



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, September 8, 2025

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 August 11, 2025
7. Communications
8. Review of 2025 Departmental Budget
9. 4-H Support Vacancy
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: October 13, November 10, December 8
13. Adjourn

Virtual TEAMS Link

[Join the meeting now](#)

Meeting ID: 240 650 167 874 2

Passcode: Re2YX3UE

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: August 11, 2025

Call to Order: John Kannard called the meeting to order at 8:32am.

Roll Call: Committee members present in person: John Kannard, Matt Foelker, and Elizabeth Hafften.

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

Dan Herbst, Julie Hill and Michael Luckey were present via zoom.

Certification of Compliance with Open Meetings Law: In compliance.

Approval of Agenda: No changes.

Public Comment: None.

Approval of University Extension Education Committee Minutes from July 14, 2025: Motion by Foelker, seconded by Hafften, to approve the minutes as printed. Motion passed.

Communications: None.

Review of 2025 Departmental Budget: Wen stated everything is on target for the budget for 2025 and the budget for 2026 is submitted.

FoodWise Funding Update: Wen stated that the Snap-Ed funding has been eliminated as of September 30, 2025 and all programs will end at that time. Lisa Krolow and Priscilla Gonzalez have received layoff notices. Discussion was had.

Josh Kamps joined the meeting at 8:39am.

Alison Pfau joined the meeting at 8:39am.

Support Staff Update: Wen stated that Meghan Splinter has accepted a different job outside of the county. A new posting is being reviewed and decisions need to be made if the position should stay as a county position or change to a state position. Discussion was had.

Discussion of Monthly Educator Reports:

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

- The Rural Entrepreneurial Venture Program has picked up new core members and is now working on a needs assessment with small businesses. Specifically looking at what types of resources would be beneficial to them. There will be a fall series supporting small business development.
- Working with the Wisconsin River Rail Transit Committee and Waukesha County Corp Counsel to execute a contract. Once the contract is signed the project will get started and run through January/February.
- The Jefferson County Needs Assessment meetings will resume.
- Offering another Real Colors Workshop for Human Services employees at the courthouse next week.
- The childcare study with the Whitewater Community continues.

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

- Badger Dairy Insight is a monthly webinar series providing researched-based dairy information.

- The Calving Management Practices and Neonate Care in Dairy Cattle Workshop is coming up at the end of August. See handout.
- A survey with farms on communication with workers is still ongoing.
- The third issue of the bilingual newsletter was sent out this month.
- El Break Info Lechero webinar series will start in September.
- Discussion was had

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

- Will be starting an in-school club in Palmyra for 4-H educating starting in September.
- September 1 annual financial reviews are due for clubs.
- The 4-H Open House is scheduled in September.
- Working on getting an online payment option set up for 4-H enrollments.
- The Youth Livestock Team qualified to go to Denver for the national judging competition.
- Discussion was had.

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

- Programs for July have been quiet.
- Questions have continued to come in from county residents. Most questions have been around tree health.
- The Jefferson County Community Needs Assessment has created a partner with the Lake Mills Community Recreation Department and will be doing a program there in the fall.
- Referred to the handout on Foundations in Gardening, which is an online course offered to anyone and starts in September.
- Have had a lot of interest in doing an indoor house plant class in the fall/winter.
- Started planning programming for the next year with UW-Whitewater.

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

- Wrapped up cooking program with CSP last week.
- Gleaning project has gleaned a total of over 1,300 pounds of produce in six weeks.
- Priscilla's last day will be October 1 and Lisa's last day will be November 1.

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

- Working on the WWASH Conference which will happen in December.
- A Wisconsin Weed Management Workshop will be held in Arlington on September 11.
- There will be a Crops and Soils Update Series in December.
- Working on year two of the Crop Scout Training. Continuing to try and recruit early career agronomists.
- Working with Jefferson County Soil Builders group on field days.
- Working with DATCP on moth trapping.
- In year two of an NOPP trial - working with a farmer in Milford.
- Rural property owners have started to reach out and ask questions.
- Badger Crop Connect is a bimonthly webinar series through October.
- Discussion was had.

Possible Items of Discussion/Agenda Items for Upcoming Meetings: Support Staff Update

Next Scheduled Meetings: September 8, October 13, November 10

Adjourn – Motion by Foelker, seconded by Hafften, to adjourn at 9:36am.

