



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, September 12, 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 August 8, 2022
7. Communications
8. Review of 2022 Departmental Budget
9. Review of 2023 Proposed Departmental Budget
10. Discussion on Jefferson County's Extension Participation in ICC
11. Review of 2023 Extension Educators Draft Contract
12. 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), Julie Hill (Horticulture Educator)
13. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: October 10, November 14 and December 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: August 8, 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. Dwayne Morris was absent.

County Board Chair Steve Nass, Steve Chmielewski, Jerry Wilcenski, Jordan Schuler and Kim Buchholz were present in-person.

Area Extension Director Chrissy Wen and Katelyn Broedlow were present via Zoom.

Quorum present.

Certification of Compliance with Open Meetings Law: In compliance.

Public Comment: Steve Nass asked the committee to look into why Jefferson County is the only Extension Office that does not support ICC (Intercounty Coordinating Committee). There are representatives from each respective County as well as state legislators, and Wisconsin Counties Association. Counties come together to discuss common issues/problems and talk through options available. The topic for this month's meeting is rural broadband. Steve Nass has been elected Secretary. Kannard asked that ICC be put on as an agenda item for next month's meeting.

Approval of Agenda: Motion by Herbst, seconded by Gulig to approve the agenda as written. Motion approved.

Approval of University Extension Education Committee Minutes from July 11, 2022: Motion by Foelker, seconded by Gulig, to approve the minutes as printed. Motion passed.

Communications: None

Review of Department Budget: A copy of the to date 2022 budget was emailed to committee members in the agenda packet. Wen stated that the 2022 budget is on target and the 2023 budget has been submitted. She also stated that the invoicing for the regional positions, specifically mileage, will be taking place and committee members will see a credit in that line item. This process was approved by Marc in Finance. No questions on budget.

Discussion of Monthly Educator Reports:

- Steve Chmielewski, Community Educator, provided an oral report from his written report that was distributed to members in the agenda packet. He continues work with the Jefferson County Parks Department in the establishment of a friend group. The process has been put on pause currently to regroup. It is the hope to revisit in the Fall. His work with the Rock River Coalition is finishing up. New initiatives are a Community Economic Analysis Program Application with Wisconsin Economic Development Corporation, a survey for the City of Lake Mills regarding Sandy Beach; and a Poverty Simulation in Jefferson County.
- Lisa Krolow, FoodWise Coordinator, was unable to attend the meeting. FoodWise continues to make connections and work with current partners in Jefferson County. Please reach out to Lisa with any questions regarding the FoodWise program.
- Jordan Schuler, Regional Crops Educator, provided an oral report from her written report which was distributed to committee members in the agenda packet. Schuler continues to attend events, conduct farm visits and make connections throughout her large coverage area of Jefferson, Rock and Walworth counties. She has participated in interviews for

newspaper articles, attended field days, fielded phone calls and emails regarding forage nutrition, pests and more over the past month. She continues to be involved in many professional development activities.

- Jerry Wilcenski, 4-H Educator, provided an oral report. Wilcenski reported that the office survived the Jefferson County Fair. The 4-H Program/Extension Office had a booth. Over 200 4-H youth were surveyed during Fair. Swine is the most popular project. Overall, Wilcenski said that Fair was an enjoyable experience. He also was able to attend the State Livestock Judging competition with the Jefferson County senior and junior teams. The Jefferson County Junior Team won 1st place in the state! Wilcenski also was able to meet Bernie O'Rourke, Extension Youth Livestock Specialist. Last week, he was able to attend State Fair. Jefferson County had goats, dairy and rabbits exhibiting. We are currently gearing up for the Sparks Day Competition on September 15. This is at the Extension Office and is on food products and meat judging. The Extension 4-H Open House is set for September 15. The focus of 4-H is planning for the new year. Chartering, the required annual paperwork is due September 1.

Kannard commented that he heard some positive and some negative feedback regarding Fair and how the non-animal exhibits were displayed by Club this year. He asked Jerry if he had heard anything. Jerry stated that his feedback was that most clubs did not like the set up by club.

