



Jefferson County

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**University of Wisconsin-Extension
Cooperative Extension**

DATE: April 9, 2014

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: LaVern Georgson, Agriculture Agent

RE: University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, April 14, 2014 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 March 10, 2014 meeting minutes
5. Communications
6. Citizen Input & Comments
7. Update on Support Staff Hiring Process
8. 2014 Budget Update
9. Agent Reports
10. 2014 State WACEC Conference – June 23 & 24, Eau Claire, WI
11. Next meeting date – May 12, 2014
12. 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.

Mark Your Calendar

2014 State WACEC Conference

June 23rd and 24th

Location:

Clarion Hotel Campus Area
Eau Claire, Wisconsin

Theme:



Cooperative Extension

Wisconsin
Associated County Extension Committees

Working Together: Transforming Lives and Communities

Hosts:

WACEC Northwest Region
Cooperative Extension Northwest Region

UW
Extension
University of Wisconsin-Extension

UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: March 10, 2014

Meeting called to order by: Chair Borland at 8:30 a.m.

Members Present: Borlnad, Bregant, Foelker, Hanneman and Kelly

Agents Present: Eisenmann, Grabow, Georgson and Torbert

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

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 Bregant and seconded by Foelker that the minutes of the February 10, 2014 meeting be approved as drafted. Motion passes: 5-0

Communications: None

Citizen Input and Comments: None.

Item: Update on Support Staff Hiring Process

Grabow briefed the committee on the administrative specialist position recruitment and hiring process. Kim Buchholz started on March 1, 2014. Judy Statz retired on March 1, 2014. The office is in the process of posting her position to be refilled. Marie Rubietta has agreed to a temporary staff position during the transition.

Item: Convene into Closed Session

Convene into closed session pursuant to Section 19.85(1)(c), Wis. Stats., Considering the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Committee members were briefed on the annual performance review process and typical evaluation criteria. Reviews were conducted for Kathy Eisenmann, LaVern Georgson, Sarah Torbert and Steve Grabow. Roll call vote was taken: Borland, yes; Bregant, yes; Foelker, yes; Hanneman, yes; Kelly, yes.

Move into open session pursuant to Section 19.85(2), Wis. Stats., to conduct business as detailed on the duly posted agenda. Roll call vote was taken: Borland, yes; Bregant, yes; Foelker, yes; Hanneman, yes; Kelly, yes.

Upcoming Agenda Items and Meeting Dates: The next regular meeting of the committee will be on April 8, 2014.

Adjournment: Motion made by Kelly and seconded by Hanneman that the meeting be adjourned at 11:18 a.m. Motion passes: 5-0

Secretary

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Agents Present: Eisenmann, Grabow, Georgson and Torbert

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Secretary

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
March, 2014

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 – Worked with Kathi Cauley, Susan Happ and a small team of the task force to put together an awareness raising forum in Fort Atkinson on May 1st. The forum will consist of a presentation by Susan H. and Margo Gray followed by a panel discussion of various sector representatives on the problem. Key audiences include elected/appointed officials and business leaders. Also worked with Stephanie Pagenkopf of Fort Health Care to put together a proposal to do a simulation of a heroin overdose for training and education purposes. Will continue to work with Stephanie as needed.

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

NonProfit Roundtable – Held the first quarterly meeting of the group in late March. Discussed program updates and the need to improve the way each organization captures data to document their program impacts and outcomes. We also recognized Jill Ottow as the outgoing founding director of the Literacy Council for her leadership and commitment to improving the literacy of Jefferson County children, youth and adults.

Center for the Performing Arts, Inc. - Developed and delivered an educational workshop for the board on roles and responsibilities of nonprofit board members. Confirmed plans for a May 10 board/staff stakeholder analysis workshop. Worked on developing the training materials for that workshop.

Head Start of Jefferson and Western Kenosha Counties, Inc. – Worked with the executive director and staff on a \$50,000 grant proposal to increase the pre-literacy skills of Head Start children and their families. If funded, the grant will provide increased training and resources to the program to assist teachers in improving the pre-reading outcomes for Head Start children in each of the seven sites in Jefferson and Kenosha counties. The grant would also provide resources to parents and other caregivers to improve their knowledge and skills on the importance of early learning to their children's life-long success. My role will be to develop and deliver a portion of the program evaluation.

Jail Nursing Program Visioning Process – Developed the materials for the three workshops in May.

Team Leadership/Family Living Programs Work:

Team Leadership – Worked with office team on transitioning the technology and budget portions of the team leadership to Sarah and LaVern.

UW-Extension – Have joined the UW-Extension Community Vitality & Place-making team to assist them on curriculum development for a future professional development in-service on Community Capacity Building. Developed the draft outlines and educational materials for large segments of this two day workshop. Will continue to refine the materials as we move forward in collaboration with my teaching team partners. Met with the team via teleconference to review workshop agenda and move forward on the curriculum design.

