



## 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, April 10, 2023

**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 March 13, 2023
7. Communications
8. Review of 2023 Departmental Budget
9. Discussion on the 2024 Educator Contract and the Regional Crops Educator Position
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: 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 accommodation 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:** March 13, 2023

**Call to Order:** Chair Kannard called the meeting to order at 8:40 a.m.

**Roll Call:** Committee members John Kannard and Dwayne Morris were present in person. Dan Herbst and Mary Roberts attended virtually. Matt Foelker was excused.

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:** Approved as presented; may rearrange depending on when people arrive.

**Approval of University Extension Education Committee Minutes from February 13, 2023:** Motion by Herbst, seconded by Morris, to approve the minutes as printed. Motion passed.

**Communications:** None

**Review of 2023 Department Budget:** A copy of the to date 2023 budget was emailed to committee members in the agenda packet. Copies were also available at the meeting. No questions were asked.

**Regional Crop Position Update and Discussion – Moved to after Educator Reporters.**

**Discussion of Monthly Educator Reports:**

- Steve Chmielewski, Community Educator, provided an oral report from his written report.
  - Planning for Local Government Academy in partnership with Fort Atkinson and the community foundation to increase civic participation. They currently have 5 dates planned.
  - Steve is working with County Board Supervisor/Town Council Member Welt Christensen and the Town of Koshkonong on park use planning for 1 or 2 parts.

*Chrissy Wen joined the meeting at 8:45 a.m.*

*Alison Pfau joined the meeting at 8:47 a.m.*

- Chmielewski continues to work with the City of Whitewater on updating their strategic plan. They have a condensed version planned which kicked off last week with a community listening session where 35 individuals attended. Then last Wednesday Department Heads met to kick off their planning sessions.
- Lisa Krolow, FoodWise Coordinator, provided an oral report from her written report.
  - Working with the Bread Basket in Watertown. They are engaging clients through indirect education with playing Nutrition trivia while they wait in line to be served at the pantry. The Bread Basket is providing prizes to encourage participation. The goal is to provide a series of lessons with consumers.
  - Final interviews for the two open positions are scheduled for tomorrow.
  - The annual budget is currently being developed. There are nine schools within Jefferson County that qualify for FoodWise services; all of Watertown except the High School, two schools in Fort Atkinson and one school in Jefferson.
  - Gearing up for work with local farmer markets this summer. The hope is to expand the services offered at Farmers Markets this year; some markets were not offering SNAP benefits last year.
  - Participated in a Block Party with Watertown Family Connections at the Watertown Library. FoodWise provided a healthy snack of building fruit kabobs with the participants.

- Morris encouraged Krolow to reach out to the Watertown Greater Community Foundation, Tina Crave, to inform her of the FoodWise programming and establishing a relationship.
- Alison Pfau, Regional Dairy Educator, provided an oral report from her written report that was distributed in the agenda packet.
  - Jefferson hosted the regional Confined Animal Feeding Operations (CAFO) Update meeting in collaboration with WI DNR. About 60 people attended the well-received event. Will look to host a meeting again next year.
  - Planning and developing short educational videos in Spanish and English on various aspects of dairy farming. Video taping will start at the end of March. Morris encouraged Pfau to share the links with committee members when completed.
  - Working with MATC to develop a certification program for dairy/Spanish.
  - Asked to join the SMART Climate team – Pfau will be providing input on feed additives and how to mitigate the green house gases.
- Jerry Wilcenski, 4-H Educator, was unable to attend the meeting. His report is included in the agenda packet.
- Julie Hill, Horticulture Outreach Specialist, provided an oral report from the written report.
  - Horticulture questions are starting to come into the office. The Extension website also has a link where individuals can ask gardening questions and then those questions are forwarded to local educators.

*Wehmeier joined the meeting at 9:00 a.m.*

- Hill hosted a spongy moth, formerly known as gypsy moth, webinar last week. The spongy moth was very prevalent last year and caused a lot of concern for homeowners.
- Hill is planning for summer education, especially Pollinator Week.
- Hill is working with a new partner, the Gathering Place, senior activity center, to develop programming for their members.

**Regional Crops Position Update and Discussion:** Committee members received a copy of the job description in their agenda packet. Wen stated that the focus of the position is on education. The position geographically covers Jefferson, Rock and Walworth counties. Discussion occurred around growing pains with the previous educator in transitioning to the regional concept. Wen explained the Extension organizational chart on who the positions report to for supervisor and programming needs. Discussion occurred. Kannard and Wehmeier both agreed that it comes down to how do we (Jefferson County) make sure we are receiving a quality product (from this position). Wen suggested that she provide an organizational chart. Kannard stated that additional conversations will be needed.

