



**University Extension Education Committee Agenda  
Jefferson County  
864 Collins Road, Room 12  
Jefferson WI 53549**

**DATE:** Monday, March 14, 2016

**TIME:** 8:30 a.m.

**Committee Members:**

Paul Babcock (Chair)	Ed Morse
Glen Borland (Vice Chair)	Dick Schultz
Peter Hartz (Secretary)	

1. Call to Order
2. Roll Call (establish a quorum)
3. Certification of Compliance with Open Meetings Law
4. Approval of Agenda (for possible rearrangement)
5. Approval of University Extension Education Committee minutes for February 8, 2016
6. Communications
7. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.)
8. Welcome to Lindsey, Administrative Assistant!
9. Update, Discussion and Input on nEXT Generation Model
10. Review of 2016 Departmental Budget
11. 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 (affirmative roll call vote required)
12. Reconvene into open session pursuant to Section 19.85(2), Wis. Stats., for consideration and possible action regarding items discussed in closed session. (affirmative roll call vote required)
13. Discussion to Identify Future Agenda Topics
  - April 11 Meeting – Matt Hanson, Southwest Region Director, visit
  - State WACEC Conference – June 20-21 in Wausau, WI
1. Adjourn
  - Next Scheduled Meeting: Monday, April 11, 2016

A quorum of any Jefferson County Committee, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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:** February 8, 2016

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

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

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

**Others Present:** Ben Wehmeier, County Administrator; Jim Schroeder, County Board Chair

**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 January 11, 2016 Meeting Minutes:**

Motion was made by Schultz and seconded by Borland that the minutes of the January 11, 2016 meeting be approved. Motion approved: 4-0.

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**Communications:** None

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**Public Comment:** None

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### **Item: Update, Discussion and Input on nEXT Generation Model**

Grabow provided an update for the committee. Discussion continues with UW System to increase County involvement and clarify proposed changes/and implementation plan.

### **Item: Discussion and Possible Action of County Board Resolution on the nEXT Generation Proposal**

This is an attempt to keep the County Board informed as to the changes and progress of pending changes. Motion by Schultz, seconded by Morse, to support the proposed County Board resolution on the nEXT Generation proposal. Motion approved. 4-0.

The resolution will be presented to the County Board on Tuesday, February 9, 2016. Changes to the resolution are permitted as necessary by Administrator Wehmeier to clarify the proposed nEXT model.

**Item: Review of 2015 Department Budget**

Georgson reported that as a 2015 departmental budget is being finalized. Targets were met. No surprises.

**Item: Review and Update on the Administrative Specialist Position**

Torbert reported that we received 42 applicants for the position. The office team narrowed the applicants to five. Five were called for interviews; 2 declined because they were unaware it was a LTE position. Interviews are scheduled for February 16. Should be able to hire by the end of February.

**Item: Discussion of Monthly 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, Eisenmann, Georgson and Grabow.

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**Upcoming Agenda Items and Meeting Dates:** The next committee meeting will be held on March 14, 2016. Future agenda items: nEXT Generation Model updates, State WACEC (WI Association of County Extension Committees) meeting to be held in Wausau on June 20 & 21, 2016; Annual Accomplishment Review at March 14 meeting. April 11, Matt Hanson SW Region Director visit. County Board reaction summary to the nEXT Generation proposed changed from February 9, 2016 meeting.

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**Adjournment:**

A motion was made by Schultz, seconded by Morse, to adjourn the meeting at 9:45 a.m. Motion passes: 4-0

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Secretary

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

**Communication**

- Keeping members up to date through continued use of Social Media pages. Have scheduled daily posts on Facebook, Google+, Instagram and Twitter.
- Continued use of 4-H newsletter to communicate with members about upcoming programs. 300 newsletters were sent by mail and 663 e-mails received the newsletter.
- Communicated March 1st enrollment date with club leaders and families.
- Sent notices to new members and their club leaders as they enroll. Enrollment as of 2/26/2016 is 756 youth and 315 certified adult leaders.

**Project Related Work**

- Met with the MAP Committee and communicated changes from Fair Park to the swine show. Also working to secure backup plans for the sale meal.
- Held MAP Camp with 170 plus youth in attendance. MAP sessions included marketing, animal identification, water and feed, telling your ag story and animal well being.
- Held Sheep Kick-Off with 30 youth and their parents in attendance.
- Held two Swine Kick-Off meetings. A total of 85 youth and their parents were in attendance.
- Working with Frontier Servco to plan trainings for horse and livestock project members.
- Attended Jefferson County Fair Park meeting about terminal or non-terminal swine show.

