



## 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, November 14, 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 October 10, 2022
7. Communications
8. Review of 2022 Departmental Budget
9. Discussion on Jefferson County's Extension Participation in ICC
10. 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)
11. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: December 12, January 9, 2023
12. 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:** October 10, 2022

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

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

Dwayne Morris joined the meeting at 8:35 a.m.

Supervisor Gulig left the meeting at 9:12 a.m.

Area Extension Director Chrissy Wen, Steve Chmielewski, Jerry Wilcenski, Jordan Schuler, Alison Pfau and Kim Buchholz were present in-person.

County Administrator Ben Wehmeier, County Board Supervisor Anthony Gulig, Julie Hill 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 Herbst, seconded by Foelker to approve the agenda as written. Motion approved.

**Approval of University Extension Education Committee Minutes from August 8, 2022:** Motion by Foelker, seconded by Herbst, to approve the minutes as printed. Motion passed.

**Communications:** Wen pointed out the article of the 2022 Local Government Leadership Academy Graduates to committee members that was included in their agenda packet. Wen noted that there are many programs being offered by Extension that are not reflected in the educator's contract.

**Review of Department Budget:** A copy of the to date 2022 budget was emailed to committee members in the agenda packet. Copies were also available at the meeting. Wen stated that the 2022 budget is on target.

**Review of 2023 Proposed Departmental Budget:** Wen and Wehmeier stated that they had nothing to add regarding the 2023 Proposed Departmental Budget at this time. It is being introduced to the County Board at tomorrow's County Board Meeting.

**Discussion on Jefferson County's Extension Participation in ICC:** Wen and Chmielewski reviewed the background history of the ICC committee. They are still in the information gathering discussions and trying to determine Extension's role in this group. Wehmeier stated that Jefferson County is hosting the December 19<sup>th</sup> meeting that will feature our treatment court system. The meeting is at 9 a.m. Discussion followed. Committee agreed to have it remain as an agenda item on future agendas as the discussion continues.

**Review of 2023 Extension Educators Contract:** Committee members received a copy of the contract with the agenda packet. Copies were also available at the meeting. Wen explained that the committee had received the contract at the previous meeting for their review. Wehmeier and Ward have also reviewed the contract. Wen asked if there were any questions.

Morris moved to approve the 2023 Extension Educator's Contract as printed contingent on approval of the 2023 budget approval, seconded by Foelker. Motion approved. Signatures of the committee were obtained after the meeting.

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

- Steve Chmielewski, Community Educator, provided an oral report from his written report that was distributed in the agenda packet. Chmielewski has been in contact with Kristin Silva regarding the Home consortium ARPA Planning. He will continue to be active within the process. Chmielewski's work on the City of Lake Mills Sandy Beach Survey continues; there was a change in City leadership with the retirement of Steve Wilke. It is anticipated that he will receive the second draft to move the project forward this week. Chmielewski stated that he will be working with Amanda Kostman, Walworth County Extension, to host a Poverty Simulation for roughly 80 members of Jefferson County Human Services on Wednesday, November 16 from 1-4 p.m. He invited all committee members to attend this event.
- Lisa Krolow, FoodWise Coordinator, was unable to attend the meeting but provided a written report. Wen provided some brief highlights from the report. Please reach out to Lisa with any questions regarding the FoodWise program.
- Alison Pfau, Regional Dairy Educator, provided an oral report. She recently returned from maternity leave. Pfau continues to meet with various farmers in her 5 counties. Her current focus will be on the development and production of English and Spanish educational videos. The focus will be short, simple educational topics that can be put on various media platforms. She will also be partnering with Fond du Lac County on a Spanish newsletter for Hispanic workers. Pfau is bilingual in Spanish and English.
- Jordan Schuler, Regional Crops Educator, provided an oral report from her written report that was distributed to members in their agenda packet. Schuler will be working with Pfau on the videos mentioned above as well as producing podcasts on various topics through her involvement on the Statewide Emerging Crops Team. She is working with the local Land & Water Departments to provide education on nutrient management plans and their value.
- Jerry Wilcenski, 4-H Educator, provided an oral report. Wilcenski reported that the 4-H Open House held in September was a success with over 100 people in attendance: mainly new families. The 4-H Annual Awards banquet was held at the Fair Park Activity Center. 4-H is currently collecting the club and group annual charter and financial reports for the state. Enrollment for the 2022-23 4-H year is open. Re-enrollments are due by November 1, 2022. Wilcenski continues to work with the Livestock Committee to develop a robust livestock educational program for Jefferson County 4-H youth. The Leader's Association is currently reviewing the Project Grants that were submitted; \$11,000 was requested in grant funding. One new project is the 4-H Crops Test Plot. A leader has stepped forward and donated the use of his land and equipment as well as to lead the project. 4-H members interested will have the opportunity to raise varieties of corn and be able to compare them as well as learn the production/business cycle. Wilcenski will be attending the 4-H National Conference this week that is being held in Madison and hosted by Wisconsin. He also attended the Juntos training. This 4-H initiative focuses on the LatinX community. It is an after-school program. Wilcenski will be working to establish this program in Jefferson County within the next year.
- Julie Hill, Horticulture Educator, highlighted her upcoming programs and dates from her written report. Anyone is invited to attend these webinars. Information is included on her written report on how to register for the various events.

