



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, March 13

TIME: 8:30 a.m.

Committee Members: Matt Foelker, Dan Herbst, John Kannard, Dwayne Morris, Mary Roberts

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 February 13, 2023
7. Communications
8. Review of 2023 Departmental Budget
9. Regional Crop Position Update and Discussion
10. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Lisa Krolow (FoodWise), Alison Pfau (Regional Dairy Educator), Jerry Wilcenski (4-H), Julie Hill (Horticulture Educator)
11. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: April 10, May 8, June 12
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: February 13, 2023

Call to Order: Chair Kannard called the meeting to order at 8:33 a.m.

Roll Call: Committee members Matt Foelker, Dan Herbst, John Kannard and Mary Roberts were present. Dwayne Morris attended virtually.

County Administrator Ben Wehmeier, Area Extension Director Chrissy Wen, Alison Pfau, Jerry Wilcenski, Steve Chmielewski, Lisa Krolow and Kim Buchholz were present in-person.

Katelyn Broedlow was present via Zoom.

Certification of Compliance with Open Meetings Law: In compliance.

Public Comment: None

Approval of Agenda: Motion by Herbst, seconded by Foelker, for agenda will stand as presented.

Approval of University Extension Education Committee Minutes from January 9, 2023: Motion by Foelker, seconded by Herbst, to approve the minutes as printed. Motion passed.

Communications: None

Review of 2023 Department Budget: A copy of the approved 2023 budget was emailed to committee members in the agenda packet. Copies were also available at the meeting. Wen stated that the 2023 budget is on target as it is early in the year. There were no questions on the budget.

Technical difficulties from 8:35 to 8:45. Needed to restart the Mondopad and Zoom meeting.

Regional Crop Position Update

Wen stated that Jordan Schuler has resigned from the Regional Crop position for Jefferson, Walworth and Rock counties. Friday, February 10 was her last day in the position. Wen stated that going forward she feels that expectations for the positions need to be clear and the same for each county. Wen asked if there were questions on the position. Questions asked:

- Is the regional model the correct model? Wen stated that we need to support the expectations. Also, the regional model is good in that we aren't losing all of agriculture with the resignation as we still have a dairy and horticulture educator.
- Should we reach out to different ag groups within the County for their input? Wen stated she is wanting County feedback first. Wehmeier stated that the County needs to understand what they can ask for based on the plan of work.
- Is anything within the position mandated? How much of their work do they control? Wen stated that the Plan of Work is based on the needs of the community with State inputs, various committees, etc.

Wen will bring the position description to the next Committee meeting for further discussion and approval.

Wehmeier asked how do we manage the expectations?

Chair Kannard asked that the position discussion be kept on the agenda and for the conversation to continue.

Discussion of Monthly Educator Reports:

Prior to the oral reports, Wen provided the committee with an example of a new report format that the University would like us to utilize. She stated that this was an introduction of the report and asked members to review it and bring back thoughts and comments. Kannard stated that he liked the individual reports and thought this could be supplemental.

- Steve Chmielewski, Community Educator, provided an oral report from his written report that was distributed in the agenda packet.