Picked up a portion of the training at an upcoming tenure orientation workshop. Updated the PowerPoint presentation and worked with the team to get materials finished on a short turn around. Will be teaching a segment of the April 15th training on components of scholarship.

**January, February and March 2014 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Participated in three meetings of the Jefferson County Economic Development Consortium Board (JCEDC).
- Participated in the interviews for the Executive Director position for the JCEDC. 1/20
- Delivered a program, in conjunction with a UWEX colleague in Lafayette County, on community branding; resources from Jefferson County were used to inform the program. 1/16
- Arranged and facilitated a workshop with a UW Extension Specialist and Fair Park staff to lay out the scope of a feasibility study/Return on Investment Analysis for proposed enhancements to Fair Park. 1/24
- Prepared a revised scope of work document outlining the project elements and delegated roles for the feasibility study/Return on Investment Analysis. 1/24
- Provided on-going orientation and resources to the new JCEDC Executive Director. On-going
- Provided assistance to the Waterloo Clerk Treasurer in a business retention strategy; received UW Madison/Extension support in identifying ways that the UW System could provide research and development assistance to a Jefferson County food processing manufacturer. This agent prepared a report summarizing commitments from the UW System. This project was coordinated with the Jefferson County Agriculture Agent who provided input. 3/4
- Widely distributed resources developed by the agent on “What is Economic Development?: Concepts and Practice.” A PowerPoint presentation and other resources have been posted on the UWEX website. On-going.
- Prepared and delivered a leadership and economic development program to “Leadership Watertown”, a leadership development series sponsored by the Watertown Chamber of Commerce. Feedback from the 15 participants and the coordinator was positive. 2/12
- Attended a community forum on rail transportation in Watertown. 1/7

Community Vitality and Placemaking

- Continued writing sections and refining imagery for a new Extension Publication which will be titled: Principles of Community Placemaking-Professional Guide. Have been coordinating activities with the Community Vitality and Placemaking Team. On-going.
- Provided guidance and resources on community placemaking and community building to a member of the Art Board of Greater Lake Mills and the Assistant Director of the Wisconsin Arts Board to assist in a community arts initiative in Lake Mills. 4/3
- Met with a local planner/designer about a potential “placemaking initiative” involving capturing special places in Jefferson County, and providing interpretation about these special places and destinations. 3/25

- Have assembled briefing resources for a three-day design charrette in Grantsburg, Wis. being co-sponsored by the Minnesota Design Coalition and UW Extension Community Vitality and Placemaking Team. 4/10-13.

Planning and Change Processes

- In conjunction with UW Specialists, I have secured a second-year graduate student from UW Madison Department of Urban and Regional Planning who has agreed to prepare a Jefferson County Fair Park Master Plan as part of a Master's Degree Project. The student's credentials were reviewed by the Fair Director and County Administrator, and her work started in early February. I have been guiding her work, and have arranged for resources from the County Land Information Director and County Cartographer. On-going
- Facilitated a workshop with the Fair Director and his staff, the County Administrator, the City of Jefferson Administrator and the Mayor of Jefferson to develop a "design program and vision" for the Fair Park Master Plan. 2/12
- Prepared and distributed a report from the February 12th workshop entitled: "Jefferson County Fair Park Master Plan Development: Initial Idea Generating, Vision Sharing, and Possible Future Process Outcomes"; this is the initial guidance document for the Fair Park Master Plan. 2/14
- Arranged for a local landscape architect/planner to provide pro-bono oversight and guidance on the development of the Fair Park Master Plan.
- Arranged and participated in a presentation to the Parks Committee by UW Landscape Architecture student Stefan Galos as he continues to develop his River Corridor Master Plan project. The student summarized his work from the fall semester and provided both a narrative and graphic summary of his status on the design of two potential riverfront park sites aimed at paddling put-in/take-out, gathering and water-access camping. 3/3 On-going
- Provided extensive research, writing, securing of UW resources and other input, as requested by the County Parks Department, for the development of a Transportation Alternatives Program (TAP) second round grant application to the Wisconsin Department of Transportation. The grant would be for the 18 mile Watertown to Waterloo Corridor along current road right-of-ways and the Watertown to Oconomowoc path along the abandoned Interurban Trolley right-of-way. These two projects are estimated at \$15 million. Given this educator's extensive experience in bicycle facility planning and grant writing, significant contributions were made to this partnership process between the Parks Department and UW Extension. Follow-up assistance is now being provided for additional grant applications to the Wisconsin Department of Natural Resources for these projects. On-going
- Facilitated a diagnostic session with the Mayor of Watertown to determine the possible purpose and scope of a city government strategic plan. A draft initial agreement on project understandings, scope and workshop design was prepared and is under review. 2/28 and on-going
- Met with business leaders from Waterloo along with the Parks Director to look at community building opportunities associated with the Regional Trailhead Facility. Subsequently, the Waterloo Clerk Treasurer contacted this agent about a possible community forum. 3/14

