



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

## Extension Education Committee Minutes

**Date of Meeting:** June 13, 2022

**Call to Order:** Chair Kannard called the meeting to order at 8:30 a.m.

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

Chrissy Wen, Jerry Wilcenski, Jordan Schuler, Alison Pfau, Lisa Krolow, Maddie Foerster and Kim Buchholz were present in-person. County Administrator Ben Wehmeier, Steve Chmielewski and Katelyn Broedlow were present via Zoom.

Quorum present.

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

**Election of Officers:** Agenda item should not have been on the agenda. Elections occurred at the previous meeting.

**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 May 9, 2022:** Motion by Foelker, seconded by Herbst, to approve the minutes as printed. Motion passed.

**Communications:** None

**Review of Department Budget:** A copy of the budget was provided with the agenda packet. Wen asked if there were any questions regarding the budget. No questions.

**Introduction of Alison Pfau, Regional Dairy Educator:** Alison provided the committee with a brief introduction of herself. She is from Columbia and has been working in Dairy in the United States since 2016. She just recently received her masters degree from the University of Tennessee. Alison was welcomed to the team by the committee.

**Discussion and Possible Decision on Horticulture Educator:** Wen provided the committee with a verbal background description of the Master Gardener program and the changes that have been happening. Master Gardener Volunteers now work under umbrella of the organization that they volunteer for. A letter was mailed out to Jefferson County's local partners in March. The duties for the Master Gardeners used to fall under the Agriculture Educator. With the regionalization of positions within the Institute of Agricultural, the duties for the master gardeners are no longer under agriculture but rather horticulture. Jefferson County does not currently have a Horticulture educator to support the very active and strong local Master Gardener Association and volunteers. An option for Jefferson County would be to purchase 0.1 FTE of the Horticulture Educator currently serving Rock and Walworth Counties. Wen has had discussions with her and she is willing to add Jefferson County if approved. The cost to Jefferson County would be about \$9,000 annually. If the committee would want to do this, the contract would need to be amended. Discussion occurred. Gulig stated that he felt this was a really good opportunity that carried a low cost to the County. Questions were asked of Mr. Wehmeier if this change could be made for 2022 or if it would need to be made for 2023 budget year. Wehmeier stated that due to the cost savings in vacancies early in the year, the current budget for 2022 should be able to handle the cost.

Motion by Gulig, seconded by Morris, to approve horticulture educator with a start date of July 1, 2022. Motion passed.

It was noted that the contract will need to be changed. If this can be accomplished by July 1 that will be the start date. The committee will need to approve the contract amendment at the July meeting.

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

- Steve Chmielewski, Community Educator, provided an oral report from his written report that was distributed with the agenda packet. He continues to work with the Jefferson County Parks Department in the establishment of a friend group. This group had their 6<sup>th</sup> session on June 7 where they made revisions to proposed bylaws and worked on identifying individuals for director positions on the board. His work with the Rock River Coalition is ready for the next step of taking the draft strategic plan to board for approval.
- Lisa Krolow, FoodWise Coordinator, provided an oral report from her written report that was distributed with the agenda packet. Educator Foerster wrapped up a educational series at the end of May with Head Start in Jefferson County. This week they are kicking off a five-week series with the Watertown Family Connections at the Watertown Public Library. This summer they will be working with local Farmer Markets to educate WIC recipients on the availability and use of market vouchers.
- Jerry Wilcenski, 4-H Educator, provided an oral report. Wilcenski reported that he is currently seeking youth input on the 4-H program through an online survey. One theme is the need to consolidate meetings for 4-H; would like to have maybe a meeting day where multiple projects would meet. He is working with Juntos, a statewide program, to start up an after school program 4-H Club for high school LatixX individuals. Some other programs that are being worked on are Foster Farms, Cloverbud Day Camp and Spark Labs.
- Jordan Schuler, Regional Crops Educator, provided an oral report. Schuler mailed her first newsletter to local producers last Friday. Future newsletters will be electronic. She continues to network with local individuals and agencies. She has also been attending some field days; this Thursday a Giant Ragweed Field Day will be held from 10 a.m. until Noon at the Rock County Farm. She is looking at programming for the upcoming Jefferson County Fair.