**Overall County 4-H Work**

- Held second Club Training on infusing life skills and experiential learning into your 4-H projects.
- Held Project Learning Day. 45 members attended sessions. Heard numerous comments from parents and youth who were highly impressed with the learning opportunity. Highlighted sessions were electricity, sewing, arts and crafts, rockets, foods, rabbits, natural sciences and Cloverbuds.
- Met with the Leaders Association to look at nEXT generation model, future leaders' association membership, trainings and budgeting.
- Attended Wisline training on the new state background checks that will start in March of 2016.
- Held Poster and Speaking contest with 12 youth giving speeches and 75 youth completing posters around the theme "The Nature of 4-H."
- Attended Rock River Clovers 4-H meeting to talk about 4-H opportunities.

**Professional Development**

- Working with Green County 4-H Youth Development Educator to create Volunteer Training modules on Belonging as part of Essential Element training for Volunteer Development Team. Met with Volunteer Development team, where I serve as the co-chair, to present training ideas for feedback.
- Attended Southwest Regional Staff meeting with focus on the importance of cohesive messaging and using talking points when talking about the nEXT Generation Model.
- Worked with JCEP Workshop Committee to create workshop brochure and secure messaging from keynote speaker.
- Judged two FFA Speaking Contests.
- Attended Department of Youth Development meeting via phone due to bad weather.
- Working with Jefferson County Connections to plan Leadership Workshop. This has included writing letters to schools and sponsors, identifying community partners, looking at meeting space and planning to serve as keynote speaker, cap-note speaker and workshop presenter.

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

March 14, 2016

### **Agriculture programming**

The dust has not settled on questions and concerns surrounding pigs. Ongoing conversations and requests for information regarding pigs as household pets continues. The Planning and Zoning Department of Jefferson County has been considering a request to allow pigs within residential areas. I have had conversations with the petitioner to increase her awareness of pig behavior, the considerations of swine and the logistics of this type of household pet. There have been marketing claims that are suspect with regards to the mature size of these pigs, diet and nutrition, growth rates and breed characteristics. Suggestions to the zoning and planning committee are now clustered in the area of determining guidance or parameters with regard to pigs as pets. Some of these considerations are access to veterinary services, fencing or containment, specified population permitted, limiting impact to neighbors and an exit strategy (disposal or relocation of the pig).

Another situation regarding animals has expanded its range beyond the community that originally was most likely to be impacted. As evidenced in news articles, letters to the editor and countryside conversations the planned 9000 goat dairy southeast of Lake Mills has generated polarizing interest. 9000 goats in one location places the enterprise at or near the rules and regulations of a Confined Animal Feeding Operation or CAFO. A farm enterprise is recognized as a CAFO when it exceeds 990 animal units. An animal unit is equal to a 1000 pound animal. While the permit for this location has been withdrawn, individuals from the Lake Mills area are considering avenues to prevent the possibility of future scenarios. Their concerns are the legality of citing/location, public health and safety, diseases within the goat species, restrictions on operations, reduce property values and the effect on the environment. Conversations, research and collaboration with County Board of Supervisors and County Departments continues an effort to find a reasonable middle ground based on an understanding of County and State regulations, scientific evidence and practicality.

In other activity, the succession planning series that we offered with Dodge and Fond du Lac counties has come to a conclusion. The last session was held in Watertown with good participation. There was a very good response and sense of appreciation from Jefferson County residents for this program.

There is one remaining opportunity for people on March 8, 2016 at Elkhorn. This is the second in a series of three meetings that were planned over 18 months. This was intended to be a workshop series with a different collection of topics presented and then to be implemented prior to the next meeting. The third meeting of this series will likely be held this fall.

I will be investigating and likely planning a meeting/meetings within Jefferson County based on the information and review of participants. I expect this programming to be made available during winter next year. Proximity and location for participation by County residents appears to play a large role in their accessing educational opportunities. This will have interesting implications for multiple County programming as outlined in the reorganized UWEX. Observations and analysis will continue.

The Tractor Safety Certification Training class sessions were completed. After six Saturdays of instruction, the 12 students took their written exam. With the successful completion of their driving demonstration, the 12 and 13-year-olds will be able to operate tractors and machinery for their parents. This includes travel between fields and the farmstead on public roads. The 14 and 15-year-olds are able to be hired and work for nonfamily farmers. There are some restrictions for tasks that would be considered hazardous that would be prohibited until the youth reach the age of 18.

