.15 511.77 14.06 172.00	.0% 3.8% 152.5%



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Jefferson County FLEXIBLE PERIOD REPORT

PAGE 2 glflxrpt

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		سيب السند					
To the delicitati Fulla	U	.00	.00	-30,726.00		21,495.00	.0%
TOTAL REVENUES TOTAL EXPENSES	-272,774 272,774	-19,500.00 19,500.00	-292,273.67 292,273.67	-86,899.24 56,173.24		-205,374.43 226,869.43	. 470



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Jefferson County FLEXIBLE PERIOD REPORT

PAGE 3 glflxrpt

FROM 2022 01 TO 2022 12

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	GRAND TOTAL	0	.00	.00	-30,726.00		21,495.00	.0%

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Steven Chmielewski

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

APRIL 2022

- I. Jefferson County Parks Department, working on an initiative with Kevin Weisman and Mary Truman Friends Group Community Discussions: How could we promote long term stability of projects and infrastructure needs while also supporting volunteers and fund development with our Parks and Trails?
 - a. We are continuing the community discussions while using a hybrid format. Session III was held on April 5. We applied results and feedback from March 22 to inform content development. April 5 Agenda:
 - Parks & Trails Mission and Recent Accomplishments
 - Implementation Strategies & Capital Improvement Plan
 - What opportunities exist in 2022 to partner with?
 - Advocacy, Group Structure and Next Steps
 - b. Participants demonstrated a strong interest level to build on the concept and recommended focusing in on applying what was learned. Session IV was conducted on April 26. Agenda topics included:
 - Review and discuss examples of articles of incorporation and bylaws
 - Review potential niche needs for board members to fill
 - Review upcoming project needs for fundraising and volunteers
 - Set agenda and date for next session
 - c. Next session is May 10. Participants will:
 - Review, discuss and finalize draft bylaws and articles of incorporation
 - Further discuss pros and cons of having 'members'
 - Determine a process for nominating the founding board members
- II. Strategic Planning with Rock River Coalition
 - a. Co-facilitated session four on May 4
 - b. Participants:
 - Clarified their strategic directions
 - Identified strategic and operational issues
 - Drafted objectives and an implementation plan for the next year
 - Identified need to address a few more questions to inform their priorities
 - Follow up is in discussion for what would be most helpful at this time





Lisa Krolow FoodWlse Coordinator

May 2022

Madeline is currently working with the 4 year-olds that attend the Jefferson Head Start Program. Head Start is not allowing classroom visitors at this time. We are very happy to have a strong virtual program and be able to accommodate our partners and youngest learners. Maddie had a key role in converting our Color Me Healthy curriculum for a virtual platform. Thanks to Kim and Katelyn for providing some technical support!

Madeline is working with Watertown Family Connections to develop promotional material for our summer series at the Watertown Public Library and working on a process for families to register. We will be running two classes at the same time; one with parents and one with children and then we will all come together to prepare a healthy taste.

Lisa has been invited to complete an application to be a member of the Jefferson County Nutrition Policy Council and will be presenting information about the FoodWIse program at the quarterly meeting in July.

We are also meeting with manager of the Watertown Farmer's market. They are seeking an organization that can do some cooking demonstrations at the market and promote the produce with healthy recipes.

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 two county coalitions including Connexiones Latinas and a newly formed coalition regarding nutrition, food access and health.



Ingredients

- 15 ounces Beans such as black, kidney, or garbanzo beans, no salt added
- 11 ounces Corn with red and green peppers, drained or 1 cup Corn Fresh or frozen, thawed
- 1 Zucchini chopped
- 1 tablespoon Cilantro chopped
- 2 tablespoons Lime Juice about 1/2 lime
- 1 Jalapeño Pepper seeds removed and finely chopped (optional)

Directions

- 1. Carefully open can of beans. Drain beans and pour into a medium bowl.
- 2. Add corn, zucchini, cilantro, lime juice, and jalapeño (optional).
- 3. Stir to combine. Serve right away or refrigerate for later.

Source: Earfresh org





FoodWise is federally funded by the Supplemental Nutrition Assistance
Program-Education (SNAP-Ed) and the Expanded Food and Nutrition
Education Program (EFNEP). We advance healthy eating habits, active
lifestyles and healthy community environments for Wisconsin residents with
limited incomes through nutrition education at the individual, community
and systems levels.



The Challenge

In response to the ongoing challenges in reaching SNAP-Ed audiences with direct education during the pandemic, FoodWise increased the delivery of indirect education. This included an expanded social media and website presence, local online and print resources, electronic materials and handouts, and pre-recorded videos; all with the overall goal to continue to reach audiences with helpful nutrition information and resources empowering participants to live healthier lives.

Jefferson County delivers nutrition education through face to face and virtual programming and distribution of educational literature.

Community IMPACTS



- FoodWise staff developed materials to continue to deliver live programing via Zoom throughout the shutdown.
- FoodWise developed a Food Resource Guide including pantry information and schedules as well as ways to obtain groceries with minimal or no contact at stores.
- The FoodWise team continues to seek new partnerships throughout Jefferson County.
- We provide nutrition education literature to food pantries for distribution to pantry participants.

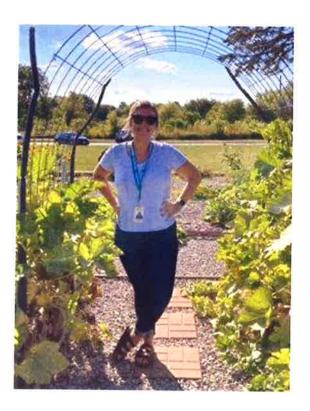
ACHIEVING MORE TOGETHER



UW-Madison Division of Extension works alongside the people of Wisconsin to deliver practical educational programs where people live and work — on the farm, in schools and throughout urban and rural communities. In Jefferson County, FoodWise partners with WIC, New Beginnings, Lutheran Social Services and Head Start to help make the healthy choice the easy choice in our communities.

Taste of the Garden

The FoodWise team participated in a Taste of the Garden event in conjunction with the Open House at Riverside Middle School in Watertown. Families tasted produce from the school garden and received information and recipes.





Feeding For Healthy Eating

The FoodWise team zoomed into the living rooms of Head Start families! We presented a five-week series to help the parents of young children address picky eating behaviors. Feeding for Healthy Eating teaches participants important skills to help their preschoolaged children develop heathy eating habits.





Lisa Krolow
FoodWlse Coordinator
Jefferson County



Madeline Foerster FoodWise Educator Jefferson County



Alicia Kirkpatrick FoodWlse Educator Jefferson County

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