



Jefferson County

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**University of Wisconsin-Extension
Cooperative Extension**

DATE: December 4, 2014
TO: Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Dick Schultz 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, December 8, 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 November 10, 2014 meeting minutes
5. Communications
6. Public Comment: Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.
7. 2014 Budget Update
8. Technology Upgrade Project Update
9. 2015 Budget Report
10. Agent Reports
11. Next meeting date – January 12, 2015
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: November 10, 2014

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

Members Present: Babcock, Borland, Hartz and Schultz

Agents Present: Eisenmann, Georgson, Grabow and Torbert

Also present: None

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

Approval of Agenda for Possible Rearrangement: None

Approval of September 8, 2014 Meeting Minutes: Motion was made by Borland and seconded by Babcock that the minutes of the September 8, 2014 meeting be approved as amended. Motion approved: 4-0

Communications: Orientation packet was given to Dick Schultz.

Citizen Input and Comments: None

Item: 2014 Budget Report

Georgson reported that the 2014 is on track. At this point, we should come in below budget.

Item: Technology Upgrade Project Update

Torbert reported that all equipment has been installed and is working great. The project was completed last week on Wednesday and Thursday.

Item: 2015 Budget Update

Georgson reported that the 2015 budget is finalized and finished; waiting for approval at the County Board on Wednesday, November 12, 2014.

Item: Agent Reports

All agent monthly reports were sent electronically to the committee prior to the meeting. Review and highlights from written monthly reports were provided in the following order: Eisenmann, Torbert, Grabow and Georgson. Extension discussions were held on Performance Reviews by Eisenmann; 4-H listening sessions, and communication to/with the UWEX committee regarding 4-H Leader's Association was lacking; road load limits/permits by Georgson.

Upcoming Agenda Items and Meeting Dates: Next committee meeting will be held on December 8.

Adjournment: A motion was made by Schultz, seconded by Borland, to adjourn the meeting at 9:45 a.m.

Motion passes: 4-0

Secretary

Sarah Torbert

4-H Youth Development Agent
December Extension Report

Communication

- Keeping members up to date through continued use of Facebook page. Post weekly "Throw Back Thursday" photos of 4-H alumni and "Monday Memos" of quotes about the 4-H program or 4-H values. Update with pictures of member participation in events.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.
- Wrote New Releases about 4-H events and activities to keep the public informed on Jefferson County 4-H happenings.

Project Related Work

- Held Beef Kick-Off Meeting with over 80 people in attendance. Focused on rule changes and new format for record keeping.
- Working with Meat Animal Project to set up subcommittees to handle large tasks.
- Worked with Robotics project members and leaders to create display for First Lego League competition. Nine Jefferson County 4-H members completed against 32 other teams, placing in the top 10 and qualifying for the next round of competition.

Club Work

- Completed evaluation of all club and county charter paperwork. Charters include club financial records, education training, and overall club structure. Charter looks at compliance with state 4-H mandates.
- Completed audits for the Meat Animal Project and Jefferson County 4-H Leaders Association with Miller Law Office in Jefferson. This included filing of tax paperwork.
- Hosted information event to help in starting a new 4-H club at the Johnson Creek school.
- Taught New Leader training to fourteen new leaders with the 4-H program. Have received numerous calls for others looking to get trained, the next training will be on January 14th.
- Planned Club Leader Training with materials from the Wisconsin 4-H program. Training focuses on member recruitment and retention. Training postponed until the 26th of January because of bad weather.
- Held 4-H Award Celebration with over 200 people in attendance. Youth and adults from throughout the county were honored for their efforts.

Work with Overall County 4-H Program

- Met with Jefferson County 4-H Leaders Association for the monthly meeting. This was the first meeting after two leaders were removed from the Board of Directors. Meeting ran smoothly and new members were appointed to the board to fill vacant positions.
- Worked to establish committee guidelines and procedures to help already established committees within the program do their jobs better and help in forming of new committees.
- Attended Fall Leadership Forum with two youth delegates from Jefferson County. One additional youth delegate from Jefferson County attended, serving as MC for the event as part of her role as the Wisconsin 4-H Youth Leader Council President. Youth gained new skills and were able to witness the inaugural Wisconsin Hall of Fame ceremony.

