



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, December 9, 2024
TIME: 8:30 a.m.
Committee Members: Matt Foelker, Elizabeth Hafften, Dan Herbst, John Kannard, Dwayne Morris

1. Call to Order
2. Roll Call (to establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
5. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
6. Approval of University Extension Education Committee Minutes from November 11, 2024
7. Communications
8. Review of 2024 Departmental Budget
9. Discussion and Possible Action - Revised 2024-2025 Extension Contract
10. Discussion of Monthly Educator Reports – Steve Chmielewski (Community Educator), Alison Pfau (Bilingual Regional Dairy Educator), Jerry Wilcenski (4-H), Julie Hill (Horticulture Educator), Lisa Krolow (Bilingual FoodWise Coordinator), Josh Kamps (Regional Crop Educator)
11. Possible Items of Discussion/Agenda Items for Upcoming Meetings
12. Discussion and Possible Decision on Dates/Times of Extension Education Committee meetings: January 13, February 10, March 10
13. 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: November 11, 2024

Call to Order: John Kannard called the meeting to order at 8:30 am.

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

Josh Kamps was present via zoom.

Jerry Wilcenski, Chrissy Wen, Lisa Krolow, Steve Chmielewski, Meghan Splinter and Katelyn Broedlow were present in-person.

Certification of Compliance with Open Meetings Law: In compliance.

Approval of Agenda: Motion by Foelker, seconded by Herbst.

Public Comment: None.

Approval of University Extension Education Committee Minutes from October 14, 2024: Motion by Foelker, seconded by Herbst, to approve the minutes as printed. Motion passed.

Communications: None.

Review of 2024 Departmental Budget: Wen stated we are still on track for year. The second payment on the contract will happen soon.

Discussion of Monthly Educator Reports:

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

- Working with Sustain Jefferson on finalizing their strategic plan. Sustain Jefferson works with the community and families to help people live more sustainably.
- Continues to work with the City of Jefferson Rural on Extension's program – Rural Entrepreneurial Venture.
- Discussion was had.

Michael Luckey joined meeting via zoom at 8:35am

Julie Hill joined the meeting via zoom at 8:36am

Alison Pfau joined the meeting at 8:41am.

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

- Finished the EI Break Info Lechero webinar series. Pfau is currently working on creating videos from the series to use as education.
- Continues to create videos in Arlington for the methane migration research project.
- Working on a roadshow program on dairy nutrition that will be offered in both Spanish and English.
- The AMS group continues to meet and talk about issues, problems and new ideas.
- Discussion was had.

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

- Returned from the trip to the Royal Winter Fair in Toronto, Canada – 12 people went. The youth needed to receive educational points and qualify to go on the trip.
- The 4-H Awards Banquet was held at the Fair Park yesterday.
- The first bake off/cook off of the 4-H year will be happening on Sunday.

- Much of the fall programming has begun.
- Discussion was had.

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

- The horticulture program is pretty quiet right now but she continues to answer a few questions as they come in.
- A survey was sent to those who she answered questions for over the year.
- Wrapped up all online webinars for horticulture.
- Planning has started for next year.

Lisa Krolow, FoodWise Coordinator, provided an oral report for the committee.

- Wrapped up the year at the end of September.
- It was the biggest year in Jefferson county with 16 series, 80 encounters for direct education, 754 county residents participated, 33% were Hispanic.
- Many new partners were gained and we are still growing here in Jefferson County.
- Discussion was had.

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

- Recently had conversations with other conservation organizations in Jefferson County and they discussed how they can all work together.
- Planning a meeting with Alison on agronomy and animal nutrition which will be happening in February.
- Working on the crop production forecast for 2025 and putting together resources for information on budgeting.
- On December 4 the Crops and Soils Update Meeting will be happening at Arlington.
- On December 17 and 18 the Wisconsin Water & Soil Health Conference will be held.

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

Next Scheduled Meetings: December 9, January 13, February 10

Adjourn – Motion by Foelker, seconded by Herbst, to adjourn at 9:05 am.