- Steve attended the Broadband Equity, Access and Deployment (BEAD) planning program for Wisconsin counties. He described the program and then asked the committee if this is something he should continue to dig into. Wehmeier shared that it would be about a \$10,000 allocation for Jefferson County. The County has a Broadband Committee and he has forwarded the information he had received to Joan Fitzgerald, the committee chair. Chmielewski will follow up with Fitzgerald for further discussion.
- Chmielewski continues to build efforts to increase public participation through the Local Government Academy. He is working with the City of Fort Atkinson and hopes to have a program kick-off in late Spring.
- Looking at the City of Waterloo for a community needs assessment.
- Continuing to promote Statewide opportunities being offered to local governments in Jefferson and Waukesha Counties.
- Lisa Krolow, FoodWise Coordinator, provided an oral report from the FoodWise Annual Local Impact Report that was included in the agenda packet sent to committee members. In addition, FoodWise currently has two vacancies for which they are hiring. Interviews are set for Friday for one position and the recruitment for the other position has been extended. We are moving into budget process that includes community assessments. Our budget is presented in May. Roberts asked about homelessness. Short discussion occurred.
- Alison Pfau, Regional Dairy Educator, provided an oral report from her written report that was distributed in the agenda packet. Pfau hosted a “Repro Roadshow” in Jefferson for local veterinarians in her five serviced counties. Attendees appreciated the training and asked for future trainings to be held. On Friday, Pfau will be hosting the annual CAFO meeting that is sponsored by Extension and WI DNR. Currently there are about 60 individuals registered. She continues to make farm visits to meet farmers and network with local ag businesses. Video production needs to be reworked with the resignation of the Crops Educator.
- Jordan Schuler, Regional Crops Educator, included her final written report. Schuler resigned from her position. Her last day in the office was Friday, February 10.
- Jerry Wilcenski, 4-H Educator, provided an oral report. Wilcenski reported that our Meats Judging team did great at the competition. One individual was the top place and the Senior Team tied for 1st place. The team is not eligible to compete in Kansas City. There were 2 Senior team and 1 junior team; 14 youth were involved. Educational programming is going well. Changes have been motivating to youth. Different opportunities are happening such as a Holstein grading session and Sunshine Genetics tour. Youth are able to obtain a whole industry perspective on their livestock projects. The Horse project will be moving into a similar fashion. Wilcenski will be coordinating the Hippology and judging clinic. Project Learning Day is this Saturday, February 18. There are around 60 youth participating.

Wehmeier left the meeting at 9:23 a.m.

- Julie Hill, Horticulture Outreach Specialist, was unable to attend the meeting. She provided a written report that was distributed to members in their agenda packet. Kannard asked Buchholz to make sure that the links for the trainings were shared with the Master Gardeners. Questions can be asked by contacting Hill directly.

Next Scheduled Meetings: March 13, April 10 and May 8, 2023

Adjourn – Motion by Foelker, seconded by Herbst, to adjourn meeting at 9:30 a.m.

Minutes recorded by Kim Buchholz, Administrative Specialist

03/10/2023
10:50:54

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2023 01 TO 2023 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	-274,223	.00	-274,222.55	.00	-274,222.55	.0%
13301	451002	Private Party Photocopy	0	.00	.00	-3.30	3.30	.0%
13301	451100	Misc. Billed	-3,000	.00	-3,000.00	-445.00	-2,555.00	14.8%
13301	457020	Publication Sales	-50	.00	-50.00	.00	-50.00	.0%
13301	457027	4-H Annual Fees	-11,000	.00	-11,000.00	-1,285.00	-9,715.00	11.7%
13301	471130	State Billed-Other	-2,608	.00	-2,608.00	.00	-2,608.00	.0%
13301	511210	Wages-Regular	114,996	.00	114,996.43	16,235.75	98,760.68	14.1%
13301	511330	Wages-Longevity Pay	349	.00	348.75	.00	348.75	.0%
13301	512141	Social Security	8,824	.00	8,823.91	1,179.24	7,644.67	13.4%
13301	512142	Retirement (Employer)	6,772	.00	6,772.41	1,036.04	5,736.37	15.3%
13301	512144	Health Insurance	0	.00	.00	4,195.12	-4,195.12	.0%
13301	512145	Life Insurance	20	.00	19.80	5.42	14.38	27.4%
13301	512173	Dental Insurance	2,208	.00	2,208.00	368.00	1,840.00	16.7%
13301	521258	Computer Maintenance	500	.00	500.00	.00	500.00	.0%
13301	529299	Purchase Care & Service	101,134	.00	101,134.25	.00	101,134.25	.0%
13301	531298	United Parcel Service	50	.00	50.00	.00	50.00	.0%
13301	531303	Computer Equipmt & Soft	1,000	.00	1,000.00	.00	1,000.00	.0%
13301	531311	Postage & Box Rent	2,608	.00	2,608.00	.00	2,608.00	.0%
13301	531312	Office Supplies	5,000	.00	5,000.00	253.00	4,747.00	5.1%
13301	531314	Small Items Of Equipmen	500	.00	500.00	.00	500.00	.0%
13301	531322	Subscriptions	600	.00	600.00	.00	600.00	.0%
13301	531324	Membership Dues	500	.00	500.00	.00	500.00	.0%
13301	531326	Advertising	500	.00	500.00	.00	500.00	.0%
13301	531348	Educational Supplies	5,000	.00	5,000.00	709.41	4,290.59	14.2%
13301	532325	Registration	1,000	.00	1,000.00	.00	1,000.00	.0%
13301	532332	Mileage	8,100	.00	8,100.00	537.13	7,562.87	6.6%
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	100	.00	100.00	.00	100.00	.0%
13301	533225	Telephone & Fax	2,000	.00	2,000.00	69.05	1,930.95	3.5%
13301	535242	Maintain Machinery & Eq	2,900	.00	2,900.00	190.61	2,709.39	6.6%
13301	536535	Activity Center Rental	4,000	.00	4,000.00	.00	4,000.00	.0%
13301	571004	IP Telephony Allocation	1,061	.00	1,061.00	.00	1,061.00	.0%
13301	571009	MIS PC Group Allocation	16,819	.00	16,819.00	.00	16,819.00	.0%
13301	571010	MIS Systems Grp Alloc(I	1,508	.00	1,508.00	.00	1,508.00	.0%
13301	591519	Other Insurance	1,331	.00	1,331.00	.00	1,331.00	.0%
TOTAL General Fund		0	.00	.00	23,045.47		-23,045.47	.0%
TOTAL REVENUES		-290,881	.00	-290,880.55	-1,733.30		-289,147.25	
TOTAL EXPENSES		290,881	.00	290,880.55	24,778.77		266,101.78	

