



**Jefferson County**

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**University of Wisconsin-Extension  
Cooperative Extension**

**DATE:** August 5, 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, August 11, 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 June 9, 2014 meeting minutes
5. Communications
6. Citizen Input & Comments
7. Agent Reports
8. 2014 Budget Update
  - a. Capital Technology Project Update
  - b. General Budget
9. 2015 Budget Update
10. Next meeting date – September 8, 2014
11. Identify Future Agenda Topics
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.**

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## UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

**Date of Meeting:** June 9, 2014

**Meeting called to order by:** Chair Paul Babcock called the meeting to order at 8:30 a.m.

**Members Present:** Borland, Babcock, Morse, Murley; Hartz absent.

**Agents Present:** Eisenmann, Georgson, Grabow and Torbert

**Also present:** Jim Schroeder, Ben Wehmeier

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

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**Approval of Agenda for Possible Rearrangement:** None

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**Approval of April 14, 2014 Meeting Minutes:** Motion was made by Borland and seconded by Murley that the minutes of the May 12, 2014 meeting be approved as drafted. Motion approved: 4-0

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**Communications:** None

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**Citizen Input and Comments:** None

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**Item:** Follow Up to Orientation

Grabow asked the committee if there were any questions that needed to be addressed from the orientation that was held at the last meeting. Discussion occurred.

**Item:** 2014 Budget Update

Georgson stated that the budget looks good to date. Intern and volunteer help were discussed.

**Item:** Agent Reports

Grabow, Eisenmann, Georgson and Torbert's monthly reports were sent electronically to the committee. Review and highlights from monthly reports were provided in the following order: Georgson, Torbert, Eisenmann and Grabow.

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

No committee members are available to attend the conference.

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**Upcoming Agenda Items and Meeting Dates:** Motion was made by Murley, seconded by Borland, that the July 14, 2014 meeting be cancelled. Motion approved, 4-0. Next committee meeting will be held on August 11.

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**Adjournment:** A motion was made by Borland, seconded by Murley, to adjourn the meeting at 9:40 a.m. Motion passes: 4-0

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Secretary

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

***Economic Development***

- Participated in a meeting with the Director of the Watertown Economic Development Organization and the Executive Director of the Jefferson County Economic Development Consortium (JCEDC) on business retention methods. This educator had previously shared research-based resources on business retention methods from UW Extension, University of Minnesota Extension and colleagues in response to JCEDC and Watertown Economic Development Organization initiatives. 7/29
- Facilitated a workshop with seven UWEX campus based Specialists and the JCEDC Executive Director to explore options for developing a Jefferson County Economic Development Research Agenda. Ten topic areas of potential research were identified. A follow-up process will help determine areas of potential contribution by the UW Extension Specialists. 7/15 and On-going.
- Communicated with the new director of the Fort Atkinson Industrial Development Corporation , and have provided briefings to the Executive Director of the JCEDC about the structure of this organization over time. Distributed resources developed by this educator on “What is Economic Development?: Concepts and Practice.” On-going.

***Community Vitality and Placemaking***

- Co-led a Community Vitality and Placemaking Team curriculum design meeting for the development of resources on the “Foundations of Community Vitality”. 8/1 and On-going.

***Planning and Change Processes***

- Continued the review and guidance of work by the second-year graduate student from UW Madison Department of Urban and Regional Planning who is to preparing a Jefferson County Fair Park Master Plan as part of a Master's Degree Project. On-going
- Continued to look at optional ways to provide support to the Parks Department on the “scope of work” for a project to develop a Crawfish River Park Master Plan. Contacts were initially made with faculty and staff of the UW Madison Department of Landscape Architecture to look into the possibility of obtaining a graduate student who might be interested in working on this project. This does not appear promising so contacts with local planners/designers have been made, and the Park Director has been apprised.
- Completed and distributed a Proceedings Report from Workshop 2 of the Watertown Government Strategic Plan. Workshop 2 included exercises on core values and mission statement development.
- Developed and administered a “homework assignment” for participants in the Watertown Government Strategic Planning workshop process. This included instructions and a worksheet to respond to an analysis of strengths, weaknesses, opportunities/hopes and challenges. With the assistance of the UWEX Administrative Specialist, the results from 18 participants were compiled and organized.