Local Government

- Developed curriculum and presentation resources for the March 17th ICC program entitled: “What is Economic Development?: Concepts and Practice.” Received assistance from the UW Extension Center for Community Economic Development and other UW Extension resources. Delivered the presentation to the ICC, and received positive feedback from both the County Supervisors and two County Economic Development Directors who came to the meeting. Provided follow-up resources to the Economic Development professionals. 3/17
- Participated in a planning meeting with the County Administrator, County Clerk and County Corporation Counsel to firm up a program for New and Continuing County Supervisor Orientation which will be held on April 8th and June 2nd.
- Revised resources for the Supervisor Orientation.
- Assisted in facilitation of the Supervisor Orientation and presented a segment entitled: “Basics of Structure and Governance.” 4/8
- Presented the UW Extension Jefferson County Office Annual Report to the County Board. This report is now posted on the UW Extension website. 2/11

Environment

- Assisted in conference arrangements and program content for an Energy Forum held on February 26th at the Jefferson Area Business Center sponsored by UW Extension and the Wisconsin Energy Office. The conference was well-attended including representation of several Jefferson County Board Supervisors and City of Jefferson leaders.
- Provided liaison assistance to the UW Extension Energy Specialist to County officials exploring the feasibility of biomass boilers as a heat source in public buildings (such as the new Highway Facility).

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
- Prepared an Annual Accomplishment Report and participated in the annual performance review process with the Extension Education Committee with the County Administrator and County Board Chair present. As Faculty Governance Unit Representative, participated in the reviews of all other faculty. 3/10
- Distributed the UW Extension Multi-Year Needs Assessment and Program Plan which was approved by the University Extension Education Committee.
- Participated in the search and screening processes associated with the hiring of our new Administrative Specialist.

- As Co-Team Leader of the UW Extension Strategic Planning Team, provided leadership in a four-day Introduction to Strategic Planning: Local Government and Community Application (February 4-7). Both LaVern Georgson and Sarah Torbert participated in the training.
- Participated in a meeting with LaVern Georgson, the UWEX Associated Director of Agricultural Programs and faculty from UW Extension Waukesha County to look at cross-county program sharing. Waukesha County has two horticulture agents but does not have an Agriculture Agent. For many years, there have been reciprocal arrangements for program sharing. 3/14

Sarah Torbert
4-H Youth Development Agent
February - April Extension Committee Report

Club Related Work

- Attended Hubbleton Hustlers 4-H Club meeting to talk about career exploration and workforce preparedness.
- Completed revised 4-H Charter Renewal process for all clubs.
- Held Special Emphasis Contest with 60 posters and 15 speeches on Career Development.

Communication

- Keeping members up to date through continued use of Facebook page.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

Trainings and Workshops

- Taught New Leader Orientation (3) with 12 new leaders receiving certification.
- Held Jefferson County 4-H Leaders Association meeting. Discussion focused on fair events, budgeting, camp, and constitution review.
- Held Real Colors personality workshop for families in Jefferson County.

Project Related Work

- Held Meat Animal Project Camp with over 150 youth in attendance to receive MAQA certification. Taught session on food chain.
- Attended Dairy Committee to review fair and plan for upcoming events.
- Taught team development to member of the Junior Leaders 4-H group.

Fair

- Held Foods Revue with 51 youth participating.
- Working with Jefferson County Fair Park to help secure judges for Fair events.

Youth Development Work

- Taught Real Colors training at Dialogue for Student Success in Watertown.
- Planning camping experience for youth from Columbia, Sauk, and Jefferson Counties. So far 33 youth are registered for camp experience.
- Serving as member of the Department of Youth Development Research and Publications Review Committee. Reviewed two papers.
- Working on State Committee to plan Centennial 4-H Celebration at Wisconsin State Fair.
- Chaperoned 6 youth to National 4-H Conference in Washington, D.C. with focus on creation of change in topics affecting youth. Met with Tammy Baldwin, Paul Ryan, and Ron Johnson.
- Judged over 75 displays at the St. Paul's Oconomowoc Science Fair.
- Attended 4-H Day at the Capital in Madison with three youth and one adult representing Jefferson County. They met with legislators about the 100 year celebration of the 4-H program.
- Served as judge for Jefferson FFA officer interviews.

Professional Development

- Attended Southwest All Staff Meeting.
- Attended Joint Council of Extension Professionals Conference.

Office Responsibilities

- Working with Kim to start the capital improvement projects in rooms 8, 9, and 12.
- Cleaning office to gain a better understanding of resources available.
- Hired Kamilla Thoma to serve as the 2014 Jefferson County 4-H Intern.
- Working with Terri in Human Resources on hiring process for second Administrative Assistant in office.