**Next Scheduled Meetings:** November 14, December 12 and January 9, 2023

**Adjourn** – Motion by Herbst, seconded by Foelker, to adjourn meeting at 9:28 a.m.

*Minutes recorded by Kim Buchholz, Administrative Specialist*

11/11/2022  
09:00:58

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 1  
gflfxrpt

FROM 2022 01 TO 2022 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>13301 Uw Extension</b>								
13301	411100	General Property Taxes	-256,116	.00	-256,115.67	-192,086.73	-64,028.94	75.0%
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	77,218.95	28,351.38	73.1%
13301	511220	Wages-Overtime	43	.00	42.86	42.86	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	5,893.74	2,212.35	72.7%
13301	512142	Retirement (Employer)	6,283	.00	6,283.03	5,019.22	1,263.81	79.9%
13301	512144	Health Insurance	0	.00	.00	2,766.96	-2,766.96	.0%
13301	512145	Life Insurance	20	.00	19.80	22.00	-2.20	111.1%
13301	512173	Dental Insurance	2,208	.00	2,208.00	2,024.00	184.00	91.7%
13301	512158	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	57.43	-7.43	114.9%
13301	531303	Computer Equipmt & Soft	1,000	.00	1,000.00	2,337.99	-1,337.99	233.8%
13301	531311	Postage & Box Rent	2,608	.00	2,608.00	475.00	2,133.00	18.2%
13301	531312	Office Supplies	4,000	.00	4,000.00	1,432.52	2,567.48	35.8%
13301	531314	Small Items of Equipmen	500	.00	500.00	178.96	321.04	35.8%
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	5,118.77	-1,118.77	128.0%
13301	532325	Registration	1,000	.00	1,000.00	250.00	750.00	25.0%
13301	532332	Mileage	4,000	.00	4,000.00	2,811.15	1,188.85	70.3%
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	464.93	1,535.07	23.2%
13301	535242	Maintain Machinery & Eq	2,900	.00	2,900.00	2,019.04	880.96	69.6%
13301	536535	Activity Center Rental	4,000	.00	4,000.00	4,000.00	.00	100.0%
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%

11/11/2022  
09:00:59

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
13301 594813	Capital Office Equip	0	19,500.00	19,500.00	9,231.00		10,269.00	47.3%
13301 699999	Budgetary Fund Balance	0	-19,500.00	-19,500.00	.00		-19,500.00	.0%
TOTAL General Fund		0	.00	.00	-15,316.79		15,316.79	.0%
TOTAL REVENUES		-272,774	-19,500.00	-292,273.67	-194,814.99		-97,458.68	
TOTAL EXPENSES		272,774	19,500.00	292,273.67	179,498.20		112,775.47	