The Pesticide Applicator Training began with a daylong training offered in Watertown. There will be three offerings due to the expected large numbers of farmers that need to certify or recertify. Two more offerings are planned for the Jefferson. This is a cooperative venture on behalf of the Environmental Protection Agency, administered through the Wisconsin Department of Agriculture, Trade and Consumer Protection with instruction and testing provided by UWEX. Individuals that successfully complete the exam are certified as private applicators. They are able to purchase and use Restricted Use Pesticides on their fields as well as a very limited specific number of acres for neighbors.

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
February, 2016\*

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)?**

**Jefferson County Human Services Citizen Review Panel** – Customized four different program discussion guides in preparation for our March meeting on developing an outreach plan to deliver “Raising of America” video discussions across the county.

**Parenting Newsletter Project** - Met with the Fort Atkinson hospital project coordinator to discuss 2017 printing options in anticipation of meeting with project funders later this year.

**Reducing Recidivism Coalition**- Consulted with Lynn Forseth, coalition convener, on next steps for the coalition.

**Coordinated Community Response to Domestic Violence** – Attended a regional listening session with other task force members in order to respond to requests for input on how to spend new state funding for prevention of child abuse and domestic violence. Contributed a number of suggestions regarding primary prevention education and program options.

**Dialogue for Student Success** – Attended the quarterly meeting of this group. Committed to presenting a segment of the “Raising of America” video project at their April 2016 meeting and leading a discussion on the implications to family serving programs in Watertown.

**Jefferson County Interagency Collaborative Coalition** – Convened the quarterly meeting of this family policy education group. Hosted Kristin Wallace (Rock River Free Clinic) and Jill Johnson (Affordable Care Act Implementation) on a wide-ranging discussion on family health policy. Responded to additional news on state law changes regarding mental health program provision and coordinated the dissemination of the information with Senator Nass and his staff.

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

**People Against Domestic and Sexual Abuse, Inc.** – Led a workshop with the board on a review of the organizational assessment and conducted a board development training. Had a lengthy discussion with the board on various board development topics. Will continue to assist the executive director and board president as needed.

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

**Head Start of Jefferson and Western Kenosha Counties, Inc.** – Met with the executive director on plans to finish up the program assessment begun in summer 2015. We will be holding the remaining focus groups in June 2016 and finishing up the assessment by late summer 2016.

**Watertown Public Health Department** – Met with the director to begin planning for an update of their strategic plan from 2013. We will be holding an additional planning meeting in March and conduct the workshop with the planning team in April 2016.

**Greater Watertown Community Health Foundation** – Met with the new executive director and one of her board members to provide overview of high priority needs of families in the county and discuss systems planning approaches. Made several referrals to additional resources for information on early care and education and early childhood development needs in the community.

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

**Office Team** – Consulted with the office team and county administrator on the final recommendation for the UW-Extension nEXT Generation reorganization planning process. Partnered with the office team to interview and hire a new limited term office staff person.

**UW-Extension Faculty Senate** – Attended the regular faculty governance meetings.

\* Was on county jury duty during the month of February, so unable to make significant program commitments. Served as a prospective jury panel member for one half day.

**February 2016 Activity Report  
To the University Extension Education Committee  
For Steve Grabow**

***Economic Development***

- Met with the Executive Director of the Jefferson County Economic Development Consortium, and discussed the status of major initiatives; agreed to engage the new UWEX Marketing and Branding Specialist in the Center for Community Economic Development, Kristin Runge, to advance activity on the Jefferson County Positioning Statement and other marketing/branding/tourism related initiatives.

