



Extension

UNIVERSITY OF WISCONSIN-MADISON

**Extension Education Committee Agenda  
Videoconference (See link at bottom of agenda)  
OR  
Jefferson County Extension Office  
864 Collins Road, Jefferson, WI 53549**

**DATE:** Monday, July 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 June 12, 2023
7. Communications
8. Review of 2023 Departmental Budget
9. Update on Regional Crops Educator Position
10. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Alison Pfau (Regional Dairy Educator), Jerry Wilcenski (4-H), Julie Hill (Horticulture Educator), Lisa Krolow (FoodWise)
11. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: August 14, September 11
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:** June 12, 2023

**Call to Order:** Chair Kannard called the meeting to order at 8:32 a.m.

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

Alison Pfau, Jerry Wilcenski, Christine Wen (Area Director) and Kim Buchholz were present in-person.

Steve Chmielewski, Julie Hill and Katelyn Broedlow were present via Zoom.

**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 printed. Motion passed.

**Approval of University Extension Education Committee Minutes from May 8, 2023:** Motion by Foelker, seconded by Herbst, to approve the minutes as printed. Motion passed.

**Communications:** Wen shared hard copies of "Extension Strategic Planning Process Report for External Partners" that she shared electronically previously with members. She explained that this is a progress report of what has been identified statewide through the initial stages of the strategic planning process.

**Review of 2023 Departmental Budget:**

Committee members received a printout of the current budget. No updates to report.

**Update on Regional Crops Educator Position:**

Wen stated that the Regional Crops Educator position closed last week. Wen explained the interview process and asked if the committee members would like to participate in the process. Kannard stated that he would like to participate. Wen will send him the tentative timeline/dates.

**Update on 4-H Summer Assistant**

Wilcenski reported that an assistant has been hired with the hope that she will start this week. Her name is Hanna Brattlie. Hanna will attend next month's meeting to meet the committee.

**Discussion of Monthly Educator Reports:**

Committee members received the Extension May 2023 written report in their agenda packets.

Chrissy Wen, Extension Area Director, gave a brief oral report for FoodWise in the absence of the Coordinator. A new FoodWise educator has been hired; she started today. She is bilingual and her home office will be Walworth County but will cover both Jefferson and Walworth Counties.

Steve Chmielewski, Community Development Educator, provided an oral report to the committee.

- Continuing to work with the City of Fort Atkinson with their Local Government Academy to increase civic participation in local government. There are 13 residents enrolled in the five-session series which starts July 25 and runs through September 12.
- The City of Watertown has decided to offer a Local Government Academy. They will kick off theirs in January 2024.
- Work continues with the City of Jefferson Chamber of Commerce Board of Directors on a strategic plan. They are currently in the pre-plan/data gathering phase which will continue through summer. The four-session series with the board will kick off in September.
- The Friends group of the Jefferson County Parks Department has regained momentum. They are looking at to get it up and running by the end of summer.

Alison Pfau, Regional Dairy Educator, provided an oral report for the committee.

- She has been writing dairy articles for publication due to this time of year being very busy for farmers.
- She has had 10 farms agree to participate in her Alternative Forages research project (cover crops) to understand why producers are using them and what is the nutritional value of these crops. She is currently collecting samples from the locations.
- She attended an animal nutrition course in New York for professional development.
- She shared one of her videos on calf-care & comfort to the committee. Very well done and informative. Committee feedback was very positive.

Jerry Wilcenski, 4-H educator, provided an oral report for the committee.

- 14 youth participated in the Livestock Judging contest in Wood County this past week. All our teams qualified for the State Competition which will take place on July 24.
- The Jefferson County Meats Judging Team has qualified for nationals in Kansas in October.
- The Dairy Project hosted their Dairy Project Learning Days on June 10 and 11. It was a successful 2-day event that offered great educational opportunities for youth.
- The Dairy Committee also hosted a Dairy Tour where youth and parents were able to visit four dairy locations within the County and see various aspects of modern dairy operations. Many of the participants were new to dairy. Was a good experience for all who attended.
- This Friday is Cloverbud Day Camp that will be held at our office. An additional Cloverbud Day Camp will be held in August.
- There will be one 4-H Club turning into a SPIN Club which will focus on Career Readiness.
- Wilcenski is working on developing his plan of work.

Julie Hill, Horticulture Educator, provided an oral report for the committee.

- Julie is answering many horticulture questions on random topics for Rock, Walworth and Jefferson Counties.
- She provided a Garden Talk this past Friday.
- Next week is Pollinator Week. There are many educational opportunities being offered. All educational opportunities are free but must pre-register. On Wednesday, Julie will be presenting at the Jefferson Library.