- Alison Pfau, Regional Dairy Educator, will be on maternity leave for the next couple of months. She had her baby girl early last week. Congratulations was unable to attend the meeting due to an appointment. Please feel free to contact her with any questions.
- Julie Hill, Horticulture Educator, was unable to attend the meeting.

Next Scheduled Meetings: September 12, October 10, November 14 and December 12

Gulig stated that with the beginning of the school year, he has a class that meets at 9:30 a.m. on Mondays so he will not be able to attend in person. Discussion occurred regarding changing the day of the meeting. Mondays work best for other committee members. Gulig stated he could attend virtually but would be unable to attend in person on Mondays. Decision was to leave the meetings as scheduled.

Adjourn – Motion by Gulig, seconded by Foelker, to adjourn meeting at 9:08 a.m.

Minutes recorded by Kim Buchholz, Administrative Specialist

09/09/2022
12:00:57

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	-170,743.76		-85,371.91	66.7%
13301	451002 Private Party Photocopy	0	.00	.00	-8.45		8.45	.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	58,636.46		46,933.87	55.5%
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	4,485.70		3,620.39	55.3%
13301	512142 Retirement (Employer)	6,283	.00	6,283.03	3,811.37		2,471.66	60.7%
13301	512145 Life Insurance	20	.00	19.80	16.58		3.22	83.7%
13301	512173 Dental Insurance	2,208	.00	2,208.00	1,472.00		736.00	66.7%
13301	521258 Computer Maintenance	500	.00	500.00	500.00		.00	100.0%
13301	529299 Purchase Care & Service	94,394	.00	94,394.00	32,215.75		62,178.25	34.1%
13301	531243 Furniture & Furnishings	0	.00	.00	900.72		-900.72	.0%
13301	531298 United Parcel Service	50	.00	50.00	43.00		7.00	86.0%
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	1,216.28		2,783.72	30.4%
13301	531314 Small Items Of Equipmen	500	.00	500.00	461.99		38.01	92.4%
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	1,983.16		2,016.84	49.6%
13301	532325 Registration	1,000	.00	1,000.00	.00		1,000.00	.0%
13301	532332 Mileage	4,000	.00	4,000.00	2,111.10		1,888.90	52.8%
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	434.25		1,565.75	21.7%
13301	535242 Maintain Machinery & Eq	2,900	.00	2,900.00	1,241.31		1,658.69	42.8%
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	9,231.00		10,269.00	47.3%

09/09/2022
12:00:59

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 699999 Budgetary Fund Balance	0	-19,500.00	-19,500.00	.00		-19,500.00	.0%
TOTAL General Fund	0	.00	.00	-30,091.29		30,091.29	.0%
TOTAL REVENUES	-272,774	-19,500.00	-292,273.67	-173,472.02		-118,801.65	
TOTAL EXPENSES	272,774	19,500.00	292,273.67	143,380.73		148,892.94	

09/09/2022
12:00:59

Jefferson County
FLEXIBLE PERIOD REPORT

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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	-30,091.29		30,091.29	.0%

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
13301	411100	General Property Taxes	-256,115.67	-256,115.67	-274,222.55	7.07
	100 -50-33-00-000-000-33010-000-411100-					
13301	424001 22217	Federal Grants	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-424001-22217					
13301	451002	Private Party Photocopy	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-451002-					
13301	451100	Misc. Billed	-3,000.00	-3,000.00	-3,000.00	.00
	100 -50-33-00-000-000-33010-000-451100-					
13301	457020	Publication Sales	-50.00	-50.00	-50.00	.00
	100 -50-33-00-000-000-33010-000-457020-					
13301	457027	4-H Annual Fees	-11,000.00	-11,000.00	-11,000.00	.00
	100 -50-33-00-000-000-33010-000-457027-					
13301	471100	State Billed	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-471100-					
13301	471120	State Billed-Misc	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-471120-					
13301	471130	State Billed-other	-2,608.00	-2,608.00	-2,608.00	.00
	100 -50-33-00-000-000-33010-000-471130-					
13301	485200	Donations Restricted	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-485200-					
13301	511210	Wages-Regular	105,570.33	105,570.33	114,996.43	8.93
	100 -50-33-00-000-000-33010-000-511210-					
	4-H INTERN		1.00	15,751.01	15,751.01	
	ADMINISTRATIVE ASSIST II - UW		1.00	43,935.10	43,935.10	
	ADMINISTRATIVE SPECIALIST I		1.00	55,310.32	55,310.32	
13301	511210 22101	Wages-Regular	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511210-22101					
13301	511220	Wages-Overtime	42.86	42.86	.00	-100.00
	100 -50-33-00-000-000-33010-000-511220-					
13301	511240	Wages-Temporary	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511240-					
13301	511310	Wages-Sick Leave	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511310-					

