



Jefferson County

University of Wisconsin-Extension
Cooperative Extension

864 Collins Road
Jefferson, WI 53549

(920) 674-7295 (920) 674-7200 (fax)

DATE: October 9, 2013
TO: Sarah Bregant, Glen Borland, Matthew Foelker, Jennifer Hanneman, Mike Kelly, and Other Interested Citizens
CC: Ben Wehmeier, Barb Frank, Tammie Jaeger, John Molinaro, Matt Hanson
FROM: Kathleen Eisenmann, Family Living Agent
RE: University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, October 14, 2013 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call (to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of September 9, 2013 meeting minutes
5. Communications/Citizen Input & Comments
6. 2013 Budget & 2014 Proposed Budget Updates – Kathy Eisenmann
7. Agent Reports
8. Identify future meeting dates – November 11, 2013; December 9, 2013; January 13, 2014 and possible agenda items
9. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations 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 and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: September 9, 2013

Meeting called to order by: Chairman Borland at 8:35 a.m.

Members Present: Borland , Bregant, Kelly; and Hanneman. Absent: Foelker

Agents Present: Eisenmann, Georgson, Grabow and Torbert.

Also present: Ben Wehmeier, County Administrator and John Molinaro, County Board Chair

Certification of Open Meetings Law: The agenda has been duly posted and the door is open.

Approval of Agenda for Possible Rearrangement: None

Motion made by Hanneman and seconded by Bregant that the minutes of the August 12, 2013 meeting be approved as drafted. _____ Motion passes: 4-0

Communication/Citizen Input and Comments: None.

Item: Introduction of LaVern Georgson, new Jefferson County Agriculture Agent. Discussed status of contacts so far and his orientation.

Item: 2012 - 2016 Program Planning Process Status Update – Steve Grabow provided an overview and discussed the role of the Committee.

Item: 2013 budget and 2014 Proposed Budget Updates – Kathy Eisenmann provided an overview and thanks.

Item: 4-H Program Volunteer Policy Review & Discussion – Sarah Torbert

Item: Agent Reports

Upcoming Agenda Items and Meeting Dates: Identify future meeting dates and possible agenda items: October 14, 2013; November 11, 2013 (Program Planning); and December 9, 2013.

Adjournment: Motion made by Hanneman and seconded by Bregant that the meeting be adjourned.

_____ Motion passes: 4-0

Meeting adjourned at 9:50 a.m.

Secretary

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
September, 2013

Program Development/Teaching Highlights

Program Priority: How can we strengthen community-based prevention and intervention efforts to address risk behavior in youth and families (including family violence, juvenile delinquency, alcohol and other drug abuse, school readiness)?

Heroin Task Force – Attended multiple meetings around the county during the month of September on this topic. See recent news articles. I will be leading a group of local policymakers through a purposed-based planning process beginning later this year and continuing into early next year, which will result in a systems plan to address the intervention issues.

Jefferson County Interagency Collaborative Council - Chaired the first of four quarterly meetings of this policy education council. District Attorney Susan Happ and Detective Chad Garcia presented a PowerPoint and led a discussion on the heroin issue. Significant discussion was had on opportunities for prevention policy efforts at a local level. Consensus was for the school districts to commit pupil services staff to a coalition that will work on a collaborative cross-district effort to implement the Youth Risk Behavior Survey or gather similar data in the next several months. This data is required by the Drug-Free Communities grant. Hopefully, that will prepare us for a proposal submission process in the next year or two. One of the challenges is the reduced state funding for local districts on ATODA prevention. Participants identified the issue of children's mental health as a priority issue to address at their December, 2013 meeting.

Affordable Care Act Implementation - Attended multiple meetings on the implementation of the Affordable Care Act. Local agencies and organizations are gearing up for the enrollment process. Early reports were that large numbers of potential applicants were accessing the system, and the online portal crashed several days in early October. How many eligible individuals and families enroll is still yet to be seen. Ongoing efforts to educate the public and raise awareness will likely go forward until early 2014.

Early Care and Education Advisory Committee – Accepted an invitation from Lynn Forseth to serve on the Madison College Early Care and Education Advisory Committee. This is an advisory group which meets twice a year to advise College faculty and administration on the implementation of early care and education programs through the college. Lynn thought my Jefferson County perspectives would be helpful to the College's program development.