Minutes recorded by Katelyn Broedlow, Administrative Specialist

12/05/2024
12:29:49

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2024 01 TO 2024 12

ACCOUNTS FOR:	ORIGINAL	ESTIM REV	REVISED	ACTUAL	REMAINING	PCT
100 General Fund	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
13301 UW Extension						
13301 411100 Gen Prop T	-310,773	0	-310,773	-284,875.58	-25,897.75	91.7%
13301 424001 22217 Fed Grants	0	0	0	.00	.00	.0%
13301 451002 PP Photo	0	0	0	.00	.00	.0%
13301 451100 Misc Bill	-3,000	0	-3,000	-913.35	-2,086.65	30.4%
13301 457020 Publ Sales	-50	0	-50	.00	-50.00	.0%
13301 457027 4-H Annual	-11,000	0	-11,000	-2,070.00	-8,930.00	18.8%
13301 471100 St Bill	0	0	0	.00	.00	.0%
13301 471120 St Bill Mc	0	0	0	.00	.00	.0%
13301 471130 St Bill Or	-2,608	0	-2,608	.00	-2,608.00	.0%
13301 485200 Donat Res	0	0	0	.00	.00	.0%
13301 511210 Wage Reg	117,567	0	117,567	68,038.23	49,528.46	57.9%
13301 511210 22101 Wage Reg	0	0	0	.00	.00	.0%
13301 511220 Wage Ovt	0	0	0	20.36	-20.36	.0%
13301 511240 Wage Temp	0	0	0	.00	.00	.0%
13301 511310 Wage SL	0	0	0	.00	.00	.0%
13301 511320 Wage Vac	0	0	0	.00	.00	.0%
13301 511330 Wage Long	375	0	375	.00	375.00	.0%
13301 511340 Wage Hol	0	0	0	.00	.00	.0%
13301 511350 Wage Mic	0	0	0	.00	.00	.0%
13301 511380 Wage Berv	0	0	0	.00	.00	.0%
13301 512141 SS	8,664	0	8,664	4,767.33	3,896.45	55.0%
13301 512141 22101 SS	0	0	0	.00	.00	.0%
13301 512142 Ret (Emlr)	7,505	0	7,505	4,671.13	2,833.69	62.2%
13301 512142 22101 Ret (Emlr)	0	0	0	.00	.00	.0%
13301 512144 Health	23,360	0	23,360	21,260.96	2,098.82	91.0%
13301 512144 22101 Health	0	0	0	.00	.00	.0%
13301 512145 Life	33	0	33	9.19	23.33	28.3%
13301 512145 22101 Life	0	0	0	.00	.00	.0%
13301 512147 ED & Train	0	0	0	.00	.00	.0%
13301 512150 FSA Contr	0	0	0	.00	.00	.0%
13301 512151 HSA Contri	969	0	969	.00	969.07	.0%
13301 512152 Limted FSA	0	0	0	.00	.00	.0%
13301 512153 HRA Contri	0	0	0	1,778.00	-1,778.00	.0%
13301 512173 Dental	2,208	0	2,208	1,005.43	1,202.57	45.5%
13301 512173 22101 Dental	0	0	0	.00	.00	.0%
13301 521258 Comp Maint	500	0	500	.00	500.00	.0%
13301 529170 Grounds Ke	0	0	0	2,810.80	-2,810.80	.0%
13301 529299 Purch Care	101,991	10,400	112,391	47,235.71	65,155.40	42.0%