11/11/2022  
09:01:00

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	-15,316.79		15,316.79	.0%



### **October 2022 Outreach:**

Planning and developing educational videos highlighting various farming practices and topics such as soil health, weed and pest management, farm worker/farm manager relationships, and diversified cropping systems. For dairy farmers and employees, an emphasis on providing educational videos in Spanish for those working in dairy production to train on proper cow care, nutrition, dairy production processes, and overall strengthen relationships between employee and employer. Planning includes creating storyboards for each intended video, finding locations and farmers to interview, equipment and editing coordination and timeline for posting. A trial video has been filmed and created to better understand the necessary planning and footage needed for successful video production. The content filmed (in July) was regarding dairy cows and heat stress management and can be used for the 2023 season. The objective is to have content to post by spring for the upcoming 2023 growing season.

In a joint effort to network and talk with farmers in the region, Alison and I have been making farm visits every week. We have been meeting with about five farms a week where we introduce ourselves and discuss what UW Extension has to offer the community as well as get feedback regarding what education farms need or want. Many dairy farms have noted needing educational materials for their non-English speaking employees which directly impacts video program planning.

Planning and Development of an upcoming farmer network program in the region where farmers and landowners can come for a Q&A Session with Extension dairy and crops educators as well as talk amongst peers about what went well for them this season. One session will be held in each county in December 2022. This is the first program effort by Alison and I in the region.

Coordinating and hosting my second episode of The Cutting-Edge Podcast with the emerging crops team. The episode highlighted a faculty member at UW Madison who is studying the growth of the Bambara groundnut as an alternative crop for sandy soils in Wisconsin. Primary tasks include coordinating speakers and preparing questions and information for the interview. This episode will be posted on the Extension website at the end of November 2022. Planning and coordination of upcoming podcast topics and episodes is underway.

I have been involved in the planning and development of the soil health winter workshop hosted by Rock River Regenerative Graziers, Jefferson County Soil Builders, and Farmers on the Rock. The workshop will be on December 1<sup>st</sup> from 8:00am – 3:00pm in Whitewater and topics such as cover crops, grazing 101, and soil health will be discussed. The workshop will end with a farmer panel and discussion.

Long term networking and relationship building through attending field days, answering questions, attending agricultural community meetings, and farm visits. These events provide great opportunities to ask informal questions and get a basis for the educational needs in this region.

Recently, I attended the Tri Societies 2022 International annual meeting which was held in Baltimore, MD this year. The meeting is hosted by the American Society of Agronomy, Crop Science Society of America, and Soil Science Society of America. This international meeting was a great opportunity to see upcoming research results from universities all over as well as network with colleagues and Industry professionals.

## **October 2022 Outreach – Alison Pfau, Regional Dairy Educator**

For networking, Jordan and I have been visiting farms every week with the idea to meet farmers, understand the challenges that they are going through, introduce ourselves and discuss the tools that UW Extension offer to the agricultural community, as well as get feedback of what educational information the farmers want to get from Extension. In most of the farm visits are facing some challenges with their Spanish speakers' employees, showing lack communication, poor training, and low labor retention, which show us the necessity of those program videos and other extension resources and how those tools could impact and mitigate those issues.

Planning and Development of an upcoming farmer network program in the region where farmers and landowners can come for a Q&A Session with Extension dairy and crops educators as well as talk amongst peers about what went well for them this season. One session will be held in each county in December 2022. This is the first program effort by Jordan and me in the region.