Minutes recorded by Katelyn Broedlow, Administrative Specialist

09/04/2025
 13:15:34

 Jefferson County
 FLEXIBLE PERIOD REPORT

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FROM 2025 01 TO 2025 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	-297,454	0	-297,454	-198,302.88	-99,151.49	66.7%
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	-1,500	0	-1,500	-605.30	-894.70	40.4%
13301 457020	Publ Sales	-30	0	-30	-7.00	-23.00	23.3%
13301 457027	4-H Annual	-11,000	0	-11,000	-2,400.00	-8,600.00	21.8%
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	-300.00	300.00	.0%
13301 511210	Wage Reg	102,136	0	102,136	61,907.95	40,227.96	60.6%
13301 511210	22101 Wage Reg	0	0	0	.00	.00	.0%
13301 511220	Wage Ovt	5	0	5	80.92	-76.32	*****%
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	0	0	0	.00	.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	7,155	0	7,155	3,815.67	3,339.26	53.3%
13301 512141	22101 SS	0	0	0	.00	.00	.0%
13301 512142	Ret (Emlr)	6,665	0	6,665	4,165.41	2,499.68	62.5%
13301 512142	22101 Ret (Emlr)	0	0	0	.00	.00	.0%
13301 512144	Health	20,738	0	20,738	18,144.54	2,593.49	87.5%
13301 512144	22101 Health	0	0	0	.00	.00	.0%
13301 512145	Life	5	0	5	6.92	-2.24	147.9%
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	1,800	0	1,800	.00	1,800.00	.0%
13301 512152	Limted FSA	0	0	0	.00	.00	.0%
13301 512153	HRA Contri	0	0	0	230.22	-230.22	.0%
13301 512173	Dental	1,104	0	1,104	716.28	387.72	64.9%
13301 512173	22101 Dental	0	0	0	.00	.00	.0%
13301 521258	Comp Maint	500	0	500	500.00	.00	100.0%
13301 529170	Grounds Ke	0	0	0	.00	.00	.0%
13301 529299	Purch Care	100,093	0	100,093	55,245.86	44,847.14	55.2%

09/04/2025
13:15:36

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FLEXIBLE PERIOD REPORT

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FROM 2025 01 TO 2025 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	41.89	8.11	83.8%
13301	531303	Comp Eq	7,210	0	7,210	.00	7,210.00	.0%
13301	531311	Postage	2,608	0	2,608	.00	2,608.00	.0%
13301	531312	Office Sup	5,000	0	5,000	931.75	4,068.25	18.6%
13301	531313	Print & Dp	0	0	0	.00	.00	.0%
13301	531314	Small Item	500	0	500	-123.37	623.37	-24.7%
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	300	0	300	.00	300.00	.0%
13301	531324	Memb Dues	500	0	500	161.16	338.84	32.2%
13301	531325	4H & Ext B	0	0	0	.00	.00	.0%
13301	531326	Advertise	500	0	500	.00	500.00	.0%
13301	531348	Educ Sup	5,000	0	5,000	1,476.91	3,523.09	29.5%
13301	532325	Registr	1,200	0	1,200	440.00	760.00	36.7%
13301	532332	Mileage	3,500	0	3,500	1,724.80	1,775.20	49.3%
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	30	0	30	.00	30.00	.0%
13301	533225	Tele Fax	1,000	0	1,000	183.40	816.60	18.3%
13301	533236	wirel Int	0	0	0	.00	.00	.0%
13301	535242	Maint Mach	3,600	0	3,600	1,509.03	2,090.97	41.9%
13301	536535	Act Center	4,000	0	4,000	.00	4,000.00	.0%
13301	571004	IP Tel All	1,275	0	1,275	850.00	425.00	66.7%
13301	571005	Dup Allc	0	0	0	.00	.00	.0%
13301	571007	MIS Direct	0	0	0	.00	.00	.0%
13301	571009	MIS PC	29,650	0	29,650	19,766.64	9,883.36	66.7%
13301	571010	MIS Sys	1,879	0	1,879	1,252.64	626.36	66.7%
13301	591519	Oth Ins	1,190	0	1,190	1,212.36	-22.23	101.9%
13301	591519	33001 Oth Ins	1,200	0	1,200	.00	1,200.00	.0%
13301	594813	Cap Office	8,000	0	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	-8,000	0	-8,000	.00	-8,000.00	.0%
TOTAL General Fund			0	0	0	-27,374.20	27,374.20	.0%
TOTAL REVENUES			-320,592	0	-320,592	-201,615.18	-118,977.19	
TOTAL EXPENSES			320,592	0	320,592	174,240.98	146,351.39	

