



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 13, 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 October 9, 2023
7. Communications
8. Review of 2023 Departmental Budget
9. Review of 2024 Departmental Budget
10. Discussion and Possible Approval of 2024 Educator Contract and consideration of multi-year contract option
11. Discussion on Committee meeting time and date (per email received)
12. 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), Josh Kamps (Regional Crop Educator)
13. Possible Items of Discussion/Agenda Items for Upcoming Meetings
14. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: November 13, December 11
15. 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: October 9, 2023

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

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

Christine Wen (Area Director), Alison Pfau, Jerry Wilcenski, Josh Kamps and Kim Buchholz were present in-person. Steve Chmielewski was present via Zoom.

Lisa Krolow and Julie Hill were absent.

Certification of Compliance with Open Meetings Law: In compliance.

Public Comment: None

Approval of Agenda: Motion by Foelker, seconded by Morris to approve the agenda as printed. Motion passed.

Approval of University Extension Education Committee Minutes from September 11, 2023: Motion by Foelker, seconded by Morris, to approve the minutes as printed. Motion passed.

Communications: Wen highlighted for the committee the Local Government Leadership Academy news release that was included in the meeting packet.

Review of 2023 Departmental Budget: Committee members received a printout of the current budget. Wen stated that the budget is on target.

Review of the 2024 Departmental Budget: Committee members received a printout of the 2024 departmental budget for their review. Wen stated that the budget is very similar to 2023. She noted that mileage was decreased because now the agricultural educator mileage is being covered through the Ag Institute. A 3% increase in personnel costs. The budget was approved by the Finance Committee.

Discussion of Monthly Educator Reports:

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

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

- The Fort Atkinson Local Government Academy has wrapped up. On September 22 and 28 there were testimonials published in Fort online as well as the Daily Union. Survey shows an increase in participation.
- City of Jefferson Chamber of Commerce Board of Directors strategic planning process session 3 is being held tomorrow. The survey they distributed received 74 out of 192 responses. A response rate of 38% which is pretty good. The findings of the survey will be presented on October 24.
- Discussions are continuing with the Fort Atkinson Chamber of Commerce with their strategic plan.

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

- The last session of her webinar series will be held this week. She has had about 300 registrants with 40-50 attending the webinar. A recording of the webinars will also be posted and communicated to registrants.
- She is working collaboratively with Josh Kamps and William Hoffman to conduct a Beef Workshop for the region in November. Will be held in Whitewater.
- She is continuing to develop a workshop on the proper administration of vaccines and medications. It would be available in English and Spanish.
- She attended World Dairy Expo last week and was able to meet some producers and make contacts.

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

- The 4-H Awards Banquet was held last night with about 200 people attending.
- Meat Judging Team is headed to the National Competition in Kansas this next week.
- Six Livestock Youth Award Winners are attending the National American International Livestock Exposition in Louisville, KY in November. The lowest point winner had 150 hours of educational activities and the highest was 215 hours.
- Within his plan of work, Jerry has developed a Food Forward program where he will be using regional agriculture educator expertise and other educational resources for session of meat, dairy, crops & grains and fruits and vegetables. Focus is on the whole food industry; raising animals and crops to butchering to plate.

Lisa Krolow, FoodWise Coordinator, was unable to attend the meeting. Her written report is provided.

Julie Hill, Horticulture Educator, was unable to attend the meeting. Her written report is provided.

Josh Kamps, Regional Crops Educator, provided an oral report for the committee.

- The Badger Crop Connect is held the 2nd and 4th Wednesday of the month. This is for all things seasonal with crop production. This Wednesday is the next one where an entomologist will be speaking on how we can better forecast insect damage so tat we are using pesticides, etc. when needed.
- Field Day is scheduled in Rock County.
- Manure Composting Field Day was held.
- Kamps is focused on building relationships within the counties at this point.
- Discussed with Patricia Cicero possible options of using the County Farm for demonstrations.
- Jefferson County will host two Pesticide Applicator Trainings this year.
- He is fielding ag questions, specifically land rent questions. He appreciates the opportunity during these discussions to be able to talk through all variables to consider. Many of the land owners are either absentee or non-operator land owners so assisting with education is valuable.
- The committee asked a few questions regarding usage of drones.