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
13301	511320	Wages-Vacation Pay	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511320-					
13301	511330	Wages-Longevity Pay	348.75	348.75	348.75	.00
	100 -50-33-00-000-000-33010-000-511330-					
	ADMINISTRATIVE SPECIALIST I	1.00	348.75	348.75		
13301	511340	Wages-Holiday Pay	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511340-					
13301	511350	Wages-Miscellaneous(Comp)	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511350-					
13301	511380	Wages-Bereavement	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-511380-					
13301	512141	Social Security	8,106.09	8,106.09	8,823.91	8.86
	100 -50-33-00-000-000-33010-000-512141-					
	4-H INTERN	1.00	1,204.95	1,204.95		
	ADMINISTRATIVE ASSIST II - UW	1.00	3,361.04	3,361.04		
	ADMINISTRATIVE SPECIALIST I	1.00	4,257.92	4,257.92		
13301	512141 22101	Social Security	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512141-22101					
13301	512142	Retirement (Employer)	6,283.03	6,283.03	6,772.41	7.79
	100 -50-33-00-000-000-33010-000-512142-					
	ADMINISTRATIVE ASSIST II - UW	1.00	2,987.59	2,987.59		
	ADMINISTRATIVE SPECIALIST I	1.00	3,784.82	3,784.82		
13301	512142 22101	Retirement (Employer)	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512142-22101					
13301	512144	Health Insurance	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512144-					
13301	512144 22101	Health Insurance	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512144-22101					
13301	512145	Life Insurance	19.80	19.80	19.80	.00
	100 -50-33-00-000-000-33010-000-512145-					
	ADMINISTRATIVE ASSIST II - UW	1.00	4.56	4.56		
	ADMINISTRATIVE SPECIALIST I	1.00	15.24	15.24		
13301	512145 22101	Life Insurance	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512145-22101					

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
13301	512147	Education & Training	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512147-					
13301	512150	FSA Contribution	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512150-					
13301	512151	HSA Contribution	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512151-					
13301	512152	Limited FSA Contribution	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512152-					
13301	512153	HRA Contribution	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512153-					
13301	512173	Dental Insurance	2,208.00	2,208.00	2,208.00	.00
	100 -50-33-00-000-000-33010-000-512173-					
		ADMINISTRATIVE SPECIALIST I	1.00	1,104.00	1,104.00	
		ADMINISTRATIVE ASSIST II - UW	1.00	1,104.00	1,104.00	
13301	512173 22101	Dental Insurance	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-512173-22101					
13301	521258	Computer Maintenance	500.00	500.00	500.00	.00
	100 -50-33-00-000-000-33010-000-521258-					
13301	529299	Purchase Care & Services	94,394.00	76,100.00	101,134.25	7.14
	100 -50-33-00-000-000-33010-000-529299-					
13301	531243	Furniture & Furnishings	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-531243-					
13301	531298	United Parcel Service	50.00	50.00	50.00	.00
	100 -50-33-00-000-000-33010-000-531298-					
13301	531303	Computer Equipmt & Software	1,000.00	1,000.00	1,000.00	.00
	100 -50-33-00-000-000-33010-000-531303-					
			4.00	250.00	1,000.00	
13301	531311	Postage & Box Rent	2,608.00	2,608.00	2,608.00	.00
	100 -50-33-00-000-000-33010-000-531311-					
13301	531312	Office Supplies	4,000.00	4,000.00	5,000.00	25.00
	100 -50-33-00-000-000-33010-000-531312-					
13301	531313	Printing & Duplicating	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-531313-					