Community Outreach

- Attended Jefferson County Connections monthly meeting. Group focuses on providing opportunities for youth to enhance leadership and make smart choices during high school.
- Presented True Colors training to 120 high school aged youth at JCC Leadership Conference. Workshop was well received and listed as top workshop during the event by over 30 youth.
- Working with Jefferson County Fair Park in promoting transition to online entries the 2015 Jefferson County Fair.

Upcoming Work

- Work to record results of the 2014 4-H year as part of UW system reporting.
- Southwest regional staff meeting to gain new insight on updates and other job related information.
- Department of Youth Development meeting to share information on scholarly work.
- Camp evaluation and planning meeting with other UW staff and planning of additional meeting to evaluate camp with adults and youth staff who attended camp in January.
- Planning of Project Learning Day to be held in February.
- Attendance at Association of Fairs meeting in Wisconsin Dells during the first week of January to better develop relationship between Jefferson County Fair Park and the Jefferson County 4-H program.

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

Economic Development

- In response to input from the JCEDC Executive Director, developed an approach and document entitled: “Jefferson County Rail Improvement Initiative: Project Understanding and Scope”. This has been designed as a three-part workshop series with County and local officials to: a) learn and share about the freight rail situation in Jefferson County and its communities, and b) guide initial direction based on preliminary vision/planning ideas. This will be discussed at the December JCEDC Board meeting. 11/6
- Accessed research on the linkages between transportation systems and economic development. Prepared a bibliography with abstracts of useful research-based references. Assistance was given by UW Extension Specialists. On-going
- In response to the JCEDC Executive Director, prepared a document entitled: “Jefferson County Comprehensive Plan Update with Transportation and Economic Development Emphasis: Grant Justification Analysis.” This analysis takes the Wisconsin Economic Development Corporation’s Capacity Building (CAP) Grant program criteria, and provides an analysis to justify suitability for such a grant. Included is an attached supplemental document entitled: “Jefferson County Comprehensive Plan with Transportation and Economic Development Emphasis: Draft Plan Considerations and Scope of Work”. This document profiles a potential approach to this plan process. Assistance was provided by UW Extension Specialists and UW Extension resources. This was shared with both the JCEDC Executive Director and Jefferson County Planning and Zoning Director. 11/8

Community Vitality and Placemaking

- Continued leadership with the Community Vitality and Placemaking Team for curriculum development of resources on the “Foundations of Community Vitality”. Continued work on a blog site documenting curriculum that the Team has prepared and intends to present in various formats. On-going
- Presented “Rock River Coalition: The First Five Years from 1994-1998” at the Rock River Coalitions 20th Anniversary Celebration. Subsequently, the presentation document was shared with Rock River Coalition leaders for their historical record. 11/2

Planning and Change Processes

- In response to the County Parks Director interest in developing an innovative and low cost approach to develop a Crawfish River Park Master Plan, I designed a facilitated Workshop 1 (Visioning) as part of a multi-part “design charrette approach” to develop a plan for this site. Subsequently, a Proceedings Report was compiled and distributed from Workshop 1. 11/11
- Designed and provided facilitation assistance for Workshop 2 of the Crawfish River Park Master Plan process. This consisted of a research-based design charrette, a day-long interactive planning process aimed at coming up with a draft master plan drawing and plan program concepts at the conclusion of the day. The planning team consisted of three professional landscape architects/designers/planners along with three Parks staff, two interested County Board Supervisors and this educator. A draft master plan drawing is under development. A follow-up workshop on plan review and implementation will be the next step in this series. 11/18 and on-going.

- Met with the Parks Director to look at options for bicycle access and parking along the Glacial River Trail in the Jefferson vicinity. Assessed pros and cons of various options in preparation for a meeting that the Parks Director was to attend. 11/19
- Designed and facilitated Workshop 6 of the Watertown Government Strategic Plan process. This session included a review of a draft mission statement and motto as recommended by a sub-work group. The session also included strategy formulation for three strategic issues. 11/25
- Designed and have arranged a special workshop with a sub-group of volunteers from the Watertown Government Strategic Planning process to further refine their mission statement. Consensus on a preferred mission was not achieved at Workshop 6. This meeting will be prior to Workshop 7 which is planned for December 17th.
- Continued process refinement for a 2015 strategic planning workshop series with a nonprofit organization 1000 Friends of Wisconsin. This organization has been a valuable resource to community leaders and citizens in Jefferson County around responsible land use and smart growth.