**Next Scheduled Meetings:** July 11, August 8 and September 12

**Adjourn** – Motion by Gulig, seconded by Herbst, to adjourn meeting at 9:15 a.m.

*Minutes recorded by Kim Buchholz, Administrative Specialist*

07/08/2022  
11:28:54

Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2022 01 TO 2022 12

| ACCOUNTS FOR:                        | ORIGINAL | TRANFRS/   | REVISED     | ACTUALS     | ENCUMBRANCES | AVAILABLE   | PCT    |
|--------------------------------------|----------|------------|-------------|-------------|--------------|-------------|--------|
| 100 General Fund                     | APPROP   | ADJSTMTS   | BUDGET      |             |              | BUDGET      | USED   |
| <b>13301 UW Extension</b>            |          |            |             |             |              |             |        |
| 13301 411100 General Property Taxes  | -256,116 | .00        | -256,115.67 | -128,057.82 |              | -128,057.85 | 50.0%  |
| 13301 451002 Private Party Photocopy | 0        | .00        | .00         | -5.45       |              | 5.45        | .0%    |
| 13301 451100 Misc. Billed            | -3,000   | .00        | -3,000.00   | -196.90     |              | -2,803.10   | 6.6%   |
| 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  | -2,446.66   |              | -8,553.34   | 22.2%  |
| 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  | 40,126.50   |              | 65,443.83   | 38.0%  |
| 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    | 3,069.70    |              | 5,036.39    | 37.9%  |
| 13301 512142 Retirement (Employer)   | 6,283    | .00        | 6,283.03    | 2,608.23    |              | 3,674.80    | 41.5%  |
| 13301 512145 Life Insurance          | 20       | .00        | 19.80       | 8.45        |              | 11.35       | 42.7%  |
| 13301 512173 Dental Insurance        | 2,208    | .00        | 2,208.00    | 1,104.00    |              | 1,104.00    | 50.0%  |
| 13301 521258 Computer Maintenance    | 500      | .00        | 500.00      | 500.00      |              | .00         | 100.0% |
| 13301 529299 Purchase Care & Service | 94,394   | .00        | 94,394.00   | 32,215.75   |              | 62,178.25   | 34.1%  |
| 13301 531298 United Parcel Service   | 50       | .00        | 50.00       | 32.85       |              | 17.15       | 65.7%  |
| 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    | 20.86       |              | 3,979.14    | .5%    |
| 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      | 99.92       |              | 400.08      | 20.0%  |
| 13301 531326 Advertising             | 500      | .00        | 500.00      | .00         |              | 500.00      | .0%    |
| 13301 531348 Educational Supplies    | 4,000    | .00        | 4,000.00    | 1,264.29    |              | 2,735.71    | 31.6%  |
| 13301 532325 Registration            | 1,000    | .00        | 1,000.00    | .00         |              | 1,000.00    | .0%    |
| 13301 532332 Mileage                 | 4,000    | .00        | 4,000.00    | 807.33      |              | 3,192.67    | 20.2%  |
| 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    | 275.37      |              | 1,724.63    | 13.8%  |
| 13301 535242 Maintain Machinery & Eq | 2,900    | .00        | 2,900.00    | 772.56      |              | 2,127.44    | 26.6%  |
| 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    | 1,187.12    |              | 107.88      | 91.7%  |
| 13301 571009 MIS PC Group Allocation | 22,500   | .00        | 22,500.00   | 20,625.00   |              | 1,875.00    | 91.7%  |
| 13301 571010 MIS Systems Grp Alloc(I | 1,769    | .00        | 1,769.00    | 1,621.62    |              | 147.38      | 91.7%  |
| 13301 591519 Other Insurance         | 954      | .00        | 953.81      | 1,026.41    |              | -72.60      | 107.6% |
| 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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07/08/2022  
11:28:57

Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2022 01 TO 2022 12

|             | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | ACTUALS    | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|-------------|--------------------|----------------------|-------------------|------------|--------------|---------------------|-------------|
| GRAND TOTAL | 0                  | .00                  | .00               | -23,294.14 |              | 14,063.14           | .0%         |

07/08/2022  
11:28:56

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 2  
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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:  
100 General Fund

|                    | ORIGINAL<br>APPROP | TRANFRS/<br>ADJSTMTS | REVISED<br>BUDGET | ACTUALS     | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|--------------------|----------------------|-------------------|-------------|--------------|---------------------|-------------|
| TOTAL General Fund | 0                  | .00                  | .00               | -23,294.14  |              | 14,063.14           | .0%         |
| TOTAL REVENUES     | -272,774           | -19,500.00           | -292,273.67       | -130,783.08 |              | -161,490.59         |             |
| TOTAL EXPENSES     | 272,774            | 19,500.00            | 292,273.67        | 107,488.94  |              | 175,553.73          |             |

**AMENDED**  
**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.
  - b. 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 31<sup>st</sup> and September 30<sup>th</sup> 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 \$69,247 for the period of January 1, 2022 through December 31, 2022 as allocated below.

| <b>Positions</b>   | <b>Fee</b> | <b>FTE</b> | <b>Total</b>    |
|--|------------|------------|-----------------|
| 4-H Program Extension Educator<br>prorated to start date of 3/14/2022  | \$43,600   | 1.0        | \$34,517        |
| Regional Crop Extension Educator<br>(shared with 3 counties beginning<br>4/17/2022 and prorated to start date) | \$43,600   | 0.334      | \$10,192        |
| Regional Dairy Extension Educator<br>(shared with 5 counties beginning<br>6/6/2022 and prorated to start date) | \$43,600   | 0.20       | \$4,723         |
| First Educator Discount  |            |            | (\$10,000)      |
| <b>Subtotal</b>  |            |            | <b>\$39,432</b> |
| Communities Extension Educator   | \$25,000   | 0.3        | \$25,000        |
| Agriculture Extension Educator -<br>Horticulture (New addition from July 1 –<br>December 31, 2022)             |            | 0.1        | \$4,815         |
| <b>Final Total</b>   |            |            | <b>\$69,247</b> |

- 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 e-mail 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 31<sup>st</sup> and the second half of the total contract by September 30<sup>th</sup>. 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: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
**County Representative** **County Representative**

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
**County Representative** **County Representative**

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Area Extension Director** **County Representative**  
**UW-Madison, Division of Extension**

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Director of Financial Services** **On Behalf of Board of Regents of**  
**UW-Madison, Division of Extension** **The University of Wisconsin System**

**Lisa Krolow**  
FoodWise Coordinator  
**July 2022**

We are in the middle of our 5 week series with Watertown Family Connections at the Watertown Public Library. We have 8 families attending. Maddie and Alicia are working with the children ranging in age from 2 to 10 years old. Lisa is working with the parents and caregivers. The children are learning about fruits and vegetables. The parents are focusing on making meal time family time, including children in the kitchen, food preparation and getting them to try new, healthy foods. Each week we prepare a healthy lunch for the participants. Everyone takes the recipe home with them. Many families are reporting trying the recipe again at home during the week and some are allowing their children to make some changes to make it more appealing for them. One child eliminated corn from a pita and added cucumber. The families are tasting whole grains, hummus and lots of vegetables. The partner is giving our incentives including a \$50 gas card and a family season pass to the local water complex.



Maddie will continue to work with Watertown Family Connection families on a monthly basis. She will attend their playgroup session and help plan a healthy snack for participants. Watertown Family Connection's goal is to have a takeaway message from each play group and on the days that families interact with Maddie, their takeaway will be nutrition! Maddie will interact with families, distribute information and healthy recipes and develop relationships with participants and promote future FoodWise events.

We met with a volunteer from The Bread Basket a food pantry in Watertown. They are housed at the YMCA and serving about 2,100 individuals per month. We will be visiting their site space to explore what services we can offer to their participants. We hope to be signing a Partner Agreement with them and presenting a series of lessons there very soon!