- Designed and facilitated Workshop 3 of the Watertown Government Strategic Plan process. This workshop included the refinement of core values and further work on the mission statement. The results from the SWOC analysis were presented, and additional ideas were added. A Proceedings Report is under preparation. 7/29 and On-going
- Designed and facilitated Workshop 1 for the Dialogue for the Future Workshop with the Lake Mills Council, City Manager, City Attorney and City Clerk. The workshop included an orientation component since several council members are new to a local government strategic planning process. Since this is an update of a series of workshops from 2007, the project is being expedited by updating and refining previous work on stakeholder analysis, mandates assessment and mission. In addition, Workshop 1 included a new strengths, weaknesses, opportunities/hopes and challenges exercise. A Proceedings Report is under preparation. 7/31 and On-going
- Participated in a meeting convened by the JCEDC Executive Director which brought together County and local officials to discuss the possible ways to develop a County Transportation Plan. This educator prepared and presented a previous “preliminary scope” document on possible components in a customized plan for Jefferson County and its communities. Subsequent to the meeting, this educator prepared a “Profile of the Planning Effort” worksheet to illustrate the many considerations that typically must be when considered when designing or developing a “plan for the plan” of a major community planning effort (source: Grabow et. al., 2006) 7/22 and On-going.
- Participated in two meetings with the Parks Department and other County staff to look at needed updates to the County Bicycle Map (2012). The focus of the updates is to consider technical observations on safety and bicycle level of service ratings in order to properly guide the bicycling riding public on anticipated suitability of various bike routes and road options in Jefferson County. 7/23 & 7/31
- Participated in a meeting of the Glacial Heritage Area (GHA) Implementation Team. 7/30

### ***Local Government***

- Participated in the July 21<sup>st</sup> ICC program entitled on: “Law Enforcement and Recidivism” led by the Green Lake County UW Extension Community Development Educator and Sheriff’s Department staff.

### ***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
- Provided leadership in office efforts to further refine Performance Measures and reporting systems for the County Administrator. On-going
- Monthly Office Summary for County Administrator:
  - A. Update on Key Performance Measurements: Staff updated the performance measures chart by including a section on a “glossary of terms and concepts” based on input from the County Administrator.
  - B. Summary of Key Events for July 2014: Please refer to the attached monthly reports.

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 is continuing orientation led by Kathy, Sarah and Kim, and is fitting into the office very well. Steve provided an orientation to Stephanie on the community development function.

E. Any pending or anticipated budget issues:

- 2014: None at this time.
- 2015: The staff has submitted the 2015 budget. The staff discussed the budget at its August 4<sup>th</sup> staff meeting. LaVern, Kathy and Kim will be meeting with Ben to review the budget on August 18 at 1 p.m.

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

G. Project status: Bids have been reviewed. A meeting was held on Friday, August 1 with Camera Corner and staff regarding the Room Technology Upgrade project. Kim and Stephanie represented the UW Extension at this meeting. Based on this meeting and further guidance on options, UWEX staff has provided their recommendations to Roland. Recommendations will be forwarded to the Infrastructure Committee on August 6 and County Board on August 12.