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
13301	531314	Small Items Of Equipment	500.00	500.00	500.00	.00
	100 -50-33-00-000-000-33010-000-531314-					
13301	531314 22101	Small Items Of Equipment	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-531314-22101					
13301	531314 22217	Small Items Of Equipment	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-531314-22217					
13301	531322	Subscriptions	200.00	200.00	600.00	200.00
	100 -50-33-00-000-000-33010-000-531322-					
	General subscriptions for educators and	3.00	200.00	600.00		
	general office.					
	Local newspaper					
	Agriculture publications					
	Youth publications					
13301	531324	Membership Dues	500.00	500.00	500.00	.00
	100 -50-33-00-000-000-33010-000-531324-					
13301	531325	4H & Extension Bulletins	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-531325-					
13301	531326	Advertising	500.00	500.00	500.00	.00
	100 -50-33-00-000-000-33010-000-531326-					
13301	531348	Educational Supplies	4,000.00	4,000.00	5,000.00	25.00
	100 -50-33-00-000-000-33010-000-531348-					
13301	532325	Registration	1,000.00	1,000.00	1,000.00	.00
	100 -50-33-00-000-000-33010-000-532325-					
	National, Regional, and local	2.00	500.00	1,000.00		
	conference registrations for educators					
	and support staff. Regional educator					
	will share costs with counties within					
	their geography.					
13301	532332	Mileage	4,000.00	4,000.00	8,100.00	102.50
	100 -50-33-00-000-000-33010-000-532332-					
13301	532335	Meals	500.00	500.00	500.00	.00
	100 -50-33-00-000-000-33010-000-532335-					
13301	532336	Lodging	1,000.00	1,000.00	1,000.00	.00
	100 -50-33-00-000-000-33010-000-532336-					
	Conference and/or general travel	4.00	250.00	1,000.00		
	lodging. Regional Educators will share					
	costs with counties within their					
	geography and/or Jefferson County will					
	be reimbursed for a portion of the					
	costs.					
	Attendance at National conferences to expand					

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
		knowledge and outreach,				
13301	532339	Other Travel & Tolls	25.00	25.00	100.00	300.00
	100 -50-33-00-000-000-33010-000-532339-					
13301	533225	Telephone & Fax	2,000.00	2,000.00	2,000.00	.00
	100 -50-33-00-000-000-33010-000-533225-					
13301	533236	Wireless Internet	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-533236-					
13301	535242	Maintain Machinery & Equip	2,900.00	2,900.00	2,900.00	.00
	100 -50-33-00-000-000-33010-000-535242-					
13301	536535	Activity Center Rental	4,000.00	4,000.00	4,000.00	.00
	100 -50-33-00-000-000-33010-000-536535-					
13301	571004	IP Telephony Allocation	1,295.00	1,295.00	1,061.00	-18.07
	100 -50-33-00-000-000-33010-000-571004-					
13301	571005	Duplicating Allocation	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-571005-					
13301	571007	MIS Direct Charges	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-571007-					
13301	571009	MIS PC Group Allocation	22,500.00	22,500.00	16,819.00	-25.25
	100 -50-33-00-000-000-33010-000-571009-					
13301	571010	MIS Systems Grp Alloc(ISIS)	1,769.00	1,769.00	1,508.00	-14.75
	100 -50-33-00-000-000-33010-000-571010-					
13301	591519	Other Insurance	953.81	953.81	1,331.00	39.55
	100 -50-33-00-000-000-33010-000-591519-					
13301	594813	Capital Office Equip	19,500.00	19,500.00	.00	-100.00
	100 -50-33-00-000-000-33010-000-594813-					
13301	594819	Capital Other Equipment	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-594819-					
13301	594950	Operating Reserve	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-594950-					
13301	699700	Resv Applied Operating	.00	.00	.00	.00
	100 -50-33-00-000-000-33010-000-699700-					