Planning and developing short educational videos in Spanish and English, emphasizing different dairy farming practices and topics such as calf care, nutrition, dairy production, reproduction, health, farm worker/farm manager relationship and animal welfare. Also, in partnership with the regional crops educator, will be planning videos about soil health, weed and pest management and diversified cropping systems. Those videos will help the communication between employees and managers, due to the knowledge will be shared to everyone in the dairy operation. Planning of those videos includes creating storyboards for each video to be reviewed by the program manager and a specialist in the topic, with the idea to create a video with the most updated information; find locations and farms to interview, equipment and editing coordination and timeline for posting. These videos will be posted on the Extension website, Extension Facebook, and Instagram account at Spring 2023.

Continue the relationship building through the participation of agricultural community meetings, farm visits and field plant representative meetings. These events offer good opportunities to recognize and collect information from informal conversation about the educational needs of the region and strengthen trust-based relationships between the farmers and UW Extension.

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

**November 14, 2022**

I. City of Lake Mills Sandy Beach Survey

A Food Service Survey was finalized and launched in partnership with Drake Daily, City Manager with the Common Council, and contracted through UW-River Falls Survey Research Center. General interest from residents in participating was evident through questions directed to the City Manager and Council Board members as to how they can participate. To increase transparency of the effort an article was written in the Daily Union explaining the benefits of a random sample and how that was generated.

- Survey launched 10/26-plan to close 11/11
- As of 11/10, there were 324 responses - Margin of error is currently less than 5.5% and responses are randomized; therefore, we have higher confidence that the estimates are not biased (completion goal was 371 responses from 2,182 randomly selected residents).
- A second open-source survey is in consideration for additional input and to provide an opportunity for residents who were not selected in the random sample.
- Article about the survey from the Daily Union [https://www.dailyunion.com/news/jefferson\\_county\\_area/sandy-beach-food-service-survey-underway-for-lake-mills-residents/article\\_19098966-3e83-5319-b4d9-abc72eded2b5.html](https://www.dailyunion.com/news/jefferson_county_area/sandy-beach-food-service-survey-underway-for-lake-mills-residents/article_19098966-3e83-5319-b4d9-abc72eded2b5.html)

**Daily Jefferson  
County Union**



[Sandy Beach food service survey underway for Lake Mills residents](#)

The Lake Mills High School's production of Annie opened Nov. 4 with performances all weekend. Annie is based on Harold Gray's popular comic strip Little Orphan Annie, which first appeared in ... [www.dailyunion.com](http://www.dailyunion.com)

II. Poverty Simulation in Jefferson County

The Jefferson County Extension office is planning to facilitate a Poverty Simulation with Jefferson County Human Service staff on Wed. 11/16 at the County Fairgrounds Activity Center. The program will run from 1-4 PM.

The poverty simulation experience is designed to help participants begin to understand what it might be like to live in a typical low-income family trying to survive from month to month. **It is a simulation, not a game.** The object is to sensitize participants to the realities faced by low-income people.

At the end of the simulation, staffers will be asked to comment on the simulation experience. This could include a summary of how the participants reacted to the staffer's role, comments about the participants' ability to cope in the State of Poverty during this "month," previous experiences or special information or facts which the staffer may have that could reinforce the realities of living in poverty, how it feels for the staffer to be "on the other side of the table" during this simulation, and whether or not there was a perceptible change of attitude on the part of the participants during the simulation.



- Planning and organizing for this educational event has brought enthusiasm for the effort.
- Around 20 staffer roles will be filled with additional community partners to support this large-scale educational effort with a strategic role to create the experience. Regional Extension staff will also be helping fill some of the staffer roles.
- Community staffers will have an opportunity to make connections and share updates on programming and initiatives.
- At least 70 Jefferson County Human Services staff will participate in the Poverty Simulation, debrief and then engage in the conversation on improving organizational outcomes by identifying and addressing internal policies and structures.
- A second Poverty Simulation for staff is in consideration for February.

If you are interested in helping deliver this educational effort with Extension, reach out to the office or to Steve Chmielewski at 262-548-7781.