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

August 11, 2014

### **Agriculture Programming**

Work continues on agriculture related environmental issues. A poultry farm that produces eggs and has identified an expanding market is making a concerted effort to control odors. Being a good neighbor is among their highest priorities as they consider expansion. They have not had any concerns expressed by neighbors and to protect that record they are taking a very proactive stance. They've invested significant dollars as well as time and effort in identifying effective and appropriate manure management systems. A UW-Extension Waste Management Specialist and I have met at the farm with the farm management team several times to review their composting process. Other than the farm visits there have been considerable email exchanges regarding the factors affecting composting, such as temperature, moisture and bulking agents. Refining the compost process for them will help reduce odors in storage, during transportation and field application. The nutrients in the compost, although less, will be in a more stable form and the odor will resemble a fresh earth smell. In addition, they're looking at adding a business unit that would be standardizing, bagging and marketing compost through wholesale and retail channels.

The Wisconsin Department of Natural Resources employees and I have had conversations for some time concerning another poultry operation that also produces eggs. They have had questions about production practices and odors. This egg farm has been besieged by complaints for some time with questions being raised by neighbors and citizen groups. A meeting is planned to be held with the farm management team, the UW-Extension Waste Management Specialist and myself. We will be reviewing their waste stream, composting system and finished product handling. UWEX will be working on education, options and possible solutions. Unfortunately the DNR employees will not be able to attend our first meeting. The goal will be to reduce any regulatory impact by the DNR.

After preliminary visits on several farms, I requested and scheduled UWEX State Ag Engineering Specialists to visit the County. We visited five farms over two days to look at various expansion or labor-saving improvements. One family is looking at expanding their dairy farm to allow for labor savings as well as provide an opportunity for the next generation to grow into the operation. Discussion centered on a planned sequence of expansion and location of facilities. Another young farmer is looking at expanding an existing small Holstein beef feeding operation. He received answers to his questions regarding siting, pen sizing and facility design. Another beef operation was looking at hay storage and cattle protection during inclement or winter weather. They also received guidance on feeding options. A large dairy was looking at improving their feed delivery system and the siting of a future calf and heifer facility. Considerations on bunk/feed space, cattle flow between groups and pens, water runoff, traffic patterns and manure handling were reviewed. The goal was to improve feeding efficiency through saving feed and labor. The fifth farm has recently completed a significant expansion, including a new free stall barn for cattle comfort, manure storage system for nutrient management along with robot milking. It is not uncommon to have some glitches that have to be worked out in a project of this size. After the milking cows were in this barn for only several weeks, there was a serious problem with the design of the manure system. The engineering specifications in the design of the building did not allow for the sand bedding to flow to the manure storage structure. After a thorough investigation, it appears that the best solution will be to recycle water from the manure storage to flush manure solids from the catch basins in the free stall barn. This is a better solution than removing and replacing a substantial amount of concrete to improve upon the 2% slope currently in place. Each of these farms will receive detailed drawings and specifications to address their individual needs. State specialists provide resources, collaboration and cooperation in keeping Jefferson County's agriculture infrastructure strong. Strong agriculture contributes to a healthy economy and provides an avenue for economic development.

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
June & July, 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)?**

**Parenting Newsletters Project** - Worked with both hospitals to determine project needs for 2015. The Watertown hospital has indicated they'd like to move to electronic delivery of the newsletters in the near future. Met with the Watertown hospital and Watertown Kiwanis club to discuss the transition. Will be meeting with the Jefferson Kiwanis in September and the St. Vincent's board as well. Both Kiwanis clubs and the St. Vincent's board will need to support the change. This is a major step for both the Kiwanis and St. Vincent's board. The Fort Atkinson hospital has indicated it wants to continue U.S. mail delivery of the newsletters for the foreseeable future.

Also, orientated Stephanie to the project and her role in providing support to it. I will continue to work with Stephanie on this project throughout the fall as she learns about this longstanding (23 years) educational partnership.