Local Government

- Participated in the November 17th ICC Meeting on “County Budgets and Finance in Tight Times”. Supported Supervisor Braughler in his presentation and discussion about Jefferson County’s situation. Also, arranged for WCA resources to be sent to County Board Chair Schroeder.

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 counsel to several agents (Kewaunee County, Green Lake County, Oconto County) about strategic planning.
- Prepared and submitted an eight-page Professional Brief as part of a Tenured Faculty Review that will be conducted by a committee of UWEX peers on December 10th. This accountability review is required by the UW Board of Regents every five years, and the document summarizes my impacts and professional contributions for 2010-2014. I will present this to the University Extension Education Committee, County Board Chair and County Administrator as part of my annual review in March, 2015. 11/26
- Monthly Office Summary for County Administrator:
 - A. Update on Key Performance Measurements: Staff has included these in 2015 Budget documents in accordance with guidance from the County Administrator, and we continue to develop methods for monitoring and documenting (and these will also be part of UWEX year-end reporting requirements).
 - B. Summary of Key Events for November 2014: Please refer to the attached monthly reports.
 - C. Brief Overview of the Department’s Next 30-60 Days: Please refer to monthly reports of agents.

D. Personnel Status:

- Evaluations status – Kathy and Sarah conducted a 6 month review of Stephanie on Wednesday November 5th, and her strong performance was recognized.
- Long term absences – Kim was with her daughter who was hospitalized in Madison for 28 days, and she took extensive leave. We executed our arrangement to have Marie provide support staff assistance, and this was greatly valued.
- Other staffing issues – Will be discussed as part of Agent reports at the December University Extension Education Committee meeting.

E. Any pending or anticipated budget issues:

- 2014: None at this time.
- 2015: The staff is pleased that the County budget was approved with a smooth process. We held a meeting with the County Administrator and UWEX staff on November 24th to discuss ideas that we have been considering for cost savings, program delivery and innovation in 2015. Follow-up ideas will be pursued.

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

G. Project status: Room Technology Project Update: The UWEX Mondo Pads have been installed along with other meeting room technology upgrades. Training sessions have been held, and the new systems appear to working well.

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

December 8, 2014

Agriculture programming

The needs assessment that has occupied a significant amount of preparation time has generated a good response. We are continuing to receive responses on daily basis. We will be sending out a press release as a reminder that there is still an opportunity to be part of the surveying process. A copy of the needs assessment will be shared with committee members at the December meeting. Kim is in the process of refining our contact lists based on changes and other notes that have been sent back with the survey responses. Work will begin shortly on compiling the individual responses into an articulated summary. I'm looking forward to seeing the results of this work.

We have received about 40 survey responses from Waukesha County. There were several notes of appreciation included with their responses for the opportunity for them to be included in Jefferson County activities. As part of this open-door policy, I attended the Waukesha County Farm Bureau November 6, 2014 meeting. This meeting included annual updates from the Waukesha County UW- Extension faculty. It was good to have this meeting. There had been several attempts to meet with this group and outline the parallel programming plan with them. It was valuable to meet some of the leaders of the Waukesha County agriculture community and I believe there is an appreciation for their farmers to have access to Jefferson County UW- Extension programming.

Professional development is a large part of continuing to be prepared to plan effective programming and respond to County residents' needs. This professional development occupied a significant portion of my time during November. I have attended other professional development activities, but thought I would highlight a few for your information in this month's report.

As new faculty within the UW- Extension system, we are expected to work with a mentor team as we learn about the system, effective programming and the tenure process. The Southwest region, of which Jefferson County is a part, hosted a joint meeting for mentors and mentees to share ideas, ask questions and receive guidance. It was a very valuable investment of time.

I attended a 2014 Wisconsin Pest Management Update. This was one of a series of meetings held throughout the state that presented concerns and new developments in diseases, insects and weeds that have an impact on Wisconsin crops. Topics regarding corn, soybeans and alfalfa were covered. It was an excellent session on the drift of chemicals relating to nozzle selection, droplet size, pounds per square inch pressure (psi) and wind speed.