03/10/2023
10:50:55

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	23,045.47		-23,045.47	.0%



Qualifications:

Required:

- Bachelor's degree in a related field of study such as plant science, horticulture, agronomy, plant pathology, or entomology;
- Two or more years relevant professional experience;
- Demonstrated experience with listed job responsibilities;
- Demonstrated ability to communicate effectively;
- Demonstrated ability to effectively work with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.

Preferred:

- Masters degree in a related field of study such as plant science, horticulture, agronomy, plant pathology or entomology;
- Strong interpersonal relationship and problem-solving skills in a team setting;
- Demonstrated experience with building diverse, collaborative partnerships; and
- Demonstrated skills in interpreting, utilizing and applying evidence-based information and research findings;
- Demonstrated ability to write grants and establish partnerships that pool or leverage public and private funds in support of the Institutional mission.

Job Summary:

The Regional Crops Educator for Jefferson, Rock, and Walworth counties is an exciting new position in the UW-Madison Division of Extension, designed to work with field and forage crop producers in counties and across the state to solve production challenges and incorporate new agricultural research findings to improve crop production.

The Regional Crops Educator will work with producers in their service area to identify needs and deliver research-based solutions to help them meet their goals.

This position is a part of the Agriculture Institute's Crops and Soils Program and will focus on:

- Field and forage crop production including variety selection, weed management, disease management, nutrient management, and other general crop management topics
- The Educator will be expected to work with the Program to select one aspect of crop production to develop and maintain expertise that is complementary to other staff and shared across the state.

Standard Summary:

Delivers and assists with planning outreach program activities, strengthens partnerships, ensures adherence to policy, and assists with program administration to promote stable and productive relationships between the university and local community. Strives to expand and ensure access to programs, facilities, and educational services to diverse audiences. May assist with tracking and managing the outreach program budget.

Essential Responsibilities:

- 25% Identifies, promotes, and maintains external partnerships to support the outreach program
- 10% Schedules and secures resources and communicates logistics in support of an outreach program
- 20% Delivers outreach program content and materials to community members
- 10% Researches, develops, and facilitates outreach program content and materials
- 20% Develops and evaluates curriculum and programs and provides recommendations for improvement
- 5% May assist with the monitoring of outreach program budget spending

Unique Responsibilities:

- 10% Communicate plans, activities and achievements to Area Extension Director, Program Managers, partners and relevant



stakeholders

Education:

Preferred
Bachelor's Degree

Additional Information:

Please note that successful applicants are responsible for ensuring their eligibility to work in the United States (i.e. a citizen or national of the United States, a lawful permanent resident, a foreign national authorized to work in the United States without need of employer sponsorship) on or before the effective date of appointment.