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
13301	699999	Budgetary Fund Balance	-19,500.00	-19,500.00	.00	-100.00
	100 -50-33-00-000-000-33010-000-699999-					
13302	457032	Program Public Charges	-700.00	-700.00	-700.00	.00
	100 -50-33-00-000-000-33020-000-457032-					
13302	531348	Educational Supplies	700.00	700.00	700.00	.00
	100 -50-33-00-000-000-33020-000-531348-	general program supplies	7.00	100.00	700.00	
13302	594950	Operating Reserve	988.48	988.48	988.48	.00
	100 -50-33-00-000-000-33020-000-594950-					
13302	699700	Resv Applied Operating	-988.48	-988.48	-988.48	.00
	100 -50-33-00-000-000-33020-000-699700-					
13302	699999	Budgetary Fund Balance	.00	.00	.00	.00
	100 -50-33-00-000-000-33020-000-699999-					
13303	457032	Program Public Charges	-1,000.00	-1,000.00	-1,000.00	.00
	100 -50-33-00-000-000-33030-000-457032-					
13303	485200	Donations Restricted	.00	.00	.00	.00
	100 -50-33-00-000-000-33030-000-485200-					
13303	531313	Printing & Duplicating	.00	.00	.00	.00
	100 -50-33-00-000-000-33030-000-531313-					
13303	531348	Educational Supplies	800.00	800.00	800.00	.00
	100 -50-33-00-000-000-33030-000-531348-					
13303	532335	Meals	200.00	200.00	200.00	.00
	100 -50-33-00-000-000-33030-000-532335-					
13303	594950	Operating Reserve	6,308.54	6,308.54	6,308.54	.00
	100 -50-33-00-000-000-33030-000-594950-					
13303	699700	Resv Applied Operating	-6,308.54	-6,308.54	-6,308.54	.00
	100 -50-33-00-000-000-33030-000-699700-					
13303	699999	Budgetary Fund Balance	.00	.00	.00	.00
	100 -50-33-00-000-000-33030-000-699999-					
13303780457032		Program Public Charges	-500.00	-100.00	-500.00	.00
	100 -50-33-00-000-000-33030-780-457032-					
13303780531348		Educational Supplies	500.00	100.00	300.00	-40.00
	100 -50-33-00-000-000-33030-780-531348-					

FIN COMM BUDGET REQUESTS

BUDGET PROJECTION 2023 2023 Budget

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	FIN COMM	PERCENT CHANGE
13303780594950		Operating Reserve	2,610.67	2,610.67	2,810.67	7.66
100	-50-33-00-000-000-33030-780-594950-					
13303780699700		Resv Applied operating	-2,610.67	-2,610.67	-2,610.67	.00
100	-50-33-00-000-000-33030-780-699700-					
13303780699999		Budgetary Fund Balance	.00	.00	.00	.00
100	-50-33-00-000-000-33030-780-699999-					
13303781457032		Program Public Charges	-800.00	-800.00	-800.00	.00
100	-50-33-00-000-000-33030-781-457032-					
13303781531328		Pesticide Certificates	.00	.00	.00	.00
100	-50-33-00-000-000-33030-781-531328-					
13303781531348		Educational Supplies	800.00	800.00	800.00	.00
100	-50-33-00-000-000-33030-781-531348-					
13303781594950		Operating Reserve	6,214.23	6,214.23	6,214.23	.00
100	-50-33-00-000-000-33030-781-594950-					
13303781699700		Resv Applied Operating	-6,214.23	-6,214.23	-6,214.23	.00
100	-50-33-00-000-000-33030-781-699700-					
13303781699999		Budgetary Fund Balance	.00	.00	.00	.00
100	-50-33-00-000-000-33030-781-699999-					
13303782457032		Program Public Charges	-500.00	-500.00	-500.00	.00
100	-50-33-00-000-000-33030-782-457032-					
13303782531348		Educational Supplies	500.00	500.00	500.00	.00
100	-50-33-00-000-000-33030-782-531348-					
13303782594950		Operating Reserve	4,255.24	4,255.24	4,255.24	.00
100	-50-33-00-000-000-33030-782-594950-					
13303782699700		Resv Applied Operating	-4,255.24	-4,255.24	-4,255.24	.00
100	-50-33-00-000-000-33030-782-699700-					
13303782699999		Budgetary Fund Balance	.00	.00	.00	.00
100	-50-33-00-000-000-33030-782-699999-					
BUDGET CEILING:						
TOTALS:			.00	-18,294.00	.00	.00