4K Assessment Planning Meeting - Held the first in a series of planning meetings with Head Start and Fort Atkinson's 4K program. We will be designing a pilot evaluation of the 4K program in Fort Atkinson in order to assess its effectiveness at readying young children for school. It will include both quantitative and qualitative evaluation of the program. We hope to implement it in spring of 2014 and conclude it before the end of the 2013-14 school year.

Program Priority: How can Jefferson County build capacity of public institutions and community-based or nonprofit organizations serving children and families?

Jefferson County Public Health Department – Developed a program evaluation process for the department which will include a qualitative assessment of the department’s readiness for community-based capacity building work. Also, developed a plan for a mini-visioning process in collaboration with the Sheriff’s Dept. to review future joint programming in the jail. Both projects will begin later this year and continue into early 2014.

Watertown Health Department Strategic Planning Process - Held the first of three planning workshops to develop a departmental strategic plan. The plan will assist the department with its accreditation process. Worked with the director and staff to plan for three focus groups to be held in late October in order to gather qualitative feedback on the departmental performance and vision for the future.

Jefferson County District Attorney’s Office/Human Services Department – Collaborated on a joint press release which also included Human Services director, Kathi Cauley, Sheriff’s Dept. Det. Sgt. Gray and Sarah Torbert. Advised D.A. Happ on research-based communications strategies on the heroin issue and other criminal justice topics. Provided additional research-based resources on human service sector communications to Kathi C. as well.

Nonprofit Agencies – Consulted with several nonprofit directors regarding organizational development strategies, building resources and future planning opportunities.

Team Leadership/Family Living Programs Work:

Team Leadership – Attended the Finance Committee meeting on behalf of the dept. Presented the capital improvement plan proposal which was well received. Drafted a proposed RFP in collaboration with MIS, Terry Gard, Donna Haugom, and Phil Ristow. Thanks to all those folks for their assistance. Completed a SWOT analysis with Steve for Ben to assist him with future departmental planning. Worked with Terri Palm on the impending retirement of our administrative support staff person, Linda Woolridge.

UW-Extension – Attended quarterly Faculty Senate meeting. Am currently leading an effort to revise faculty performance reviews to align practice with existing policy.

**September 2013 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Participated in a meeting of the Jefferson County Economic Development Consortium Board (JCEDC) on September 11th, and distributed the completed Poster Plan of the Jefferson County Comprehensive Plan with Economic Development Emphasis.
- Participated in a meeting of the Jefferson County Economic Development Consortium Board (JCEDC) on October 10th and provided input on the status of the Glacial Heritage Area initiative including the professional services underway for the development of a Master Plan for the Rock River Corridor Site and Region; this is being done by a student from UW Madison, Department of Landscape Architecture.
- In conjunction with the JCEDC staff, distributed a large percentage of the 1,000 copies of the Jefferson County Comprehensive Plan with Economic Development Emphasis. The electronic version has been posted on the UWEX website, and has been referenced in multiple communications.
- Provided counsel and networking ideas to a Watertown business. 10/10
- Provided plans resources on economic development that will be distributed to candidates for Jefferson County Economic Development Director.

Community Vitality and Placemaking

- Continued writing sections for a new Extension Publication which will be titled: Principles of Community Placemaking-Professional Guide. On-Going
- Developed an enhanced photographic inventory of images related to seven principles of community placemaking. On-Going

Planning and Change Processes

- Co-Facilitated Workshop 4 of the system planning project for the Whitewater Irvin Young Library with my counterpart from UWEX Walworth County. The plan steering committee expressed sincere appreciation for the role of UWEX in this important community initiative. 9/11
- Participated in wrap-up activities from Workshop 4 of the Whitewater Library Planning Project including the compilation of a draft Final Proceedings Report.
- Continued work for a strategic planning program with the Library Director for the Dwight Foster Library in Fort Atkinson; I had expedited the initiation of opinion survey process to be led by UWEX colleagues at the UW River Falls Survey Research Center. Subsequently I learned that Connie Meyer has taken a new position with the Waukesha County Library System and the process has been postponed. I have been in contact with the Survey Research Center to put a hold on their work.