I also completed the training to become a certified trainer in Beef and Dairy Quality Assurance (BQA). We have had requests from our beef producers in the County on how they could become certified in assuring that the beef they produce meets certain guidelines. This is an animal management, handling and care program that has marketing implications for the producers. With this certification, a farmer can promote their beef product as having been raised meeting certain expectations. Animal caretakers will increasingly come under scrutiny as the nonfarm population's agricultural literacy continues to diminish.

The opportunity to attend the North American International Livestock Exposition in Louisville, Kentucky and the National Association of Agriculture Educators (NAAE) in Nashville, Tennessee coincided of the third week in November. There were cattle exhibits, livestock producers and sessions involving individuals from across the United States. I was one of six individuals from across the United States who was selected for the 2014 NAAE Lifetime Achievement Award honor. I was nominated by Wisconsin and Region III. This award is based on contributions to the profession of agriculture education, innovation and instruction. I humbly acknowledge that I have had the privilege and pleasure of working with very many people who've contributed to the success of my professional career. I am appreciative and thankful for the recognition.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
November, 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)?

Reducing Recidivism Coalition – Finished up this project by writing the plan proceedings report and distributing it to the Coalition membership. Consulted with coalition members on their plans and next steps. Provided advice and counsel on how to engage key people.

Jefferson County Interagency Collaborative Council – Held the second quarterly meeting of this group of local family policymakers. Presentations by the Economic Development Corporation on housing needs and Sheriff's Department on school security policies were well received. One superintendent commented these meetings are so helpful he'd like to bring some additional administrators for their professional development. Thanks to Genevieve Borich and Deputy Dandoy for their contributions to the meetings.

Family Policy Educational Support – Consulted with the Marathon County Family Living Agent on educational approaches to addressing youth aging out of foster care and evidence-based approaches to addressing the issue. Assisted her by providing resources to her on several different types of educational responses.

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

Nonprofit Directors Roundtable – Will hold the second quarterly meeting of the group. Genevieve Borich provides an overview of the results from the HOME consortium's recent housing need assessment; and Meghan Findlay of United Way attends to dialogue at the meeting.

UW-Whitewater Continuing Education/Outreach program – Consulted with the program director to identify a local community member to serve on a search and screen committee charged with hiring a community-based educator who will support service learning opportunities and outreach between the campus and local public and nonprofit organizations. This position would fill a big need among the local nonprofit organizations and provide UWW students with excellent learning opportunities.

Consulted with several executive directors on organizational development challenges and transitions during the month.

Team Leadership/Family Living Programs Work:

UW-Extension Jefferson County Office Team – Worked with the office team, MIS/county administration and UW-Extension Tech Services to explore opportunities to pilot cloud-based computing in our office. We are looking for ways to increase our productivity and reduce cost.

Stephanie Hardin and I have been working to identify software to create a dashboard for the office that could be adapted to meet the needs of the public agencies and nonprofit organizations in the community. This has been a huge resource need for the nonprofit organizations for several years. Dashboards are very effective online infographic representations of important organizational data and statistics. Stef has been very helpful in researching and identifying software. Stef found some free online software to use to develop the dashboard, so she is going to move forward with developing a pilot dashboard for our office. Stef also has been accepted into a beta program for a cloud-based tutorial site. This site is developing licensed software to provide multimedia tutorials for training purposes. This will be an excellent opportunity to develop some online educational trainings for various clientele groups. We are going to encourage Stef to participate in the beta testing phase in order to determine how useful this software might be for our programs.

UW-Extension – Participated in a two day Community Vitality & Place-making team meeting to finalize development of our educational curriculum on community capacity building. I am responsible for the segments on diagnosing an organization/community group's needs; understanding networks as structures for community-based work; and providing an overview of systems planning approaches. We finalized our program materials for online distribution at our blog site and discussed national presentation opportunities for our work.

Continue to chair a committee redesigning the performance review process for faculty in my leadership role on Faculty Senate. Continued to participate in the effort to design an orientation session on shared governance for the new Chancellor. Attended the regular monthly meeting in Madison related to my role on faculty senate.