Next Scheduled Meetings: November 13 and December 11, 2023

Possible Items of Discussion/Agenda Items for Upcoming Meetings: None

Adjourn – Meeting adjourned at 9:15 a.m.

Minutes recorded by Kim Buchholz, Administrative Specialist

11/03/2023
 11:35:29

 Jefferson County
 FLEXIBLE PERIOD REPORT

 PAGE 1
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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
13301 UW Extension							
13301 411100 General Property Taxes	-274,223	.00	-274,222.55	-205,666.92		-68,555.63	75.0%
13301 451002 Private Party Photocopy	0	.00	.00	-13.05		13.05	.0%
13301 451100 Misc. Billed	-3,000	.00	-3,000.00	-1,645.70		-1,354.30	54.9%
13301 457020 Publication Sales	-50	.00	-50.00	-28.50		-21.50	57.0%
13301 457027 4-H Annual Dues	-11,000	.00	-11,000.00	-1,790.00		-9,210.00	16.3%
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	85,834.37		29,162.06	74.6%
13301 511240 Wages-Temporary	0	.00	.00	1,286.25		-1,286.25	.0%
13301 511330 Wages-Longevity Pay	349	.00	348.75	.00		348.75	.0%
13301 512141 Social Security	8,824	.00	8,823.91	6,341.82		2,482.09	71.9%
13301 512142 Retirement (Employer)	6,772	.00	6,772.41	5,496.77		1,275.64	81.2%
13301 512144 Health Insurance	0	.00	.00	20,975.60		-20,975.60	.0%
13301 512145 Life Insurance	20	.00	19.80	27.46		-7.66	138.7%
13301 512153 HRA Contribution	0	.00	.00	95.92		-95.92	.0%
13301 512173 Dental Insurance	2,208	.00	2,208.00	1,840.00		368.00	83.3%
13301 521258 Computer Maintenance	500	.00	500.00	.00		500.00	.0%
13301 529299 Purchase Care & Service	101,134	.00	101,134.25	35,165.13		65,969.12	34.8%
13301 531298 United Parcel Service	50	.00	50.00	84.15		-34.15	168.3%
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	310.00		2,298.00	11.9%
13301 531312 Office Supplies	5,000	.00	5,000.00	1,498.91		3,501.09	30.0%
13301 531314 Small Items Of Equipmen	500	.00	500.00	118.64		381.36	23.7%
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	168.42		331.58	33.7%
13301 531348 Educational Supplies	5,000	.00	5,000.00	3,943.24		1,056.76	78.9%
13301 532325 Registration	1,000	.00	1,000.00	625.00		375.00	62.5%
13301 532332 Mileage	8,100	.00	8,100.00	3,626.15		4,473.85	44.8%
13301 532335 Meals	500	.00	500.00	.00		500.00	.0%
13301 532336 Lodging	1,000	.00	1,000.00	.00		1,000.00	.0%
13301 532339 Other Travel & Tolls	100	.00	100.00	.00		100.00	.0%
13301 533225 Telephone & Fax	2,000	.00	2,000.00	221.98		1,778.02	11.1%
13301 535242 Maintain Machinery & Eq	2,900	.00	2,900.00	2,615.52		284.48	90.2%
13301 536535 Activity Center Rental	4,000	.00	4,000.00	4,000.00		.00	100.0%
13301 571004 IP Telephony Allocation	1,061	.00	1,061.00	972.62		88.38	91.7%
13301 571009 MIS PC Group Allocation	16,819	.00	16,819.00	15,417.38		1,401.62	91.7%
13301 571010 MIS Systems Grp Alloc(I	1,508	.00	1,508.00	1,382.37		125.63	91.7%
13301 591519 Other Insurance	1,331	.00	1,331.00	1,093.07		237.93	82.1%

