



**Jefferson County**

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**University of Wisconsin-Extension  
Cooperative Extension**

**DATE:** January 5, 2015  
**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, January 12, 2015 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 December 8, 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 Update
10. Discussion and Approval of 133 Contract
11. Next meeting date – February 9, 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.**

*"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:** December 8, 2014

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

**Members Present:** Babcock, Borland and Hartz. Schultz absent.

**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.

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

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**Approval of November 10, 2014 Meeting Minutes:** Motion was made by Borland and seconded by Morse that the minutes of the November 10, 2014 meeting be approved as amended. Motion approved: 4-0

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**Communications:** None.

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**Public Comment:** None

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**Item:** 2014 Budget Report

Georgson reported that the 2014 is on track and will be under budget. Eisenmann discussed potential technology updates that may result in budget savings.

**Item:** Technology Upgrade Project Update

Torbert reported that all equipment has been installed and is working well.

**Item:** 2015 Budget Update

Georgson reported that the 2015 budget was approved by the County Board on November 12. The 2015 departmental budget includes a 2% decrease.

**Item:** Agent Reports

All agent monthly reports were sent electronically to the committee prior to the meeting. Review and highlights from their written monthly reports were provided in the following order: Torbert, Grabow, Georgson, Eisenmann.

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**Upcoming Agenda Items and Meeting Dates:** Next committee meeting will be held on January 12, 2015.

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**Adjournment:** A motion was made by Borland, seconded by Morse, to adjourn the meeting at 9:55 a.m.

Motion passes: 4-0

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Secretary

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

January 12, 2015

### **Agriculture Programming**

The largest amount of time and activity from the past month dealt with the Agricultural Act of 2014. The Food, Farm and Jobs Bill or the Farm Bill as it is more commonly known is intended to be a five-year plan for US Department of Agriculture's activities. The Farm Bill is intended to set the policy and procedures for everything from support for farm production, conservation practices and priorities to the Food Stamp Program. In addition, it provides funding as the federal partner for the Cooperative Extension Service in providing research, education and outreach. This funding is important as it reaches through the State of Wisconsin to Jefferson County via the 133 Contracts. The 133 Contract represent the State's combined Federal and State shares of the money and resources that come to Jefferson County UWEX to serve the residents of Jefferson County.

To serve the farmers of Jefferson County, we worked with the Jefferson County Farm Service Agency director and her staff in hosting three meetings to go over the crop production aspects of the 2014 Farm Bill. I have also met individually with farmers and their families to answer questions and to further explain some of the steps and implications of the rules. Dairy farmers have a much more involved decision-making process with this farm bill compared past programs for them. They need to make decisions on an insurance-like program. Their decisions involve deciding what level of protection they would like and at what cost. Having to write a check to purchase some level of risk protection is a new concept for dairy producers. In determining how big a check to write involves a good grasp of their production costs and an evaluation of future markets. The dairy portion of the federal farm bill will have an annual reenrollment. The crop farmers on the other hand will have only one opportunity between now and March to establish bushels, yields and which of four options they will elect for the next five years or until the end of the 2014 Farm Bill.

Jefferson, Rock and Walworth counties collaborated to host a Tri- County cow/calf beef producers meeting. The well attended meeting gave beef producers from the area information on winter and nutrition and feeding strategies as well as renovating dairy barns for beef production. The current prices for beef, the availability of facilities and the interest in business development have all contributed to an interest in this aspect of agriculture. Plans are underway to offer a beef feeders meeting in February. There also have been some individual consultations regarding improving or expanding beef production.

In collaboration with the Jefferson County Farm Bureau and State Safety Specialist Cheryl Skjolaas Jefferson County UWEX hosted a meeting regarding the Implements of Husbandry law. This law updates the rules of the road regarding large and/or heavy farm equipment. Local units of government that have jurisdiction on roads were given options as how to monitor or enforce agriculture equipment on their roads primarily with regards to the weight. This meeting was one of a series that was held around Wisconsin and was designed to help local governments meet the January deadline for adopting one of six options. This well attended meeting provided information for farmers and Township officials. While the weight of the large farm equipment has received a lot of attention, there are also new rules that give guidance to the movement, length, width, height and lighting of farm equipment while on the roadways. There are also definitions assigned to what is farm equipment, with different categories, and what is an agriculture commercial motor vehicle. Depending on which option a governmental body elects there may be a permit required, but these must be provided at no cost.

Plans are finalized for the Master Gardener Volunteer Level I Training to begin in January. Enrollment is also currently underway for the 2015 Tractor Operator Safety Certification Course.

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
December, 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)?**

**Dialogue for Student Success** – Developed and delivered a slideshow presentation on the latest family policy research regarding food insecurity to a group of approximately 40 public policymakers and practitioners in Watertown. Led discussion on the implications of the new research to this issue in the Watertown and greater Jefferson County communities.

**Coordinated Community Response Taskforce on Domestic Violence** –Participated in the quarterly meeting of this group and the first meeting of with the new executive director at PADA, Liz Hanson.