*Steve Nass joined the meeting at 9:16 a.m.*

**Next Scheduled Meetings:** April 10 and May 8, 2023

**Adjourn** – Motion by Morris, seconded by Kannard, to adjourn meeting at 9:18 a.m.

*Minutes recorded by Kim Buchholz, Administrative Specialist*

04/06/2023  
09:07:50

Jefferson County  
FLEXIBLE PERIOD REPORT

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FROM 2023 01 TO 2023 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<b>13301 Uw Extension</b>							
13301 411100 General Property Taxes	-274,223	.00	-274,222.55	-68,555.64		-205,666.91	25.0%
13301 451002 Private Party Photocopy	0	.00	.00	-3.30		3.30	.0%
13301 451100 Misc. Billed	-3,000	.00	-3,000.00	-475.00		-2,525.00	15.8%
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	24,353.63		90,642.80	21.2%
13301 511330 Wages-Longevity Pay	349	.00	348.75	.00		348.75	.0%
13301 512141 Social Security	8,824	.00	8,823.91	1,768.86		7,055.05	20.0%
13301 512142 Retirement (Employer)	6,772	.00	6,772.41	1,554.06		5,218.35	22.9%
13301 512144 Health Insurance	0	.00	.00	6,292.68		-6,292.68	.0%
13301 512145 Life Insurance	20	.00	19.80	8.13		11.67	41.1%
13301 512173 Dental Insurance	2,208	.00	2,208.00	552.00		1,656.00	25.0%
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	16.80		33.20	33.6%
13301 531303 Computer Equipmt & Soft	1,000	.00	1,000.00	738.69		261.31	73.9%
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	365.30		4,634.70	7.3%
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	962.45		4,037.55	19.2%
13301 532325 Registration	1,000	.00	1,000.00	.00		1,000.00	.0%
13301 532332 Mileage	8,100	.00	8,100.00	1,257.63		6,842.37	15.5%
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	104.96		1,895.04	5.2%
13301 535242 Maintain Machinery & Eq	2,900	.00	2,900.00	557.24		2,342.76	19.2%
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	265.26		795.74	25.0%
13301 571009 MIS PC Group Allocation	16,819	.00	16,819.00	4,204.74		12,614.26	25.0%
13301 571010 MIS Systems Grp Alloc(I	1,508	.00	1,508.00	377.01		1,130.99	25.0%
13301 591519 Other Insurance	1,331	.00	1,331.00	298.11		1,032.89	22.4%
13301 594813 Capital Office Equip	0	8,000.00	8,000.00	.00		8,000.00	.0%
13301 699999 Budgetary Fund Balance	0	-8,000.00	-8,000.00	.00		-8,000.00	.0%

04/06/2023  
09:07:54

Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2023 01 TO 2023 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>TOTAL General Fund</b>		0	.00	.00	-26,641.39		26,641.39	.0%
	TOTAL REVENUES	-290,881	-8,000.00	-298,880.55	-70,318.94		-228,561.61	
	TOTAL EXPENSES	290,881	8,000.00	298,880.55	43,677.55		255,203.00	

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09:07:56

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	-26,641.39		26,641.39	.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**





## 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.*

- 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)
- Collaborate as a member of the cross-program grazing. This program group has aimed to identify areas of programming that intersect with other agriculture programs to help current grazers to improve grazing management, work with crop farmers to integrate livestock to build soil health, increase the adoption of grazing dairy heifers and collaborate and help transition farmers to started managed grazing activities. (Alison Pfau)
- Collaborate as a member of the cross-program climate work. This program group has aimed to identify areas of programming that intersect with other agriculture programs to create programming about important topics such as carbon credits (Farmers have questions and need decision making support), understanding climate science, legal risk, responding to climate change impacts (new pests, water management, business resiliency), and practices to reduce climate impacts (dairy opportunities). (Alison Pfau)
- Create a short training course in collaboration with the UW-Farm and Industry Short Course. This course will have a bilingual curriculum made up of topical training on technical dairy production topics. Each training covers physiology and the practical application. (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.*

- Facilitated meeting with Community Partners of Jefferson County and Greater Jefferson County Economic Development Director to clarify employment challenges and determine strategies to more efficiently connect potential workforce with employers. (Steve Chmielewski)
- 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.*

## 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 in-person presentation for consumer horticulture audiences where participants learned about pollinators and their habitats and gardening strategies to improve habitat availability. The goal of this activity is to mitigate pollinator decline by increased use of gardening practices that increase pollinator habitat and reduce use of horticulture chemicals. (Julie Hill)
- An online webinar for consumer horticulture audiences across the state where participants learned about spongy moth impacts and a variety of management options to reduce damage from spongy moths for urban and wooded residential properties. The goal of this effort is for landowners to utilize the proper option when dealing with spongy moths, reducing the overuse of horticulture chemicals and to maintain the health of their trees. (Julie Hill)
- An in-person presentation for consumer horticulture audiences where participants learned about proper horticulture practices to encourage bird visitors. The goal of this program is to reduce environmental contamination from overuse of horticulture chemicals and to improve habitat availability. (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 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 horse and pony project members, where youth can build on horse knowledge and care skills. This effort is designed to create a greater knowledge base in equine vet sciences, color genetics, breed standards, equine nutrition and care. (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 why 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 trouble shoot 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 trouble shoot livestock care problems, develop a plan of work for their projects, and learn about food safety and quality. (Jerry Wilcenski)



**Extension**

UNIVERSITY OF WISCONSIN-MADISON

## March 2023 Report



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

**Steven Chmielewski**

*Community Development  
Educator*

262-548-7781

steven.chmielewski@wisc.edu

**Julie Hill**

*Horticulture Outreach  
Specialist*

262-741-4958

julie.hill@wisc.edu

**Lisa Krolow**

*FoodWise Program Coordinator*

262-741-4957

lisa.krolow@wisc.edu

**Alison Pfau**

*Regional Dairy Educator*

920-674-7298

alison.pfau@wisc.edu

**Vacant**

*Regional Crops Educator*

**Chrissy Wen**

*Area Extension Director*

262-741-4951

christine.wen@wisc.edu

**Jerry Wilcenski**

*4-H Program Educator*

920-674-7299

jerry.wilcenski@wisc.edu

**Katelyn Broedlow**

*Administrative Assistant*

920-674-7440

kbroedlow@jeffersoncountywi.gov

**Kim Buchholz**

*Administrative Specialist*

920-674-7297

kimb@jeffersoncountywi.gov