11/03/2023
 11:35:31

Jefferson County
 FLEXIBLE PERIOD REPORT

PAGE 3
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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	-11,444.99		11,444.99	.0%

11/03/2023
 11:35:30

 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 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%
TOTAL General Fund	0	.00	.00	-11,444.99		11,444.99	.0%
TOTAL REVENUES	-290,881	-8,000.00	-298,880.55	-209,144.17		-89,736.38	
TOTAL EXPENSES	290,881	8,000.00	298,880.55	197,699.18		101,181.37	

**Contract Between Jefferson County
and
Board of Regents of the University of Wisconsin System**

This contract is by and between Jefferson County (**County**), State of Wisconsin, and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2024 through December 31, 2024, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is canceled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:

- a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
- b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$94,470 for the period of January 1, 2024 through December 31, 2024 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Program Educator	\$46,247	1.0	\$46,247
Regional Dairy Educator	\$46,247	.2	\$9,249
Regional Crop Educator	\$46,247	.33	\$15,261
Communities Extension Educator	\$46,247	.5	\$23,123
First Educator Discount			(\$10,000)
Subtotal			\$83,880
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
Horticulture Outreach Specialist		.1	\$10,590
Final Total			\$94,470

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.

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

- 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.
4. **Delegation of Financial Budget Authority.** The parties hereby acknowledge that Extension will employ an Area Extension Director (AED), whose responsibilities may include certain budget-related functions as set forth in the Delegation of Financial Budget Authority Form (DFBA Form) attached hereto as **Exhibit A**. County may authorize the AED to carry out such functions on its behalf, but only to the extent specified in the DFBA Form, which must be signed by an authorized representative of County in order to be effective. The County may rescind such authorization at any time by providing written notice to Extension.
5. **General Conditions** This contract is established under the following conditions:
- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
 - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2024 through December 31, 2024, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

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

Date:

By: _____
County Representative

Date:

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

Date:

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

Date:

Exhibit A

Delegation of Financial Budget Authority Form

Area Extension Directors play an important part in county Extension offices as they manage the faculty and staff within that county, and many times, that includes the county support staff. Area Directors also work with county partners to develop a departmental budget and provide oversight to that budget on an annual basis in cooperation with corresponding county financial departments and county board committees. The Delegation of Financial Budget Authority allows Area Directors, hired, and managed by Extension as state employees, to manage county fiscal resources in service to the people of those counties.

To be completed by the county administrator or county official delegating signature/budget authority.

County hereby delegates to the Area Extension Director for Jefferson County and _____ (no other person, if blank) authority to approve/authorize the following financial budget matters on behalf of County, provided, however, that such delegation is limited to the extent that such matters are directly related to County's authority under section 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes and subject to any conditions/limitations indicated by County below.

Invoices	Travel Reimbursements	Supply & Expense Reimbursements
Time/Leave Approvals	Purchase Requisitions	Internal Budget Transfers
Inter- departmental transfers	County specific space agreements for educational programs	Bank account signatory
Other items:		
Conditions:		

This authorization is effective until either party (UW-Madison Extension or Jefferson County) requests a change to the document

Budget Authority signature: I am aware this constitutes a delegation of budget authority allowing the Extension Area Director, and any other position mentioned above, to manage county fiscal resources in service to the Extension office and residents of Jefferson County. I understand that delegating authority does not release Jefferson County, from full responsibility as Budget Authority.

County Administrator/County Official(s):

Name: _____

Title: _____

Signature: _____ Date: _____

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Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

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- c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is

cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

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- b. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$ for the period of January 1, 2024 through December 31, 2025 as allocated below.