How to Apply:

We are eager to learn more about how your experience and passion may align with this position. Please submit a cover letter referring to your related work experience and a resume detailing your educational and professional background. Please keep in mind, applicants need to articulate all required qualifications in their cover letter and/or resume. Applicants who have preferred qualifications should share those too in the cover letter and/or resume. The application reviewers will be relying on written application materials to determine who may advance to preliminary interviews. Please also indicate preferred service area in your cover letter.

We are committed to reducing bias in the recruitment process and utilize a redacted application process, which is the practice of removing personally identifiable information from application materials, before the screening of applicants begins. This may include, but is not limited to, name, gender, age, education, address, dates (such as graduation dates), photos, references, links to personal webpages, supervisor names, and/or citizenship.

Number of individuals supervised: 0



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AGRICULTURE



If it happens on a farm or in a field, the Extension Institute of Agriculture works with you to achieve better results. Our innovative dairy management programs range from genetics to farm and business management. Extension researchers work hand-in-hand with row crop, forage and fresh produce growers to provide best practices for every aspect of the growing phase. We also advise communities on using sustainable practices to create inviting spaces free from invasive species. Our work supports people, communities and businesses.

- A Jefferson regional Confined Animal Feeding Operations (CAFO) Update Meeting, in collaboration with WI Department of Natural Resources (DNR), for WPDES (WI Pollutant Discharge Elimination System) permitted farms, farmers owner/operators, crop and dairy managers, agriculture engineers, crop consultants, agronomists, professional and on-farm nutrient applicators, government agency personnel, and other interested individuals. This effort is designed to discuss and teach individuals the latest research and regulatory updates to improve environmental sustainability and farm business viability by protecting ground and surface water through dairy management, welfare, and feeding efficiency; manure storing and handling; and nutrient management. (Alison Pfau)
- 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 planning videos about soil health, weed and pest management and diversified cropping systems. (Alison Pfau)

COMMUNITY DEVELOPMENT



The Community Economic Development program promotes local economic well-being and quality of life in Wisconsin communities. We work with and support community economic development practitioners and organizations, tribal and governmental entities, and business and nonprofit organizations and help gain access to the information, research, education, and technical assistance necessary to make informed decisions.

- Planning for Local Government Academy in partnership with Fort Atkinson and the community foundation to increase civic participation. (Steve Chmielewski)
- Pre-planning for Town of Koshkonong by analyzing situation for development of park use plan(s) with County Board Supervisor to determine end product of highest value. (Steve Chmielewski)

HEALTH & WELL-BEING



The Extension Institute of Health & Well-Being works to catalyze positive change in Wisconsin families through evidence-based programs focused on nutrition, food security and safety, chronic disease prevention, mental health promotion, and prevention of substance abuse. Rooted in both urban and rural communities, we're working together to help solve the state's most pressing well-being needs and to ensure that all Wisconsinites live stronger, healthier lives.



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- FoodWise is engaging clients at The Bread Basket Food Pantry in Watertown. We are playing Nutrition trivia while individuals wait in line to be served at the pantry. We will distribute literature and healthy recipes. The pantry is providing prizes as an incentive for people to participate. (Lisa Krolow)
- We are recruiting 2 new educators to fill vacant positions. We have interviews scheduled in March. (Lisa Krolow)
- Spring is budget time for FoodWise. We will be developing our FY24 plan and budget during March and April. (Lisa Krolow)
- FoodWise participated in a Block Party with Watertown Family Connections at the Watertown Public Library. UW Extension contributed a Block Party Kit for this event. UW Extension uses blocks to teach parents and caregivers of young children how block play can be a fun and educational learning experience. To keep in the building theme, FoodWise built fruit kabobs with the participants for a snack. We distributed information about the importance of eating fruit. (Lisa Krolow)



HORTICULTURE



The UW-Madison's Extension Horticulture Program provide research-based horticulture information to Wisconsinites so they can make gardening decisions that keep their plants healthy while protecting the environment. We provide research- and evidence-based horticulture management education, resources and decision-making tools to home gardeners and commercial horticulture practitioners.