09/04/2025
13:15:38

Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2025 01 TO 2025 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL REVENUE	REMAINING REVENUE	PCT COLL
GRAND TOTAL	0	0	0	-27,374.20	27,374.20	.0%



JEFFERSON COUNTY

UW-Madison, Division of Extension

864 Collins Rd, Jefferson, WI 53549

Jefferson, WI 53549

Phone (920) 674-7101

Website: jeffersoncountywi.gov

"Jefferson County: Responsible government advancing quality of life."

TO: Extension Committee

CC: Michael Luckey, County Administrator

FROM: Chrissy Wen, Area Extension Director

DATE: August 26, 2025

SUBJECT: 4-H support position vacancy

As the county considers options for filling the vacant 4-H support position, one recommended direction is to transition the role into an Associate Extension Educator. This shift would broaden responsibilities to include direct education and outreach to youth not currently engaged in 4-H. Through inclusive programming—such as school-based initiatives and community learning—this role would expand access to transformative 4-H experiences for youth across Jefferson County.

The estimated annual cost for an Associate Extension Educator position varies based on the full-time equivalent (FTE) level. Here is the estimated cost range:

<u>Position</u>	<u>FTE</u>	<u>Estimated Cost</u>
Associate Educator	1.0 FTE	\$62,500 - \$70,000
Associate Educator	.8 FTE	\$50,000 - \$56,000
Associate Educator	.5 FTE	\$31,250 - \$35,000

Hiring Options (not in order of preference):

- Do not rehire (not recommended; significant loss of 4-H support)
- Hire County Administrative Assistant II (admin support only, no direct teaching)
- Hire 4-H Associate Extension Educator (direct education and program development; please see the attached Dane County position description example)
- Hire a shared 4-H Associate across counties (e.g., Dane or Rock County)
- Hire part-time 4-H Associate (not shared)

If a part-time or multi-county model is selected, I recommend exploring the use of remaining funds to hire an additional educator focused on new programming areas (e.g., [parenting](#), [financials](#), [healthy aging](#), [health education](#)).parenting, financial literacy, healthy aging). This role could be cost-shared across counties, similar to Julie Hill's position.



Business Title: 4-H Associate Extension Educator

Official title: Outreach Associate(OE017)

Qualifications:

Required:

- High School diploma or GED
- At least 2 years of relevant work or volunteer experience in the area of youth programming
- Strong interpersonal skills and demonstrated ability to build and maintain professional work environments
- Experience managing multiple tasks, timelines, and schedules while maintaining high quality work
- Ability to communicate effectively using a variety of methods and technology
- Experience effectively working with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and other aspects of human diversity.

Preferred:

- Bachelor's degree
- Experience working with adult volunteers or staff and program partners
- Demonstrated success in developing, delivering, and evaluating educational programs for diverse audiences utilizing a variety of educational techniques, methods, and modes
- Experience developing effective partnerships or coalitions with community partners and local governments.
- Bilingual (Proficiency in Spanish/English or Hmong/English)

Job Summary:

This 4-H Associate Extension Educator supports the Dane County 4-H program. The primary focus will include:

- Outreach and promotion of the 4-H Community Club program including expanding access to diverse youth and families
- Plan and coordinate programs for youth including the 4-H Ambassador and Cloverbud programs
- Support the development of new 4-H community clubs
- Assist with general support of 4-H community clubs, committees, special events including fair and 4-H camp
- Collaborate with the Dane Youth Development Team and other Extension Educators to support positive youth experiences

The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

Standard Summary: OE017 Outreach Associate

Instructs and/or assists individuals and families engaged in various outreach programs. Delivers research-based educational programs to support and empower people where they live and work. Provides general support on public issues for the benefit of the community. Strives to expand and ensure access to programs, facilities, and educational services to diverse audiences.