Co-Funded Positions	FTE	2024 Fee	2024 Total	2025 Fee	2025 Total
Community Development Extension Educator	.5	\$46,247	\$23,123	\$47,634	\$23,817
Regional Agriculture Extension Educator – Crops	0.33	\$46,247	\$15,261	\$47,634	\$15,719
Regional Agriculture Extension Educator – Dairy	0.2	\$46,247	\$9,249	\$47,634	\$9,527
4-H Extension Educator	1.0	\$46,247	\$46,247	\$47,634	\$47,634
First Educator Discount		(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
Sub-Total			\$83,880		\$86,697
Proposed or fully county funded positions and other county contributions					
Horticulture Outreach Specialist	.1		\$10,590		\$11,014
Total			\$94,470		\$97,711

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.

- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
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- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1.a. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged

by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2024 through December 31, 2025, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

By: _____
County Representative

Date:

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

Date:

By: _____
County Representative

Date:

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

Date:

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

Date:

Exhibit A

Delegation of Financial Budget Authority Form

Area Extension Directors play an important part in county Extension offices as they manage the faculty and staff within that county, and many times, that includes the county support staff. Area Directors also work with county partners to develop a departmental budget and provide oversight to that budget on an annual basis in cooperation with corresponding county financial departments and county board committees. The Delegation of Financial Budget Authority allows Area Directors, hired, and managed by Extension as state employees, to manage county fiscal resources in service to the people of those counties.

To be completed by the county administrator or county official delegating signature/budget authority.

County hereby delegates to the Area Extension Director for Jefferson County and _____ (no other person, if blank) authority to approve/authorize the following financial budget matters on behalf of County, provided, however, that such delegation is limited to the extent that such matters are directly related to County's authority under section 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes and subject to any conditions/limitations indicated by County below.

Invoices	Travel Reimbursements	Supply & Expense Reimbursements
Time/Leave Approvals	Purchase Requisitions	Internal Budget Transfers
Inter- departmental transfers	County specific space agreements for educational programs	Bank account signatory
Other items:		
Conditions:		

This authorization is effective until either party (UW-Madison Extension or Jefferson County) requests a change to the document

Budget Authority signature: I am aware this constitutes a delegation of budget authority allowing the Extension Area Director, and any other position mentioned above, to manage county fiscal resources in service to the Extension office and residents of Jefferson County. I understand that delegating authority does not release Jefferson County, from full responsibility as Budget Authority.

County Administrator/County Official(s):

Name: _____

Title: _____

Signature: _____ Date: _____



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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 with Fort Atkinson Chamber of Commerce leadership team to prepare for strategic planning process to provide direction and updated goals and implementation plan for the organization. (Location type: Geography Served) (Steve Chmielewski)
- Pre-planning with Jefferson Chamber of Commerce leadership team to prepare for strategic planning process to provide direction and updated goals for the organization. (Location type: Both) (Steve Chmielewski)

CROPS & SOILS



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 collaborative project with a municipal district in south central WI to project the impact of including dairy manure in rotation with sludge application as the primary nutrient source for continuous corn production. (Josh Kamps)
- A nutrient management education program to increase the understanding of soil fertility planning strategies to increase farm profitability while promoting environmental stewardship on farms in south central WI. (Josh Kamps)
- A pest management presentation for growers, crop consultants, and agronomy sales staff during the October 11, 2023 Badger Crop Connect to discuss seed selection strategies to reduce the development of pest resistance and increase the level of pest control in grain crop production in Wisconsin. (Josh Kamps)
- A planning session to discuss a new text alert system to enhance pest survey reporting during the 2024 season to improve the efficiency of crop scouting and increase IPM across acres in WI supporting decision making of growers, crop consultants, and agronomy sales staff. (Josh Kamps)
- A series of discussions with multiple producer-led watershed groups, county land conservation departments, and regional NGO's to plan an educational soil health workshop to increase understanding for the practical implementation of soil health practices within ag production systems for growers, crop consultants, agronomy sales staff, and conservation professionals. (Josh Kamps)
- A series of planning sessions to determine field research needs of growers, crop consultants, agronomy sales staff, and conservation professionals while learning about the accessibility of county owned farmland for educational research plot development. (Josh Kamps)
- A series of program needs assessment conversations with farmers, county land conservation departments, agronomy service providers, crop consultants, producer-led organizations, ag lending institutions, USDA service