- An online webinar for consumer horticulture audiences across the state where participants learned about how to save seeds from their vegetable garden, including plant life cycles, cross pollination, and crops that home gardeners can grow for seed saving. (Julie Hill)
- An online webinar for consumer horticulture audiences across the state where participants learned about growing requirements for indoor plants, including how water and humidity can impact plant health and how to manage common indoor pests. (Julie Hill)
- Planning and development of the optional Lab component of the fall 2023 Foundations in Gardening online course that will provide an opportunity for course participants to dig deeper into important horticulture concepts and apply what they learn through interactive activities. (Julie Hill)
- A yearlong activity/service for residents of Jefferson County to provide research based reliable information to their horticulture questions. The goal of this effort is to educate individuals of Jefferson County so they can implement best practices in their landscapes that will positively affect the environment and their communities. (Julie Hill)
- A community of practice for horticulture educators where we explore strategies and resources to expand horticulture education and outreach to underrepresented audiences. The goal of participating in this group is to



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dig into ways we can locally continue to grow and enhance our horticulture programs to reach more diverse audiences. (Julie Hill)

- Planning for the creation of a repository of existing horticultural resources in multiple languages for home/community gardeners of all abilities. The goal of this effort is to make this repository accessible on the Horticulture Topic Hub. (Julie Hill)
- Planning statewide and local activities for consumer audiences (home gardeners) for National Pollinator Week in collaboration with local, regional and state partners. This effort is designed to increase knowledge and awareness of pollinators, pollinator habitat, and adopt practices that increase habitat and mitigate pollinator decline. (Julie Hill)
- Developing informal learning communities utilizing the Horticulture Program's social media for all Wisconsin gardeners, including underserved populations. The goal of this effort is to provide accurate, practical and up-to-date information to the public primarily through the topic hub in order to bolster educational outreach efforts in support of addressing the Horticulture Program objectives. (Julie Hill)
- Planning for a statewide webinar series for consumer horticulture audiences where participants learn best horticultural practices to mitigate pollinator decline and climate change, decrease environmental contamination and pollution, and grow healthy plants for sustainable gardens and communities. The goal of this effort is to increase adoption of best horticultural practices addressing environmental issues in Wisconsin. (Julie Hill)

Positive Youth Development



The UW-Madison's Extension Horticulture Program provide research-based horticulture information to Wisconsinites so they can make gardening decisions that keep their plants healthy while protecting the environment. We provide research- and evidence-based horticulture management education, resources and decision-making tools to home gardeners and commercial horticulture practitioners.

- A county wide project learning course for 4-H members, where youth can learn about traditional arts, food and cultures across the globe. Youth complete various traditional arts and create various foods from each region explored. (Jerry Wilcenski)
- Dairy science educational county wide programming focused on youth Spark and expanding understanding of the whole dairy industry in Jefferson County. The goal of this effort is to provide opportunities for youth who do not live on farms to learn about and work hands-on at dairy farms as well as learn about industry career paths. (Jerry Wilcenski)
- A five month program for grades 5k-2nd, where Cloverbuds complete hands on projects. This effort is designed to introduce Cloverbuds to the variety of projects they can participate in when they become regular 4-H members. (Jerry Wilcenski)
- A county wide project learning day for 4-H meat animal project members, where youth can build on livestock feeding and care skills. This effort is designed to assist all youth troubleshoot livestock care problems, develop a plan of work for their projects, and build on livestock handling skills. (Jerry Wilcenski)
- A county wide project learning course for 4-H livestock project members, where youth can build on livestock feeding and care skills. This effort is designed to assist all youth troubleshoot livestock care problems, develop a plan of work for their projects, and learn about food safety and quality. (Jerry Wilcenski)
- County wide project learning day workshops that offers hands on learning to introduce youth to new activities and to increase engagement for topics youth show a passion for while learning about the wide variety of programs 4-H offers. (Jerry Wilcenski)



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We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

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