** END OF REPORT - Generated by Chrissy Wen **

**Contract Between [NAME] County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between [NAME] 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 including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

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, 2023 through December 31, 2023, 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 3.1.a.** through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in **Section 3.1.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**

3.1 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 \$ for the period of January 1, 2023 through December 31, 2023 as allocated below.

Co-Funded Positions	Fee	FTE	Total
[Enter Position]			
[Enter Position]			
[Enter Position]			
[Enter Position]			
[Enter Position]			
[Enter Position]			
[Enter Position]			
[Enter Position]			
First Educator Discount			(\$10,000)
Subtotal			\$
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
[Enter Position]			
[Add Any Other Fee]			
[Add Any Other Fee]			
Final Total			\$

- 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.

3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.

3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.

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 3.1.a. 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, 2023 through December 31, 2023, Extension shall bill the County for the total amount under Section 3.1.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. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- 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: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
Area Extension Director
UW-Madison, Division of Extension

Date:

By: _____
County Representative

Date:

By: _____
Director of Financial Services
UW-Madison, Division of Extension

Date:

By: _____
On Behalf of Board of Regents of
The University of Wisconsin System

Date:

**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 including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

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, 2023 through December 31, 2023, 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 3.1.a. through the notice period. In addition, if the contract is

cancelled before the end of the term, the discount identified in Section 3.1.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**

3.1 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 \$101,134 for the period of January 1, 2023 through December 31, 2023 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Program Educator	\$44,900	1.0	\$44,900
Agriculture Extension Educator – Regional Dairy	\$44,900	0.2	\$8,980
Agriculture Extension Educator - Regional Crop	\$44,900	0.33	\$14,817
First Educator Discount			(\$10,000)
Subtotal			\$58,697
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
Communities Extension Educator	\$32,907.25	0.3	\$32,907
Horticulture Outreach Specialist	\$9,530.00	0.1	\$9,530
Final Total			\$101,134

- 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.

3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.

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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.

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- c. **Billing.** For the period January 1, 2023 through December 31, 2023, Extension shall bill the County for the total amount under Section 3.1.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.
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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. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- 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.

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Area Extension Director
UW-Madison, Division of Extension

Date:

By: _____
County Representative

Date:

By: _____
Director of Financial Services
UW-Madison, Division of Extension

Date:

By: _____
On Behalf of Board of Regents of
The University of Wisconsin System

Date:



August 2022 AEE Committee Report

Program Planning and Development: Two UW Extension programs I will be involved with are the Badger Crop Connect and The Cutting-Edge Podcast. Badger Crop connect is a webinar series that provides timely crop updates to WI agronomists, crop consultants, and farmers. My primary role will be to help plan topics and line up speakers for the various sessions. The Cutting-Edge Podcast is a podcast created by the emerging crops team with UW Extension that highlights new, alternative, or underutilized crops for WI growers, producers, and consumers. My primary role will be planning episode topics, lining up and facilitating interviews with farmers and specialists, and hosting episodes. Recently, I have planned an episode to highlight mint and will be interviewing a local grower (Jefferson and Rock Counties) about their challenges, successes, and overall experience with mint production. This could be a great opportunity to highlight the crop diversity in Jefferson, Rock, and Walworth counties.