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providers, and elected officials to determine the topic areas to include within an annual Extension plan of work. (Josh Kamps)



Soil Aggregate Stability



Moth Trap



Earthworm Activity on
Soil Surface



Cover Crop Lot

DAIRY



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.

- An on-farm consultation in Jefferson county where Extension colleagues and the dairy producer worked together to identify production challenges and develop standard operating procedures to improve calf care. (Alison Pfau)
- Developing and planning a four-part Spanish dairy webinar series for Spanish-speaking dairy managers, herd managers, herds persons, and employees. The goal of this effort is to teach unbiased, university-based research in the areas of reproduction, nutrition, dairy management, and milk quality so they can improve farm viability and food safety, while maintaining animal wellbeing and welfare. (Alison Pfau)
- 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)
- 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)
- Join UW-Madison Division of Extension Educators for an educational workshop on Beefing Up- Forage Management on Friday November 17, from 3:00 PM to 6:30 PM. The workshop will be held at the Whitewater University Innovation Center at 1221 Innovation Drive, Whitewater, WI 53190. This beef production workshop



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will highlight forage management practices to improve haying and grazing potential. Proper administration of antibiotics, vaccinations, and other animal health products will also be discussed along with a cattle market outlook and livestock risk protection options. One CEU towards Beef Quality Assurance is available by attending this workshop.

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.

- Lisa met with the ADRC Nutrition Manager to explore ways that FoodWise can partner with the ADRC and help fill nutrition education gaps. FoodWise will start visiting three senior meal sites in Jefferson, Fort Atkinson and Lake Mills beginning in January. We will have 2 five-week series at each site per year and visit each site monthly in between the series. (Lisa Krolow)
- Lisa attended 4 vaccine flu vaccine clinics with the Public Health team. These clinics were held in 4 different school districts including Fort Atkinson, Waterloo, Johnson Creek and Lake Mills. The clinics provided flu shots for school-aged children between the ages of 3 and 18 years. We engaged the children with a nutrition activity while parents completed paperwork and the families waited for their turn. We also distributed information to families about healthy snacks. We interacted with an average of 30 families per clinic. (Lisa Krolow)
- We had an event with Watertown Family Connections on Saturday, November 11 at the public library. Nine families participated in the event, we presented information for families with small children and made a healthy, fall snack including multiple food groups. (Lisa Krolow)
- We are exploring new partnerships in Whitewater and hoping to expand our service with the Lantinx community. We have an event scheduled with English language learners on the night of November 15th and expect about 50 new participants. We have received the latest eligibility data from the school district and are determining which schools are eligible for FoodWise services and how the FoodWise program can fit into their curriculum. We are also looking at the possibility of serving the community at the Community Space. (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.

- 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



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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 Food science, agronomy and agriculture educational county wide programming focused on youth Spark and expanding understanding of the whole crop industry in Jefferson County. The goal of this effort is to learn about food systems, food science, agricultural innovation, food artistry, and industry career paths. (Jerry Wilcenski)
- A Food science, meat science and agriculture educational county wide programming focused on youth Spark and expanding understanding of the whole livestock industry in Jefferson County. The goal of this effort is to learn about food systems, food science, agricultural innovation, food artistry, and industry career paths. (Jerry Wilcenski)
- A Food science, dairy science and agriculture 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 learn about food systems, food science, agricultural innovation, food artistry, and 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)



Extension

UNIVERSITY OF WISCONSIN-MADISON

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- 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)
- 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)



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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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