



Jefferson County

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**University of Wisconsin-Extension
Cooperative Extension**

DATE: June 9, 2014
TO: Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Kate Murley and Other Interested Citizens
CC: Ben Wehmeier, Barb Frank, Tammie Jaeger, Jim Schroeder, 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, June 9, 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 May 12, 2014 meeting minutes
5. Communications
6. Citizen Input & Comments
7. Follow Up to Orientation
8. 2014 Budget Update
9. Agent Reports
10. 2014 State WACEC Conference – June 23 & 24, Eau Claire, WI
11. Next meeting date – July 14, 2014
12. Identify Future Agenda Topics
13. 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.

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UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

Date of Meeting: May 12, 2014

Meeting called to order by: Steve Grabow called the meeting to order at 8:30 a.m.

Members Present: Borland, Babcock, Hartz, Morse, Murley

Agents Present: Eisenmann, Georgson, Grabow and Torbert

Also present: No others were present.

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

Election of Officers: Steve Grabow presided over the election of Committee Chair. Glen Borland and Paul Babcock were nominated. A paper ballot election was conducted. Paul Babcock was elected. Paul Babcock presided over the election for Vice Chair and Secretary. Ed Morse was elected Vice Chair and Peter Hartz was elected secretary.

Approval of Agenda for Possible Rearrangement: None

Approval of April 14, 2014 Meeting Minutes: Motion was made by Borland and seconded by Babcock that the minutes of the April 14, 2014 meeting be approved as drafted. Motion approved: 5-0

Communications: In reference to Item 12, 2014 State WACEC Conference. It was explained to the committee that this is a budgeted item within the departmental annual budget. If committee members are interested in attending, please contact Sarah by June 10th.

Citizen Input and Comments: None.

Item: Orientation of Committee Members

Grabow handed out an orientation booklet to committee members. Please refer to attached handout for the information provided. Grabow reviewed with the committee the member roles, information, why/how Land & Water is connected with Extension and purpose of committee.

Item: Update on Support Staff Hiring Process

Torbert updated the committee on the hiring of the support staff positions. Kim Buchholz was hired on March 1 and Stephanie Rudey will start on Monday, May 19th.

Item: 2014 Budget Update

Georgson reported to the committee that the budget is where we need to be; we are on track for 2014.

Item: Agent Reports

Grabow provided an overview on how monthly agent reports to the committee are handled. Eisenmann, Grabow and Torbert's monthly reports were sent electronically to the committee. Georgson handed out his report in hard

copy to the committee members. Review and highlights from monthly reports were provided in the following order: Torbert, Georgson, Eisenmann and Grabow. Heroin abuse – preventative actions are based on education, policy decisions.

Item: 2014 State WACEC Conference – June 23 & 24, Eau Claire, WI

Grabow invited members of the committee to attend the 2014 State WACEC Conference in June. The conference will be held in Eau Claire this year. A flyer was distributed with the agenda packet.

Upcoming Agenda Items and Meeting Dates: The next meeting of the committee will be on June 19, 2014.

Adjournment: A motion was made by Borland, seconded by Murley, to adjourn the meeting at 10:10 a.m.

Motion passes: 5-0

Secretary

**May 2014 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Participated in the May meeting of the Jefferson County Economic Development Consortium Board (JCEDC).
- Participated in a status meeting with the JCEDC Executive Director and County Administrator on possible partnership arrangement with JCEDC and UWEX, and also reviewed possible ways in which the UWEX can provide assistance to JCEDC. 5/8
- Met with the JCEDC Executive Director to explore a diagnostic and plan for planning workshop with key stakeholders around the possibility of developing a Jefferson County Transportation Plan; such a plan has been identified in the County Government Strategic Plan and County Comprehensive Plan. 5/29
- Met with the JCEDC Executive Director to go over several items of interface between JCEDC and UWEX including: topic summit meetings for implementation/refinement to the Economic Development Vision; methods for business retention/business engagement; and possible ways that UWEX Specialists can assist in a Jefferson County Economic Development Research agenda. 5/29
- Contacted seven UWEX campus based Specialists to arrange a meeting with the JCEDC Executive Director to explore options for developing a Jefferson County Economic Development Research Agenda. On-going.
- Continued the distribution of resources developed by the agent on “What is Economic Development?: Concepts and Practice.” On-going.