***Community Vitality and Placemaking***

- My new publication entitled: *Principles and Practice of Community Placemaking* was printed, and is being distributed. A statewide press release on the availability of this publication was prepared in conjunction with the UW Extension Publications Unit. The press release has been placed on social media and will be sent to local media. The official UW Extension press release link is:  
<http://fyi.uwex.edu/news/2016/03/01/enhancing-a-communitys-sense-of-place/>  
The publication is available online at the UW Extension Learning Store:  
<http://learningstore.uwex.edu/Principles-and-Practice-of-Community-Placemaking-PI786.aspx>
- Compiled and distributed the Proceedings Report from the January 14<sup>th</sup> workshop with the Fort Atkinson Community Placemaking Initiative Steering Committee in which a draft “narrative vision” for the community was developed. The Steering Committee demonstrated significant understanding of the 19 principles of community placemaking, and the draft vision ideas were organized by the facilitator within the framework of these principles.
- Designed and facilitated the February 11<sup>th</sup> workshop of the Fort Atkinson Community Placemaking Initiative Steering Committee; subsequently compiled and distributed the Proceedings Report which contains a “Consensus Vision Sketch” for the Fort Atkinson community organized around the principles of community placemaking.
- Advised community leader and Community Placemaking Steering Committee member Matt Loup about technical aspects of an “optional element” of the placemaking initiative; Matt is leading a volunteer work group in the development of a “photo selection” exercise which will result in the compilation of photos of Fort Atkinson which relate to some or all of the 19 principles of community placemaking (this is one of the five activities from *Principles and Practice of Community Placemaking* which are part of the community placemaking initiative.)
- Advised Lydia Statz, who is a graduate student in the School of Urban and Regional Planning at UW Milwaukee, on her volunteer project to involved high school students in the Fort Atkinson Community Placemaking Initiative; she worked with several high school classes and their teacher to facilitate adapted visioning exercises to draw out the youth's perspectives on what they valued about their community and what they would like to see in place within 10 years. Lydia involved over 70 high school students in this project and compiled a final report with graphic results. This report was provided to the Project Manager (City Manager) who forwarded this information to the Steering Committee.
- In conjunction with UW Extension Land Use and Community Development Specialist from UW River Falls/Extension Todd Johnson, developed and refined elements of the planned March 3<sup>rd</sup> “Imageability and Public Concept Mapping” workshop. This required extensive detailed planning for this detailed exercise to develop concept maps for downtown and the broader community using the research-based methods of

former MIT planning professor Kevin Lynch. This agent arranged for the printing of 36x48 aerial photos by the Jefferson County Land Information Department. Andy and Nicholl did an outstanding job of assisting in the printing of these aerials, which is a fundamental piece of this mapping process. The selected boundaries for the aerials were reviewed by both the City Manager and the City Public Works/Engineering staff. Todd prepared a detailed set of instructions for this process which were reviewed and edited by this educator. A full set of table resource materials was identified and assembled for this workshop in which over 50 community members were expected to attend for this 3-hour interactive workshop.

- Assisted Fort Atkinson community members in the development of a film series on “Urban Planning”; attended the second film featuring the growth management boundary (including implications, strategies and challenges) in the greater Portland, Oregon area. Many principles and methods around the notion of urban containment are raised in this well-known film. Approximately 25 community members attended this film session.
- Continued leadership of the UW Extension Community Vitality and Placemaking Team which will be conducting a major training for UW Extension colleagues on “The Foundations of Community Vitality”. This training will be held in Mineral Point on March 29-31.

### ***Planning and Change Processes***

- In response to the Jefferson County Parks Director, developed and facilitated the second session in a workshop series to address organizational considerations related to the DNR no longer funding the Glacial Heritage Area Coordinator position. A recommended alternative was developed by the planning team. A Proceedings Report was compiled and distributed to the Parks Director and Parks Committee for policy consideration. Subsequently, the Parks Director invited this educator to present these findings to the Glacial Heritage Implementation Team on March 16<sup>th</sup>.
- Distributed curriculum developed by this educator on “Behavior Change and Mechanisms” which was presented in at a January inservice for UW Extension Colleagues. This curriculum includes research from the health profession, organizational change and community change literature.
- Met with the Chair of the Jefferson County Historic Site Preservation Commission to diagnose and design an organizational development planning session for April 27<sup>th</sup>.

### ***Local Government***

- In conjunction with a UW Extension Local Government Specialist, presented and facilitated a session for the February 15<sup>th</sup> ICC Meeting presentation on “Orientation of New and Continuing County Board Supervisors”. This was held in Jefferson, and the minutes are being compiled for distribution.

### ***Leadership and Organizational Development***

- Participated in UW-Extension faculty governance and Community, Natural Resource and Economic Development Program (CNRED) matters including individual faculty reviews, counsel and human resources activities in my role as Program Liaison.
- Assisted in the preparation of the UW Extension Annual Report to the Jefferson County Board which this educator presented on February 9<sup>th</sup>. This educator also presented an overview of the nEXT Generation proposal to the County Board at this meeting prior to their vote on a Resolution in which the County Board raised concerns on both the planning process (needing a County voice in shaping the plan) as well as the need to address concerns included in the proposal.) Subsequently, the County Board Resolution was unanimously approved and forward to UW Extension officials.