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12:29:50

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FROM 2024 01 TO 2024 12

ACCOUNTS FOR:		ORIGINAL	ESTIM REV	REVISED	ACTUAL	REMAINING	PCT
100	General Fund	ESTIM REV	ADJSTMTS	EST REV	REVENUE	REVENUE	COLL
13301	531243 Furniture	0	0	0	.00	.00	.0%
13301	531298 UPS	50	0	50	62.78	-12.78	125.6%
13301	531303 Comp Eq	1,000	0	1,000	.00	1,000.00	.0%
13301	531311 Postage	2,608	0	2,608	350.00	2,258.00	13.4%
13301	531312 Office Sup	5,000	0	5,000	1,305.35	3,694.65	26.1%
13301	531313 Print & Dp	0	0	0	35.73	-35.73	.0%
13301	531314 Small Item	500	0	500	.00	500.00	.0%
13301	531314 22101 Small Item	0	0	0	.00	.00	.0%
13301	531314 22217 Small Item	0	0	0	.00	.00	.0%
13301	531322 Subscript	600	0	600	39.95	560.05	6.7%
13301	531324 Memb Dues	500	0	500	342.16	157.84	68.4%
13301	531325 4H & Ext B	0	0	0	.00	.00	.0%
13301	531326 Advertise	500	0	500	261.52	238.48	52.3%
13301	531348 Educ Sup	5,000	0	5,000	1,513.89	3,486.11	30.3%
13301	532325 Registr	1,200	0	1,200	460.00	740.00	38.3%
13301	532332 Mileage	3,500	0	3,500	1,206.00	2,294.00	34.5%
13301	532334 Com Travel	700	0	700	.00	700.00	.0%
13301	532335 Meals	500	0	500	.00	500.00	.0%
13301	532336 Lodging	1,000	0	1,000	.00	1,000.00	.0%
13301	532339 Other Trvl	50	0	50	.00	50.00	.0%
13301	533225 Tele Fax	2,000	0	2,000	326.29	1,673.71	16.3%
13301	533236 wirel Int	0	0	0	.00	.00	.0%
13301	535242 Maint Mach	3,600	0	3,600	2,509.03	1,090.97	69.7%
13301	536535 Act Center	4,000	0	4,000	4,000.00	.00	100.0%
13301	571004 IP Tel All	1,084	0	1,084	993.63	90.37	91.7%
13301	571005 Dup Allc	0	0	0	.00	.00	.0%
13301	571007 MIS Direct	0	0	0	.00	.00	.0%
13301	571009 MIS PC	26,622	0	26,622	24,403.50	2,218.50	91.7%
13301	571010 MIS Sys	2,081	0	2,081	1,907.62	173.38	91.7%
13301	591519 Oth Ins	1,301	0	1,301	1,018.82	281.74	78.3%
13301	591519 33001 Oth Ins	865	0	865	.00	865.00	.0%
13301	594813 Cap Office	0	8,000	8,000	.00	8,000.00	.0%
13301	594819 Cap Oth Eq	0	0	0	.00	.00	.0%
13301	594950 Oper Res	0	0	0	.00	.00	.0%
13301	699700 Res Oper	0	0	0	.00	.00	.0%
13301	699999 Budget FB	0	-8,000	-8,000	.00	-8,000.00	.0%
TOTAL General Fund		0	10,400	10,400	-95,525.52	105,925.52	-918.5%
TOTAL REVENUES		-327,431	-8,000	-335,431	-287,858.93	-47,572.40	
TOTAL EXPENSES		327,431	18,400	345,831	192,333.41	153,497.92	

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12:29:52

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2024 01 TO 2024 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	0	10,400	10,400	-95,525.52	105,925.52	918.5%

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

This contract is by and between Jefferson County, State of Wisconsin (**County**), 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 two (2) years. The term shall run from January 1, 2024 through December 31, 2025, 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 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).

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 \$204,961 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	0.5	\$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	.2 (2024) .25 (2025)	\$46,247	\$9,249	\$47,634	\$11,908
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		\$89,078.50
Proposed or fully county funded positions and other county contributions					
Horticulture Outreach Specialist	.1 (2024) .2 (2025)		\$10,590	\$21,413	\$21,413
Total			\$94,470		\$110,491

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment (such as computers, printer, and phones), office supplies and educational programming 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, 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. **Cybersecurity Provisions.** Each party shall be responsible for the response to, remediation of, and any resulting notification requirements related to cybersecurity breaches of their own information technology systems or those of any third parties hired on their behalf. This responsibility includes the financial costs of any breaches, e.g., forensics, remediation, notifications, etc. The County and Extension shall determine their individual need for cyber liability insurance coverage. Any breaches that could impact Extension data classified as moderate or high risk must be reported to Extension staff, via the Area Extension Director, and the University of Wisconsin - Madison Cybersecurity Operation Center (CSOC) Help Desk, 608-264-4357 following the risk-based timelines outline in the UWSA System Policy 1033 and associated Incident Response Plan. Following a reported breach event, the County will provide a primary staff contact and periodic response updates to Extension and the CSOC until event closure. Any breaches that could impact County data will be reported to the County immediately upon learning of the breach. The County shall provide the Area Director with the expressed point person or position for which to report a breach-
- e. **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.

- f. **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.

County Representative
Signature:

Date:

County Representative
Signature:

Date:

County Representative
Signature:

Date:

County Representative
Signature:

Date:

County Representative
Signature:

Date:

County Representative
Signature:

Date:

Area Extension Director UW-Madison, Division of Extension
Signature:

Date:

Director of Financial Services
Signature:

Date:

The University of Wisconsin System
On Behalf of Board of Regents of UW-Madison, Division of Extension
Signature:

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 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 Walworth 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 Walworth county. I understand that delegating authority does not release Walworth County, from full responsibility as Budget Authority.

County Administrator/County Official(s):

Name: _____

Title: _____

Signature: _____ Date: _____