Community Vitality and Placemaking

- Continued writing sections and refining imagery for a new Extension Publication which will be titled: Principles and Practice of Community Placemaking. Have been coordinating activities with the Community Vitality and Placemaking Team and a Project Assistant who has been hired to update PowerPoint presentations and provide other technical assistance. A two-day Team meeting will be held the first week of June. On-going.
- Have continued the development of a Placemaking Powerpoint that will be used for multiple up-coming First Impressions community assessment. On-going.

Planning and Change Processes

- I have continued guidance to the second-year graduate student from UW Madison Department of Urban and Regional Planning who has is to preparing a Jefferson County Fair Park Master Plan as part of a Master's Degree Project. On-going
- Attended the May 7th presentation by UW Landscape Architecture student Stefan Golos on his final report of the Rock River Corridor Master Plan project. The project includes the design of two potential riverfront park sites aimed at paddling put-in/take-out, gathering and water-access camping. Since the final report focused on the 150 acre site, I directed the student to provide a “supplemental report” to provide more

detailed recommendations on the former Outboarders Club site. This was provided and both reports were forwarded to the Parks Director. 5/30

- Met with the Parks Director to discuss a scope of work for a possible UW student project around a Crawfish River Park Master Plan. Subsequently, this agent prepared a draft scope of work and deliverables document that can be used to solicit interest by graduate students from the UW Madison Department of Landscape Architecture. A site visit by this agent further informed this document. 5/29 and 5/30.
- Prepared orientation and other resources and for Workshop 1 of the Watertown Government Strategic Plan. Developed an Agenda and packet for this meeting. Facilitated Workshop 1 which included on orientation, stakeholders analysis and mandates assessment. This Steering Committee for this workshop includes all City Alderpersons (9), all City Department Heads(8) and the Mayor. This May 28th workshop received front page coverage in the Watertown Daily Times. On-going
- Designed and facilitated a community forum on the Waterloo Trailhead Facility. Participants included the Mayor, City Council members, Parks Committee members, Trailhead Implementation Team, Chamber representative, Trek Representative, others. Subsequently, a Proceedings Report was prepared, distributed and presented to the Parks Committee by the City Clerk/Treasurer on May 20th. A follow-up strategy session will be held on June 12th.

Local Government

- Participated in the May 19th ICC program entitled: "Economic Implications of Freight Rail" led by UW Extension Community Economic Development Specialist Steve Deller.
- Attended the all day orientation for new County Supervisors by the UWEX Local Government Center and Wisconsin Counties Association which was held on May 20th. I had an opportunity to provide further insights to the Jefferson County Supervisors in attendance, Laura Payne and Kirk Lund. I will also be facilitating the June 2nd County Board Supervisor Orientation and Department Head meeting, and will be reviewing the content of the County Government Strategic Plan. On-Going

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. Have also been involved in the hiring process for a new State Director of Community, Natural Resources and Economic Development. On-going
- Provided leadership in office efforts to development Performance Measures and reporting systems for the County Administrator. I will facilitate our staff workshop on June 2nd to further develop the office response. On-going
- Monthly Office Summary for County Administrator:
 - A. Update on Key Performance Measurements: A staff workshop was held on June 2nd to further refine performance measures for the office.
 - B. Summary of Key Events for May 2014: Please refer to the attached monthly reports.

- Vern and Steve met with Chairman Jim Schroeder as the new Chairman meets with all Department Heads. This was a very good meeting, and we provided him the same “Orientation Packet” that we gave our new University Extension Education Committee members.