Essential Responsibilities:

- 25% Teaches culturally relevant educational programs to adults and youth using learner-centered activities and lessons



- 25% Implements initiatives and events that serve the target audience
- 10% Procures and maintains course materials and supplies
- 10% Tracks program evaluation and incorporates feedback for improvement
- 20% Helps design marketing materials and promotions for programs

Unique Responsibilities:

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

Education:

Preferred
Bachelor's Degree

Additional Information:

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

How to Apply:

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

Please review these websites to learn more about Extension.

- UW-Madison Division of Extension: <https://extension.wisc.edu/>
- Dane County Extension: <https://dane.extension.wisc.edu/>
- Wisconsin 4-H: <https://4h.extension.wisc.edu/>

To ensure consideration, application must be received by: January 11, 2023

It is anticipated this position requires work be performed in-person, onsite, at a designated campus work location.

A period of evaluation will be required

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report (<https://jobs.wisc.edu/asr>) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.



Job Group: Outreach and Community Engagemen Job Subgroup: Engagement and Outreach

FLSA Status: Exempt

Employee class: Academic Staff

Department(s): A473830 / EXT/YFH

Full time salary rate: Minimum \$41,600 ANNUAL (12 months)
Depending on Qualifications

Term: This is a renewable appointment.

Appointment percent: 50%

Anticipated begin date: February 1, 2023

Number of positions: 1

Department Contact:

Carrie Edgar

5201 Fen Oak Dr Ste 138

Dane County Uw-Extension

Madison, WI 53718-8827

Phone: 608-224-3706

Phone TTY: N/A

Fax: N/A

Email: carrie.edgar@wisc.edu

For more information, please visit:

University of Wisconsin-Madison: <http://www.wisc.edu>

Office of Human Resources: <http://www.hr.wisc.edu>

Jobs at UW: <http://jobs.wisc.edu>



Steve Chmielewski
Community Development
Educator

Community Development

August Program Highlights

- Planning for three surveys in cooperation with a community group and UW-Whitewater to better understand Childcare needs of households, employers and childcare providers to provide direction for a new community-base childcare model.
- A community-led process where local leadership team discovers gaps and support needed to then strengthen their entrepreneur ecosystem.



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JEFFERSON COUNTY

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Alison Pfau
Bilingual Regional
Dairy Educator

Agriculture Dairy

August Program Highlights

- Bovi-noticias is a collaboration between Educators on the Dairy team and Farm Management team. This bilingual (English & Spanish) newsletter was designed to support dairy farms and their employees. This publication delivers accessible, research-based information in both English and Spanish.



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Jerry Wilcenski
4-H Program Educator

Jefferson County 4-H

August Program Highlights

- Youth will learn about safe food handling, common pathogens, and proper internal temperatures of meat products. Participants in each session will learn about the nutritional components of meat products, the cost of production and innovative production methods focused on climate and sustainability. Youth will also learn about animal welfare and how it effects consumer demands and product quality.
- A series of events that break down into four main categories: Youth care of animals, Meat Science and Carcass Quality, Genetics Marketing and Public Speaking.
- Countywide Cloverbud Programing that highlights the various projects and activities 4-H has to offer.
- Youth will learn about all aspects of draft horse management and care, from reproduction to nutritional needs to safe handling. Programming involves hands on lessons throughout the year.



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Julie Hill
Horticulture Educator

Agriculture Horticulture

August Program Highlights

- A yearlong activity/service for residents of Jefferson County to provide research based answers 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.
- Upcoming Program (NEW Partner):
 - Fall Gardening for a Winter Ready Landscape, September 11, 6:00 p.m., Lake Mills Community Recreation Department, Lake Mills High School Agriculture Room



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Josh Kamps
Regional Crops & Soils
Educator

Agriculture Crops & Soils

August Program Highlights

- An agricultural homestead walkover which provided soil management and pest management recommendations for forage production and nutrient conservation. Through this service work the farmer has access to research based tools and techniques to better manage the forages and nutrient produced at this agricultural homestead.
- A presentation discussing on-farm soil health evaluation during a Farmer-led Watershed field day. Following this discussion, attendees have a better understanding of how soil management practices connect with soil health evaluation metrics.



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