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

**UW-Whitewater Continuing Education/Outreach program** – Consulted with the program assistant in charge of building connections with local community service providers on the needs of Jefferson County families and how UWW could provide support to local agencies. Provided her with information she could take back to UWW staff and use to develop additional program opportunities. Will continue to work with the outreach program as it welcomes a new program director later this spring. I am hoping to connect several of the nonprofit organizations with for-credit UWW student support in a variety of disciplines. This has turned out to be a very positive result for the local communities and began as a conversation at a UW-Extension faculty governance meeting in Madison in December 2014.

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 office team, county MIS department, and UW-Extension tech services to move me off reliance on the county network and onto a cloud-based Google Drive Apps for Education platform and Microsoft Outlook 365 email server. This required planned purchases of a laptop with additional one time purchases of an external hard drive and printer. Hopefully, this move results in greater productivity, compatibility and accessibility regarding my work product and lowers the cost to the department for supporting family living programs. Thanks to Roland Welsch, Ben Wehmeier, Stephanie Hardin, Kim Buchholz, Sarah Torbert and UW-Extension Tech Services staff for their assistance and support during the transition.

**UW-Extension** – Completed year-end program reporting including Civil Rights compliance reporting for UW-Extension family living programs.

\*Took approximately 2 weeks of vacation/holiday leave

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

***Economic Development***

- Participated in the December JCEDC Board Meeting. 12/10
- 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 approach was presented by this agent and approved at the December JCEDC Board meeting. 12/10
- Participated in a meeting convened by the Land Information Director, County Department Heads and partners on the application of technology for the marketing of the Glacial Heritage Area. 12/16

***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. Presented a status report to Director and Associate Director of the UWEX Community, Natural Resources and Economic Development Program Area. 12/12 and On-going

***Planning and Change Processes***

- Continued contact with the design professionals who are providing assistance to the Crawfish River Park Master Plan process. The plan is using a research-based design charrette process series to come up with a draft master plan drawing. A follow-up workshop on plan review and implementation will be the next step in this series. On-going.
- Designed and facilitated another special workshop (the second round) with a sub-group of volunteers from the Watertown Government Strategic Planning process to further refine their mission statement and motto. Consensus was reached after consideration of several candidate mission statements. 12/9
- Designed and facilitated Workshop 7 of the Watertown Government Strategic Plan process. This session included the unanimous approval of the City’s first mission statement and motto. The session also included strategy formulation for two strategic issues. In addition, the participants reviewed strategy ideas for three other strategic issues, and determined those to be considered “Major Initiatives”. 12/17
- Distributed the Proceedings Report from Workshop 6 and the special workshop on mission/motto.
- Participated in a program developed by the University of Wisconsin Milwaukee School of Architecture and Urban Planning on the importance of bicycling in community design. The presenter was the Executive Director of the Wisconsin Bicycle Federation. I invited the Jefferson County Parks Director to attend, and he found the program to be very informative and useful for Jefferson County. We also toured new and existing bicycle facilities in Milwaukee County. 12/3

- Represented Jefferson County in a meeting conducted by the Wisconsin Department of Transportation. They explained their methods for updating and forecasting travel demand data for Jefferson County. A packet of materials was shared with the County Administrator for distribution to appropriate County officials. They have also been in contact with the County Land Information Director to obtain digital mapping and County plan information. 12/5

### ***Local Government***

- Participated in the December 15<sup>th</sup> ICC Meeting on “Social Media and County Government”.

### ***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
- Participated in my Tenured Faculty Review (TFR) that was conducted by a committee of UWEX peers on December 10<sup>th</sup>. This accountability review is required by the UW Board of Regents every five years. The review was based on a document summarizing 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. I received positive comments from the TFR Committee for my programming and impacts. I was rated Successful and was recommended for Merit Considerations. 12/10
- Considerable time was spent in completing UWEX year-end reporting requirements with include: Results Narratives (3), Impact Indicators (3), Impact Statements (19), Effort Recording, Clientele Contacts and Civil Rights charts.
- 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 refine methods for monitoring and documenting (Impact Indicators have been submitted as part of UWEX year-end reporting requirements, and these will help inform the County Performance Measures).
  - B. Summary of Key Events for December 2014: Please refer to the attached monthly reports. Steve and LaVern met with the County Administrator on December 23<sup>rd</sup> for the quarterly update and check-in meeting. It was a positive and productive meeting.
  - C. Brief Overview of the Department’s Next 30-60 Days: Please refer to monthly reports of agents.
  - D. Personnel Status:
    - Evaluations status – Steve was reviewed by the UW Extension Tenured Faculty Review (TFR) Committee on December 10<sup>th</sup> and was rated as Successful, and was recommended for Merit Considerations. We will make arrangements for the March 2015 University Extension Education Meeting to focus on annual accomplishment reviews for all faculty.

- Long term absences – Kim and Stephanie both were called away with family illnesses. We again executed our arrangement to have Marie provide support staff assistance, and this was greatly valued.
- Other staffing issues – None at this time.

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, and this was reviewed at the Quarterly Meeting with the County Administrator. Kathy and Sarah met with Roland to consider moving her off the MIS support system. This was approved by Roland and Kathy is installing her new computer systems and equipment. This will provide some modest but important cost savings.

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

G. Project status: New carpeting was being installed in the lobby and gathering areas between the UWEX meeting rooms. Painting of walls was completed in these areas before carpet installation.