As a part of the emerging crops team, I have been asked to write a plant profile for the Bambara groundnut, of which I have done previous research with. The profile is now on the emerging crops website (www.emergingcropswi.org). I have also been asked to collaborate with the emerging crops outreach specialist on the website and future programming for the emerging crops team.

Professional Development: Participated in a workshop called Field School for Soil Health Educators hosted by the Soil Health Nexus in Waseca, MN. The workshop had a strong emphasis on soil health and soil conservation while demonstrating the uses and applications of various media programming techniques. Attendees were asked to create a short media program, either podcast or video, in small groups and present on the final day of the workshop. This provided program planning resources and the opportunity to experience more video editing. The research shared at the workshop was very interesting in a soil health capacity. Demonstrations with varying tillage equipment provided visual aid and side by side comparison of how each one impacts soil and compaction. There was also ample opportunity to network with various extension professionals all over the Midwest including Purdue and Michigan State University. I look forward to utilizing the information learned at the workshop in my future programming.

Networking and Outreach: There have been several networking opportunities at field days this month. Some of which includes: BASF Agronomy Field Day (Rock County), Glyphosate Resistant Weeds Field day hosted by the Jefferson County Soil Builders, Agronomy and Soils Field day in Arlington, which highlighted ongoing research and resources from UW, and the Sustainability 3.0 Field Day. The Jefferson County Soil Builders field day was a great opportunity to hear from local farmers and their questions, concerns, and interest in herbicide resistance, cover crops, and weed management. The Agronomy and Soils Field Day highlighted research and resources provided by UW regarding climate change, soil health, and weed management. This field day also provided a great opportunity to connect with other Extension colleagues. The Sustainability 3.0 Field Day highlighted Kernza®, a perennial grain crop in the process of development and being researched by Michael Fields Agriculture Institute, and on-farm research conducted by SARE funded independent researcher Jim Stute involving cover crops and soil crusting. I also participated the DATCP grant writing process for the Jefferson County Soil Builders and helping in developing an organizational structure and board of director roles and responsibilities.

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

SEPTEMBER 12, 2022

I. Community Economic Analysis Program Application with WEDC

A statewide effort to engage participation from rural communities with a population between 1,000 and 7,500 in a community economic development strategic planning program. Applicants were either a group of communities, one community or tribal land that fit the rural/population target.

- a) Applications were received from Lake Mills and Cambridge that described their situation and level of commitment
- b) Five community applications were selected by a committee of Extension and WEDC colleagues; press release to go out soon, also in partnership with WEDC

II. City of Lake Mills Sandy Beach Survey

Discussions with Steve Wilke, City Manager and input from Council led to an approved proposal for a community survey with UW River Falls Survey Research Center for general opinions on food service at Sandy Beach with the Council. We are working on a second draft at this time. With Steve Wilke's retirement on 9/8, a new city manager will begin 9/12, and we will then continue applying input for survey instrument design.

The estimated target population of residents 18 and over to engage is 8,386 (Town of Aztalan, City of Lake Mills, Town of Lake Mills and Town of Milford). A sample size of 371 responses is needed to construct estimates with a 5% margin of error and within a 95% confidence interval. To assume a response rate of 17%, the Survey Research Center will invite 2,182 randomly selected residents to participate.

III. Poverty Simulation in Jefferson County

Pre-planning is underway for conducting a Poverty Simulation with Jefferson County nonprofit organizations that serve low-income populations. Current capacity for the program is 60-80 participants with the help of 15-20 additional folks to assist with the roles needed in the simulation.

Planning partners identified include Kathi Cauley, Jefferson County Human Services Department and Roxanne Witte with Economic Development/Thrive. Program planning is expected in the next couple weeks.

A Poverty Simulation provides participants with the opportunity to assume the role of a low-income family member living on a limited budget. The experience is divided into four 15-minute sessions, each representing one week in which you must provide for your family and maintain your home while also navigating additional day to day challenges. At the end of the simulation, groups will debrief on their experience and determine actions they can apply in their work.