C. Brief Overview of the Department’s Next 30-60 Days: Refer to monthly reports of agents.

D. Personnel Status:

- Evaluations status – none currently due.
- Long term absences – none to report.
- Other staffing issues – Stephanie Rudey started as our new Administrative Specialist on May 19th. She is receiving extensive orientation led by Kathy, Sarah and Kim. Sarah also hired the summer 4H Intern Kamilla Thoma, who also started May 19th. Marie Rubietta will continue as a temporary employee; on-call as needed.

E. Any pending or anticipated budget issues:

- 2014: None at this time.
- 2015: The staff is starting to work on the 2015 budget. A July 14 meeting has been established to discuss the budget as a staff team. Annual phone and computer counts were submitted.

F. Key policy discussions: refer to monthly reports of agents

G. Project status: Our office is working on finalizing the Room Technology Upgrade proposal to be sent to vendors. The work will be done in August 2014 and project will be completed in the Fall. We are working with MIS and Courts to combine the bidding for the equipment needed by all three departments/buildings. Bid documents have been forwarded to County Administrator, MIS, Maintenance and Courts for review.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
May, 2014

Program Development/Teaching Highlights

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

Jail Nursing Program Visioning Process – Facilitated the third of three workshops for the planning process. Wrote the 24 page proceedings report and a summary piece. Worked with both departments to schedule management meetings and board/committee meetings for review and adoption of the plan. Will present the plan and report to both committees in June & July for review and adoption.

Family Promise of Jefferson County, Inc. – Met with the new executive director and orientated her to UW-Extension and other family-serving nonprofits and public agencies in the community. Provided substantial resource and referral information to her. Provided advice and counsel on board development, and organizational development and planning. Will continue to work with her and the board to develop this resource in the community.

Team Leadership/Family Living Programs Work:

Team Leadership – Worked with the office team to welcome and orientate Stephanie Rudey as the new 4-H Youth Development/Family Living program assistant. Stephanie will be assisting me in developing several tech resources for the nonprofit organizations and public agencies in the community. Stephanie will also be responsible for assisting with the Parenting newsletter project and providing as needed program support to my work. Will be engaging in on-going orientation and development as Stephanie moves through her first year. Continued to assist the team in the transition of the technology and budget aspects of departmental leadership.

Updated Family Living portion of the UW-Extension, Jefferson County web site:
<http://jefferson.uwex.edu/>. Finished development of a Google+ page for Family Living and will be working with Stephanie to design evaluation tools for it. Preliminary feedback on the Google+ site is excellent with over 1800 page views to date. Check it out at:
<https://plus.google.com/u/0/103201127444363067257/posts/p/pub>

UW-Extension – Worked with Steve and a team of Extension colleagues to develop a two day Extension in-service on community capacity building for delivery in Fall, 2014. I will be working with two junior faculty to develop and deliver two 2 hour workshops on Diagnosing Community Challenges and Using Systems Planning and a Network Building Approach to Community Capacity Building.

Attended the regular monthly meeting in Madison related to my leadership role on faculty senate. I am currently serving on the executive committee of UW-Extension's Faculty Senate.

UW Extension Agriculture Report
To the Jefferson County Extension Education Committee
By LaVern Georgson

June 9, 2014

Agriculture Programming

A considerable amount of time was spent on my responsibilities within the shared leadership model that the Jefferson UW Extension office uses. This involved attending the County Leadership Conference sponsored by UWEX. I was able to participate in a variety of workshops, including county budgeting, relationships and personal responsibility, leadership and building blocks for relationship effectiveness. I also represented the office at the county administrator's department head meeting, which focused on budget updates and timelines. There were also other conversations and time dedicated to understanding the budgeting process more completely.

