

**Jefferson County University Extension Education Committee
December 8, 2008**

Call to Order - Chairman Greg Torres called the meeting to order 8:30 a.m.

Roll Call – Committee members Ron Buchanan, Mike Burow, John Kannard and Robert Yachinich.

Also present: Joe Bollman, Kathleen Eisenmann, Steve Grabow, Gail Roberts and Dick Pederson, Southern District Director and Gary Petre, County Administrator.

Certification of Compliance with the Open Meetings Law

Meeting posting was certified in accordance with Open Meeting Law requirements.

Approval of the Agenda for Possible Rearrangement

Chairman Torres approved the agenda.

Approval of Minutes from October 28, 2008 and November 10, 2008 Minutes

Motion to approve October 28 and November 10, 2008 minutes by Buchanan; seconded by Burow. November 10, 2008 minutes need to add meeting starting time of 8:30 a.m. to the minutes. Minutes approved, 5-0.

Citizen Input and Comments

Cathy Steindorf addressed the committee that her biggest concern is the appearance of a communication breakdown between UW-Extension and the County Board. Steindorf stated she was here to observe and be of assistance in this area. Steindorf is concerned about Jefferson County agriculture community.

Review and Approval of FY 2009 133 Contract

Eisenmann explained that the contract is brought to the committee each December. The distributed document is an amendment to the contract; updating the salary and benefit changes since the original contract was signed. Phil Ristow has reviewed the contract and has made the suggestion that the committee may want to consider extending the contract through the end of 2009. Petre stated that it would be very helpful to have the contract on a "calendar year" basis. Eisenmann explained that changes to a calendar year contract wouldn't necessarily alleviate the budget projections situation. Pederson explained that all counties have a calendar year budget and the state typically has a different fiscal year. Pederson also said that there have been several requests from counties and that the state is willing to be flexible but the last six month is a estimate. The contract in front of the committee is on the state fiscal year.

Eisenmann reviewed the contract with the committee. Discussion occurred. Petre recommended the committee approve the contract and then ask the state to come back in April or May with a six month contract to extend it through the end of the year. Then after the 2010 budget is adopted, the committee could adopt a 2010 calendar year contract. Petre pointed out to the committee that the current contract does not include a Dairy position as of January 1, 2009. Discussion occurred.

Motion by Yachinich, seconded by Buchanan to approve the 2009 133 contract. Motion approved; 5-0.

Discussion of User Fees

Torres explained that agenda item is from the user fee passed within the 2009 budget. Eisenmann explained that the 4-H Leader's Association is a private, non-profit, 503C corporation that manages its own finances; no money is received through the Extension budget. There is no connection monetarily between the 4-H program and the UW-Extension office. Discussion occurred.

Eisenmann updated the committee members that the county has received an anonymous \$5,000 donation to be used toward the 4-H program user fees. Eisenmann explained the difficulty in handling the donation since the Extension office does not manage the Leader Association money. Eisenmann recommended that the committee work with the 4-H Leader's Association to develop a memorandum of understanding. The committee asked for the donation to be on the agenda for the next committee meeting. Discussion followed.

Roberts distributed a memo from Greg Hutchins stating that legally the 4-H Leader's Association cannot collect the \$20 user fee because it is a county fee. Roberts also stated that the Leader's Association discussed the user fee at their last meeting and it was decided that they would not become involved with the collection of this fee. Roberts also told committee members that the president of the Leader's Association, Sarah Mueller and Lois Wiedenhoef were in attendance today. Discussion followed.

Through the discussion it became very evident that there are many issues that need to be addressed. Discussion followed. Pederson clarified that Jefferson County is the first county in the State of Wisconsin to impose such a fee. Leaders Association's across the state have their own fee structure; however, Jefferson County is the first and only county to say we are going to expect x dollars per member to offset some of the tax levy. Eisenmann clarified that according to the finance committee meeting in November the \$20 fee was arrived at in order to get the \$16,000; 800 members times \$20 per member. Discussion followed.

Pederson expressed his concern that the county may see a gradual erosion in 4-H memberships due to the fee being imposed and asked the committee to watch and evaluate this.

Eisenmann noted that given we don't know how much revenue to expect from the 4-H fee, we'd likely be engaging in deficit spending to hire a 4-H summer intern costing \$9,000 when we only have \$5,000 in revenue currently budgeted for the position. Petre advised going to the Finance Committee in the Spring to request permission to do so. Discussion was had and the committee voiced its support for moving forward with the hire, and support for seeking Finance approval of the expenditure pending revenue receipts in the Fall. The intent of the discussion was to hold the Extension budget harmless from the unknown revenue amount.

Steindorf asked committee to discuss user fees for the entire office, not just 4-H. Discussion followed. Burrow asked that general user fees, all program areas, be a future agenda item. Other committee members suggested that the complexity of the 4-H user fee should be resolved before considering other user fees.

Pederson requested the committee discuss how to proceed as partners. Extension has been cut back to the core. How can the core program be sustained? The state does not want surprises at the end of the year. Pederson believes this foundational discussion needs to occur between the partners.

CNRED Program Area Liaison Discussion

Grabow has accepted a new opportunity as Interim Program Liaison position within the CNRED department. In exchange, he will no longer be the District Vice-Chair for the Southern District. This role will provide extra mentoring and counseling to new agents. This is an interim position.

Extension Education Committee Business Discussion – Implications of Loss of Support Staff

Eisenmann asked the committee to examine how it will accomplish it's work based on the staffing changes. Eisenmann stated that the office has determined that Steve, Joe and she will probably not have support so we really can't expect that the Extension Committee would receive support.

Torres asked Petre to comment on how other committee's work is handled across the county. Petre stated they are trying to address this in other departments that have lost staff and that they are asking

the departments to work cooperatively between departments. Petre recommended that the committee needs to relook at the support position that is 100% 4-H. Torres inquired about what the process was to do that. Petre stated that a recommendation would need to be taken to the Finance Committee to have the budget amended.

Petre also stated that it is an expectation that the staff provides support to the committee for the agendas and the minutes. Discussion followed. A statement was made that if just the minimum minutes were taken and the recordings archived, then if a question arose, the archived copy could be reviewed. Petre stated there are legal issues raised when recordings are archived; do they become public record that requires you to maintain them. Petre used the Parks Committee as an example. They record their meetings but once the minutes are approved the recording is destroyed. It is an administrative tool.

Eisenmann reviewed the discussion; the committee is agreeable to using a template and to recording the meetings. Once the minutes are approved, the recordings will be destroyed. Motion by Buchanan, seconded by Yachinich to have a simplified template to simplify the minute process.

Identify Next Meeting Dates and Possible Agenda Items

Tentative Upcoming Meeting Dates – January 12, February 9, 2009.

Future agenda items: office staff utilization; meet staff; 133 six month contract at June 2009 meeting; \$5,000 donation to 4-H program for user fees; agricultural services; minute template; use of volunteers; agent reports

Adjournment

Motion by Buchanan, seconded by Kannard to adjourn meeting. Motion passed 5-0. Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Ron Buchanan, Secretary