**Next Scheduled Meetings:** July 10, August 14 and September 11, 2023

**Adjourn** – Motion by Foelker, seconded by Herbst, to adjourn meeting at 9:11 a.m.

*Minutes recorded by Kim Buchholz, Administrative Specialist*

07/07/2023  
08:27:29

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 1  
glflxrpt

FROM 2023 01 TO 2023 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
<b>13301 UW Extension</b>							
13301 411100 General Property Taxes	-274,223	.00	-274,222.55	-137,111.28		-137,111.27	50.0%
13301 451002 Private Party Photocopy	0	.00	.00	-10.30		10.30	.0%
13301 451100 Misc. Billed	-3,000	.00	-3,000.00	-495.00		-2,505.00	16.5%
13301 457020 Publication Sales	-50	.00	-50.00	-28.50		-21.50	57.0%
13301 457027 4-H Annual Fees	-11,000	.00	-11,000.00	-1,585.00		-9,415.00	14.4%
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	48,457.25		66,539.18	42.1%
13301 511240 Wages-Temporary	0	.00	.00	120.00		-120.00	.0%
13301 511330 Wages-Longevity Pay	349	.00	348.75	.00		348.75	.0%
13301 512141 Social Security	8,824	.00	8,823.91	3,534.59		5,289.32	40.1%
13301 512142 Retirement (Employer)	6,772	.00	6,772.41	3,108.12		3,664.29	45.9%
13301 512144 Health Insurance	0	.00	.00	11,536.58		-11,536.58	.0%
13301 512145 Life Insurance	20	.00	19.80	13.61		6.19	68.7%
13301 512173 Dental Insurance	2,208	.00	2,208.00	1,104.00		1,104.00	50.0%
13301 521258 Computer Maintenance	500	.00	500.00	.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	46.24		3.76	92.5%
13301 531303 Computer Equipmt & Soft	1,000	.00	1,000.00	4,477.22		-3,477.22	447.7%
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	878.96		4,121.04	17.6%
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	81.19		418.81	16.2%
13301 531326 Advertising	500	.00	500.00	.00		500.00	.0%
13301 531348 Educational Supplies	5,000	.00	5,000.00	1,891.55		3,108.45	37.8%
13301 532325 Registration	1,000	.00	1,000.00	.00		1,000.00	.0%
13301 532332 Mileage	8,100	.00	8,100.00	2,947.55		5,152.45	36.4%
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	78.92		1,921.08	3.9%
13301 535242 Maintain Machinery & Eq	2,900	.00	2,900.00	1,512.66		1,387.34	52.2%
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	530.52		530.48	50.0%
13301 571009 MIS PC Group Allocation	16,819	.00	16,819.00	8,409.48		8,409.52	50.0%
13301 571010 MIS Systems Grp Alloc(I	1,508	.00	1,508.00	754.02		753.98	50.0%
13301 591519 Other Insurance	1,331	.00	1,331.00	596.22		734.78	44.8%
13301 594813 Capital Office Equip	0	8,000.00	8,000.00	.00		8,000.00	.0%

07/07/2023  
08:27:30

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 2  
glflxrpt

FROM 2023 01 TO 2023 12

ACCOUNTS FOR: 100	General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13301 699999	Budgetary Fund Balance	0	-8,000.00	-8,000.00	.00		-8,000.00	.0%
	TOTAL General Fund	0	.00	.00	-49,151.40		49,151.40	.0%
	TOTAL REVENUES	-290,881	-8,000.00	-298,880.55	-139,230.08		-159,650.47	
	TOTAL EXPENSES	290,881	8,000.00	298,880.55	90,078.68		208,801.87	

07/07/2023  
08:27:31

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 3  
glflxrpt

FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	.00	.00	-49,151.40		49,151.40	.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 development of a carbon conference for dairy owners and managers, consultants, engineers, and agribusiness professionals in collaboration with Iowa State University Extension, University of Minnesota Extension, and University of Illinois Extension. The goal of this effort is to teach individuals best management practices to reduce or mitigate greenhouse gas emissions and how to enter, navigate, and discuss carbon markets to address dairy production management, thus improving farm business management viability and environmental sustainability. (Alison Pfau)
- The University of Wisconsin Madison Division of Extension is developing a research project involving alternative forages. The goal of this research is to answer the farmer questions about the use and feeding guidelines, and also get a better understand the economic implications of planting and harvesting these alternatives forages (Alison Pfau)
- An article written for the Dairy Topic Hub for dairy farmers and consultants explaining the importance of the colostrum after calving. The goal of this effort is to provide readers with a base level understanding of the importance of feeding colostrum to newborn calves in the first hours of birth and the positive effects of the colostrum over the calf health. (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.*

- Pre-planning and needs assessment conducted for the Jefferson Chamber of Commerce with Executive director to determine need and readiness/commitment level of stakeholders to initiate a strategic planning process. (Steve Chmielewski)
- Planning with Fort Atkinson to assess resident learning needs, develop program goals and customize content for development and promotion of their first Local Government Academy which included the successful development of a grant proposal to sponsor program material expenses. (Steve Chmielewski)



# June 2023 Report

## 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.*

- 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)
- 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



## June 2023 Report

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 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)





## June 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

kbroadlow@jeffersoncountywi.gov

**Kim Buchholz**

*Administrative Specialist*

920-674-7297

kimb@jeffersoncountywi.gov