**Reducing Recidivism Coalition** - This Coalition has been in existence for about five years. It's a coalition of judicial, law enforcement, district attorney, public defender, public health, and family-serving nonprofits who are trying to reduce recidivism in our jail. Recidivism is a chronic problem and requires a significant amount of financial and program resources to address. The Coalition has gone through recent changes in membership and thought it was a good time to do some reorganization and planning. I met with them in July to discuss their needs, and I will be facilitating a purpose-based planning process with them beginning in August and concluding in November, 2014. The primary goal of the process is for the group to build consensus on its purpose and develop some strategies to move forward meaningfully. This is a direct outcome of my work with the Health and Sheriff's Departments in 2013 and 2014.

**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** – Met with the management team from both departments in June and reviewed the proceedings report. Discussed with dept. leadership next steps in moving the plan forward toward implementation. Met with the Board of Health in July and provided an overview of the plan and plan process, including next steps. I will be meeting with the Law Enforcement Committee either at their August or September 2014 meetings.

**Watertown Family Center, Inc.** - I conducted a workshop for the board in July to examine their progress on their 2012 strategic plan. The board has made some significant progress towards addressing its strategic issues, but also identified several areas it could focus on more closely. The board will be reviewing the proceedings from this workshop and determining how to move forward in the future. This may require additional planning and visioning workshops. The board will contact me in early fall to let me know what it wants to do.

**Jefferson County Literacy Council, Inc.** – Attended the July open house for the organization’s new executive director, Lynn Forseth. This was the culmination of about nine months of organizational development education and transition planning with the board and staff. It was great to see them have such a positive outcome, especially under a pretty short timeline for transitioning to a new director. I will be working with Lynn and Betsy Bright of Big Bros. Big Sisters to develop an educational workshop for area board members and staff to attend sometime in spring 2015.

**Nonprofit Organizational Resource/Referral/Advice and Counsel** – I provided resource and referral information on programs for homeless families to Rep. Andy Jorgensen’s office on request and responded to inquiries from a couple of nonprofit directors as well as orientated a new organizational development professional to the community.

### **Team Leadership/Family Living Programs Work:**

**Team Leadership** – Worked with the office team to develop the 2015 budget and provided some back-up support as our 2015 request was developed. Will continue to provide backup support to LaVern and Kim as we move through the 2015 budget process. Worked with Kim and Sarah on the proposed technology upgrades for meeting rooms and provided some additional back up on those plans as well. Continued to pilot test the family living Google+ site. It is getting a lot of traffic at over 4500 page views since April. Stanford University is now following me ☺ Will be taking it public in August and figuring out how to evaluate its impact.

**UW-Extension** – Met 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.

Chaired a faculty committee that redesigned the performance review process for faculty in my leadership role on Faculty Senate. Have redesigned the evaluation tool and process for implementation in 2015. 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.

\*Took a week and a half of summer vacation.

**Sarah Torbert**  
**4-H Youth Development Agent**  
**August Extension Report**

**Communication**

- Keeping members up to date through continued use of Facebook page. Posted pictures during Fair and Camp to update families on member travels.
- Working with administrative staff and intern to use HootSuite to post weekly "Throw Back Thursday" photos of 4-H alumni and "Monday Memos" of quotes about the 4-H program or 4-H values.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

**Fair**

- Recruited judges from other areas and states to provide non-bias experience for 4-H members.
- Assisted at the Jefferson County Fair with indoor judging, answering questions and solving problems.
- Facilitated weigh-in with the Meat Animal Project Committee.
- Worked with Meat Animal Project Committee on successful shows and auction.
- Coordinated projects for Wisconsin State Fair exhibit and took them to State Fair with help of intern, Kamilla Thoma.
- Attended Fair Board Committee meeting to gain a better understanding of any 4-H issues that occurred at the Jefferson County Fair. Work needs to be done to accommodate hurt feelings related to Superintendent changes.
- Planned meeting with Fair Director and Fair Staff to talk about the best way that 4-H and Fair can support each other before, during and after fair.
- Attending Fair Review meeting to gain insight for improvements next year related to the 4-H presence at the Jefferson County Fair.