- Continued “pre-work” associated with a planning session for leaders of the Fort Atkinson Community Foundation which will include an organizational assessment, vision development and direction-setting program for October 14th; a homework assignment was distributed to prospective community participants (including all past Presidents of the organization and other leaders); this was compiled using an affinity analysis method and prepared as a formal report containing the input of 17 community leaders. This will be presented as part of the forum. On-Going
- Learned that a student has selected Jefferson County’s application for a yearlong project. This is part of the UW Madison Department of Landscape Architecture Capstone program (year-long student plan development), and a “Rock River Corridor Park Master Plan” will be developed by the student-Stefan Golos; the project is co-sponsored by the UWEX and Parks Department; this project is valued at around \$30,000 in avoided professional costs. I am supervising the student and have arranged for resources from the Jefferson County Land Information Office, Parks Department and Wisconsin Department of Natural Resources. In addition, I led a three-hour site analysis and field review as an initial component of the project. 10/4
- Participated in a Glacial Heritage Area Land Acquisition Sub Group meeting. 10/2

Local Government

- Participated in the September 16th Intercounty Coordinating Committee program planning meeting which outlined the list of possible ICC program topics for 2013 and 2014. I will be designing and hosting the March 2014 program on the topic of “Network Roles in Effective Community and Economic Development”.
- Prepared a Strengths, Weaknesses, Opportunities and Threats Analysis for UW Extension Jefferson County Office in conjunction with colleague Kathy Eisenmann as requested by County Administrator Ben Wehmeier; this was reviewed with input by colleagues Sarah Torbert and LaVern Georgson.
- Provided assistance to County Board Supervisors interested in UWEX Specialist resources.
- Provided demographic resources to various clients.

Leadership and Organizational Development

- Participated in UW-Extension faculty governance and Community, Natural Resource and Economic Development Program matters including individual faculty reviews, counsel, and human resources activities in my role as Program Liaison. On-going
- Continued work on the UWEX Multi-Year Program Plan and Needs Assessment initiative.
- Continued leadership in the orientation of our new UWEX faculty members including Sarah Torbert and new Agriculture Agent LaVern Georgson.

Sarah Torbert
4-H Youth Development Agent
September - October Extension Committee Report

Club Visits

- Attended Country Roamers 4-H Club meeting to meet families and assist with new enrollment process.
- Attended Cream of the Crop 4-H Club meeting to meet families and demonstrate new enrollment process.
- Attended Clover Trails 4-H club. Enrolled all club members at meeting.
- Attended Ixonia Victory 4-H club. Assisted with Cloverbud activities.

Communication

- Keeping members up to date through continued use of Facebook page.
- Held Open House events in Lake Mills, Johnson Creek, Ixonia, Watertown, Jefferson and Waterloo. Over 30 new families have shown interest in joining the 4-H program.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

Events and Activities

- Attended Special Emphasis Banquet. Unveiled the new Special Emphasis theme focusing on Career Development using material created as part of my interview with the county.
- Working with Record Book Committee to establish a Record Book system that focuses on gleaned youth development related information.
- Continuing to work on establishment or restructuring process for committees including: Foods, Project Day, Goats, Promotions and Publicity, Clothing, Awards, Shooting Sports and Budget.

Community Partnerships

- Serving as at large member of the Watertown Agriculture Education Department Ag. Advisory Committee. Working with Ag Teacher and community partners to identify needs and successes in community as they relate to Ag. Education and FFA.
- Met with the Youth Program director at the YMCA in Watertown. Looking for ways for local clubs and county program to partner with the YMCA. Future curriculum sharing and training opportunities for staff.
- Assisted with Fair Open Forum. Many positive comments about the Jefferson County Fair, with plans for better advertisement for 4-H program in future.
- Attended Landfill Tour hosted by Soil Waste / Air Quality Committee. Possible partner for 4-H tours and learning experiences.
- Judged public speaking, essay, and photography contest at World Beef Expo. Assisted Jefferson FFA Advisor, Sarah Whitley, with Sweepstakes Contest.
- Created plant and animal products game for use at the Farmland Preservation Celebration. Attended Farmland Preservation Celebration to help public gain a better understanding of role of agriculture in their everyday life. Also used as opportunity to promote the 4-H program in Jefferson County.
- Attended Jefferson County Connections. Group is working on creation of anti-bullying videos to be used in schools.

On the Horizon

- Attending New Staff Orientation in Madison.
- Attending 4-H Staff Training in Wisconsin Dells.
- Finishing up final Open House in Fort Atkinson.
- Working with Judy and county leaders to ensure all members understand enrollment process and continue to enroll online.