



## 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, June 13, 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 May 9, 2022
8. Communications
9. Review of 2022 Departmental Budget
10. Introduction of Alison Pfau, Regional Dairy Educator
11. Discussion and Possible Decision on Horticulture Educator
12. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Jerry Wilcenski (4-H), Jordan Schuler (Regional Crops Educator)
13. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: July 11, August 8, September 12
14. 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:** May 9, 2022

**Call to Order:** County Administrator Wehmeier called the meeting to order at 8:30 a.m.

**Roll Call:** Committee members Matt Foelker, Anthony Gulig, Dan Herbst, John Kannard were present in person.

Ben Wehmeier, Jerry Wilcenski, Jordan Schuler, Steve Chmielewski and Kim Buchholz were present in-person. Katelyn Broedlow was present via Zoom.

Quorum present.

**Certification of Compliance with Open Meetings Law:** In compliance.

**Election of Officers:** Mr. Wehmeier called for nominations for Chair. Foelker nominated John Kannard for chair, seconded by Gulig. Call for nominations was called 3 times by Mr. Wehmeier. Mr. Wehmeier closed nominations. Vote of the majority to elect John Kannard Chair of the committee was taken. Unanimous vote received in favor.

Mr. Wehmeier turned the meeting over to Chair Kannard.

Morris joined the meeting at 8:34 a.m.

Mr. Wehmeier left the meeting in-person and joined meeting remotely.

Chair Kannard called for nominations for vice chair. Kannard nominated Foelker for vice chair, seconded by Herbst. Motion approved.

**Public Comment:** None

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

**Approval of University Extension Education Committee Minutes from April 11, 2022:** Motion by Herbst, seconded by Morris, to approve the minutes as printed. Motion passed.

**Communications:** None

Wen joined the meeting at 8:40 a.m.

**Overview of Extension:** Wen handed out a brochure "University of Wisconsin-Madison, Division of Extension: Transforming Lives and Communities" to committee members. Wen then introduced herself and provided a general overview of Extension for the committee members. Members had received a copy of a handout, "Extension Jefferson County Overview" by email prior to the meeting. Wen encouraged committee members to use the links within the document for greater detail. Extension is a County Department per State statutes. Wen then generally reviewed the annual contract for professional services (educator salaries). Wen explained that the educators report monthly to the committee on their activities from the past month. Discussion occurred.

**Review of Department Budget:** A copy of the budget was provided with the agenda packet. Wen reviewed various line items within the budget to provide background for new committee members. The budget is on track. Wen stated that as the office returns to being fully staffed, the budget will start to reflect it.

### **Discussion of Monthly Educator Reports:**

- Steve Chmielewski provided an oral report from his written report that was distributed with the agenda packet. He also provided a little background history of his current projects for new committee members. His current projects include working with the Jefferson County Parks Department in the establishment of a friend group and a strategic planning process with the Rock River Coalition.
- Wen stated that Lisa Krolow, FoodWise Coordinator, was unable to attend the meeting due to another commitment. Krolow has provided her written report that was distributed with the agenda packet. Please reach out to Krolow with any questions.
- Jerry Wilcenski provided an oral report. Wilcenski continues to evaluate current programs and provide support as needed. He is working to connect projects and build a robust program to provide opportunities for county youth to connect. Wilcenski also continues to meet club and project leaders. Wilcenski also attended a regional 4-H meeting.
- Wen introduced Jordan Schuler to the committee. Schuler is our new regional crops educator that started on April 18. Schuler introduced herself to the committee. Schuler is currently networking with local individuals and agencies. It is her hope to develop a newsletter as well as have some focus on alternative crops.