**Project Related Work**

- Continuing work with Horse Committee on fair qualifications. Have a preliminary qualifications worksheet to present to committee in August.

**Camp**

- Held successful camp with Celebration theme at Camp Upham Woods in Wisconsin Dells. 80 youth (campers and counselors) and 13 adults attended camp including two staff (myself and Kamilla Thoma) from Jefferson County. In addition 6 youth attended outpost with 2 adults.
- Organized efforts for camp workshops and programs including flag ceremonies, campfires, canoeing, hiking, swimming, games, country celebration, arts and crafts and challenge initiatives.
- Worked with adults to ensure safety at camp. Extreme decrease in the number of nurse visits this year compared to 2013.

**Other Responsibilities**

- Trained new leaders who will be serving on countywide committees.
- Supervision of Intern to complete summer projects. Please see her included report for a complete list of what was done this summer.
- Working with Kim on capital improvement projects in rooms 8, 9 and 12.

**Future Planning**

- Wisconsin State Fair, ends August 10<sup>th</sup>
- August Leaders Association Meeting, Planning for 2014-15, August 21<sup>st</sup>
- Jefferson County will host State 4-H Dog Show on August 22-24<sup>th</sup>
- Special Emphasis Banquet, September 21<sup>st</sup>
- End of the Year Awards Night, November 9<sup>th</sup>

**Kamilla Thoma**  
**4-H Summer Intern**  
**Summer Report**

**May**

- Wrote Scholarship Press Releases
- Wrote a short autobiography for the June Newsletter
- Tabulated the results from Youth Government Day
- Attended camp and intern meeting at Upham Woods
- Began creating Special Emphasis Booklet for next year
  - Collecting easy games and break out activities
  - Designing logo
- Began creating a library of resource materials
- Organized new files

**June**

- Prepared judges sheet, state fair qualification information, and ribbons for the Clothing Review
- Researched ideas around theme for the Cloverbud Day camp for the Junior Leaders meeting
- Created cloverbud judges training for Junior Leaders
- Coordinated for Camp
  - Bus
  - T-shirts
  - Workshop/ crafts
- Helped with MAP projects around office
- Updated promotional material
  - Created new banners
  - Updated picture board and added more photos
  - Created new flyer and postcards
- Emptied Camera Card for Fair
- Cleaned Craft Cabinets in office
- Created a file of photos for Throwback Thursday to post on social media
- Attended meetings for Junior Leaders and Pre-fair shows
  - Dogs, goats, sewing, robotics
  - Wrote press releases for the meetings

## July

- Fair
  - Oversaw foods judging (take pictures)
  - Put up banners and other information
  - Took photos of animal projects
  - Talked to Radio Station about events for the week related to 4-H
    - Brought 4-H members along so they could do the majority of the speaking
  - Worked with Junior Leaders on Kids Day Activity - Passports
  - Helped with small and large animal sale
  - Helped with style show
  - Helped with project check out
  - Updated Facebook page daily
  - Cleanup fair office and hauled back materials
- Helped Junior Leaders to finalize day camp
- Processed photos from fair
- Created social media sites for Jefferson County 4-H
- Readied materials for camp
  - Craft supplies
  - Style show clothing
  - First aid kits
  - Practiced cake decorating
  - Looked for donations (Pine Cone donated cookies and frosting)
- Attended camp as adult chaperone
  - Taught campers cake decorating
  - Lead morning hike
  - Took pictures of activities
  - Helped load campers and luggage

## August- End of Internship

- Create File of Monday Memos for social media
- Process camp photos
- Send Thank You cards
- Complete resource library
- Schedule library visits or drop off promotional materials

- Ask clubs for help providing volunteers and animals
- Finish internship manual for future intern
- Finish Special Emphasis Booklet
- Create a picture board for Busy Barns to promote 4-H
- Help at Cloverbud Day Camp
  - Chaperone
  - Help with crafts and games
  - Help with set up and clean up