Jefferson County was selected to host one of the summer cow/calf meetings for 2014. We will be hosting this meeting on June 24, 2014 at the registered Polled Hereford farm of Gary and Marilyn Reinke. The Reinkes along with their son Nathan farm several miles east of Johnson Creek. It will be an evening meeting beginning with registration at 4 o'clock followed by a meal and then the program. Agriculture agents from around the state will present information on preventing and managing pinkeye, bull health and fertility, and vaccine protocols. This is part of a seminar series for registered livestock producers, commercial cow/calf producers, smaller hobby farm beef producers, agriculture professionals and educators. Beef producers who are in attendance can earn one continuing education credit towards the Beef Quality Assurance program. In addition to finding a host farm, our work has involved arrangements for the meal, a tent for inclement weather, public relations/promotions in the media and beef producer groups as well as contacts with other counties and the on-site registrations.

The long hard winter and slow warm-up had led to a lot of inquiries about the late start to the growing season. Plant growth was delayed by the cool temperatures and soil temperatures that were low as well. The late spring stymied gardeners as they were anticipating new plantings and delayed the assessment of winter damage.

The planting delays that affected horticulture and home gardeners were part of the problem for farmers too. The heavy rains that fell the second weekend of May created quite a bit of concern for corn and soybean crops. Flooding and low area ponding in the eastern and southern part of the county caused concern for crops that were already planted. A number of farmers as well as the media had questions about the implications for the corn and soybean crops. Jefferson County had been faring better than our neighboring counties with nearly 50% of our corn and a good start on soybeans prior to those rains. With warmer temperatures and more intermittent rain just prior to Memorial Day and in the week following things are pretty well near-normal now. Planting is winding down and nearly complete. The hay and forage crops have grown substantially allowing some farmers be completing their first crop harvest.

The hard heavy rains also led to questions and concern about erosion. The most serious that I saw was that of two property owners on the west side of the Hwy 26 bypass on the north side of Jefferson. The recent rains have aggravated a situation that has appeared since the construction of the bypass. They have serious gullies, 30-year-old trees that have most of their roots exposed, and sinkholes. The matter has been referred to the Jefferson County Highway Department who was expected to involve the Wisconsin Department of Transportation. The solution will likely involve heavy equipment and rock riprap.

Sarah Torbert
4-H Youth Development Agent
June Extension Committee Report

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

- Held interviews for National 4-H Congress. Two youth will be representing Jefferson County, Sara Mark and Abby Jenks.
- Held Camp Counselor Training. A combination of youth from Sauk and Jefferson County will be serving as counselors this year. During training youth showed a great deal of creativity and knowledge about being a camp counselor. Additional training planned for June 11th.
- Held MAQA training night for Meat Animal Project.
- Attended Fort Farm Challenge to promote 4-H program and support 4-H members who were competing.

Project Related Work

- Worked with the Horse Committee on the 4-H Open Show for 2014. Due to personal issues with planning committee this involved a great deal of conflict resolution.
- Working with Horse Committee to ensure that proper paperwork is filed by members. The past year has helped the group to identify procedures that can be changed for future project success.
- Working with Meat Animal Project Committee to ensure that all member paperwork is accounted for. PEDv has posed a great deal of headaches related to the Swine MAP process including identification of members who will be participating.
- Working with Meat Animal Project Committee to plan more comprehensive and equal training for all youth involved in project including a special Record Book Training session for August.

Youth Development Work

- Writing three year plan with focus on Volunteer Development for adults and older members and Career Skills Development for youth. Writing surveys to give to club leaders and families to assess baseline data for what 4-H member and families already bring to the table. Data collected will help to identify future program planning.

Professional Development

- Attended Regional 4-H meeting at Upham Woods with staff and summer interns from throughout the region.
- Attended Department of Youth Development Tenure Orientation Workshop to better understand tenure process.

Office Responsibilities

- Working with Kim on capital improvement projects in rooms 8, 9 and 12.
- Working to orientate Summer Intern, Kamilla Thoma, and Administrative Specialist, Stephanie Rudey. Kamilla will provide an end of the summer report to the committee in August about her work.
- Selected to serve as a member of the WAE4HYDP Communications Committee.

Future Planning

- Citizenship Washington Focus experience in Washington, D.C. June 14-22.
- Jefferson County Fair events July 5-13
- 4-H Camp, July 28-August 1

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