**Next Scheduled Meetings:** June 13 and July 11 (July meeting may be cancelled due to Fair)

**Adjourn** – Meeting adjourned at 9:24 a.m.

*Minutes recorded by Kim Buchholz, Administrative Specialist*



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON



## **Lisa Krolow** **FoodWise Coordinator** **June 2022**

Madeline wrapped up her series with Head Start students on May 26<sup>th</sup>. She worked with children in 5 different classrooms and engaged 75 4 year-olds on zoom! This is a special skill. This was our first time working in Head Start classrooms in Jefferson County! One classroom enjoyed some of our activities so much that they said they will continue to use it beyond our series. By the end of the classes 100% of the students in one classroom were able to identify a healthy snack. The audience was diverse and received information in both English and Spanish.

We will be in attendance as WIC distributes Farmer's Market vouchers to their Jefferson County participants on Wednesday June 15<sup>th</sup>. Families receive \$30 per qualifying member per season. Data shows that many SNAP families do not use their benefits at markets. In 2021 there were 71 SNAP transactions at Farmer's Markets. There were 4155 SNAP households in Jefferson County of those 23 made purchases at Farmer's Markets. This represents just .55% of SNAP households using their benefits at Farmer's Markets during the 2021 season. The vouchers are a use it or lose it system and many families are missing out on this summer supplement to their food budget. Maddie and I are planning market tours for WIC families and we will be recruiting participants during the WIC distribution. The tours will include helping participants navigate the market, identify vendors that accept vouchers, getting familiar with new produce, and recipe distribution.

On Thursday, June 16<sup>th</sup>, we are kicking off a five-week series with Watertown Family Connections serving families at the Watertown public Library. One educator will be leading a discussion group with parents and caregivers based on our curriculum Feeding for Healthy Eating and another will be teaching small children about healthy habits with our curriculum Color Me Healthy. Watertown Family Connections is providing lunch for the group. The FoodWise team provided the partner with multiple healthy recipes to choose from. The food provided will allow families to build their own meal with healthy ingredients; for example they will make a pasta salad in a mason jar, a crunchy veggie wrap and a black bean corn pita. At the end of the series the participants will receive a small recipe book of all the things they have tried which will highlight healthy ingredients and the benefits of adding them to their diet.

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

**MAY 2022**

I. In partnership with Jefferson County Parks Department, Kevin Weisman and Mary Truman, we are working on a strategic initiative to develop additional Parks and trails capacity to increase outcomes.

The **Friends Group Community Discussion Series** is exploring a driving question: *How could we promote long term stability of projects and infrastructure needs while also supporting volunteers and fund development with our Parks and Trails?*

We are continuing the community discussions while using a hybrid format. Session IV was held on 4/26 and session V on 5/10; session 6 on 6/7; for each session we applied previous results and feedback to inform content development.

4/26 Agenda:

1. Review sample articles of incorporation and bylaws
  - Friends of Korth Park
  - Friends of Lake Shore State Park
2. Review potential Niche Needs for Board Members to fill (Board member Survey)
3. Review upcoming project needs: Fundraising and Volunteers project needs
4. Set next meeting date and time

5/10 Agenda:

1. Review and finalize bylaws and articles of incorporation
2. Revisit topic of members and membership fees: How would this impact the Friends organization?
3. Determine how participants want to proceed with nominating the Friends first board of directors
4. Next steps

6/7 Agenda:

1. Finalize Articles and Bylaws for approval
2. Accept nominations for director positions and confirm acceptance
3. Determine topics and date for next session
4. Share important dates/opportunities

At this point the group has provided additional feedback for the Articles of Incorporation and Bylaws. A final draft will be circulated the week of 7/13 along for final review. In addition, a link to accept nominations for serving on the board will also be included with a reminder of director roles, expectations, and skills/assets for a strong board. The next session is scheduled for July 21. The group started planning for project and outreach opportunities to include a celebration of their inauguration and hard work to this point.

## **II. Strategic Planning with Rock River Coalition**

- Reviewed draft strategies from session 4 on 5/4
- Conducted Session 5 on 6/6 with board chair and director. Provided feedback on strategies and engaged discussion for implementation plan. Follow up included a path ahead that included structured questions for their next board meeting
- The team has tasks to work on, another review session was offered to follow their next board meeting.