



**Jefferson County**

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**University of Wisconsin-Extension  
Cooperative Extension**

**DATE:** November 6, 2013  
**TO:** Sarah Bregant, Glen Borland, Matthew Foelker, Jennifer Hanneman, Mike Kelly, and Other Interested Citizens  
**CC:** Ben Wehmeier, Barb Frank, Tammie Jaeger, John Molinaro, Matt Hanson  
**FROM:** Kathleen Eisenmann, Family Living Agent  
**RE:** University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, November 11, 2013 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 October 14, 2013 meeting minutes
5. Communications/Citizen Input & Comments
6. 2013 Budget & 2014 Proposed Budget Updates – Kathy Eisenmann
7. 2012-16 Program Planning Process Workshop – Steve Grabow
8. Agent Reports
9. Identify future meeting dates – December 9, 2013; January 13, 2014; February 10, 2014 and possible agenda items
10. 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: October 14, 2013

Meeting called to order by: Chairman Borland at 8:33 a.m.

Members Present: Borland , Bregant, Foelker, Hanneman and Kelly

Agents Present: Eisenmann, Georgson, Grabow and Torbert

Also present: Ben Wehmeier, County Administrator

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

Approval of Agenda for Possible Rearrangement: None

Motion made by Hanneman and seconded by Bregant that the minutes of the September 9, 2013 meeting be approved as drafted. \_\_\_\_\_ Motion passes: 5-0

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**Communication/Citizen Input and Comments:** None.

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**Item:** 2013 Budget & 2014 Proposed Budget Updates – Kathy Eisenmann provided an overview on capital request – new technology.

**Item:** Agent Reports – Overview given by all agents with some explanation for new agents, Torbert and Georgson.

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**Upcoming Agenda Items and Meeting Dates:** Identify future meeting dates and possible agenda items: November 11, 2013 (Budget; Program Planning); and December 9, 2013.

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**Adjournment:** Motion made by Hanneman and seconded by Foelker that the meeting be adjourned. \_\_\_\_\_ Motion passes: 5-0

Meeting adjourned at 9:30 a.m.

\_\_\_\_\_  
Secretary

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
October, 2013

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 Series** - Worked with local Kiwanis and Fort Health Care to troubleshoot some unforeseen distribution issues. Will continue to work with the hospital to problem-solve newsletter distribution moving forward.

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

**Big Brothers, Big Sisters of Dodge County, Inc.** – Designed and facilitated a day-long planning process and produced an operational plan proceedings report to assist the board and agency in moving towards compliance with the National Organizational Standards. Plan included both a fund development and diversity component designed to increase organizational stability and create more engaged outreach. The organization provides evidence-based mentorship programs to Watertown youth and adults.

**Watertown Health Department Strategic Planning Process** – Conducted a series of three focus groups to gather feedback on the Department’s vision and elicit suggestions on possible strategies to achieve that vision. Analyzed data and produced a report that will be included as an appendix to the Department’s strategic plan. We will be using this information to identify fundamental change challenges to achieving the Department’s vision and developing strategies to address those challenges at the final workshop in November.

**Jefferson County Health Department** – Met with department management to design an educational process which will begin the Department’s move to building their capacity to have impact at a higher level in the county communities. This is one of several projects to address the fundamental change challenges identified in the Department’s strategic plan.

**Jefferson County Literacy Council, Inc.** – Accepted invitation to provide educational resources to the organization as it develops a plan for better outreach and engagement of county residents. Will be serving in an advisory role over the next two months to provide advice and counsel on designing more effective outreach and engagement in a series of weekly meetings to run to the end of the year.

**Nonprofit Agencies** – Consulted with several nonprofit directors regarding organizational development strategies, building resources, transition planning, and future opportunities.

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

**Team Leadership** – Attended County Board Public Hearing on 2014 budget. Monitored 2014 budget process for any supervisory amendments. Worked with MIS/Verizon to identify more cost effective plan options for the department. Continued to work with Terri Palm on recruitment and hiring process for support staff position. Put in place some cross-training processes to ensure Judy Statz is fully trained on financial aspects of the other position given possible timeline for refilling the position. Met with County Administrator and Steve on strategic directions for the department.

**UW-Extension** – Attended monthly meeting. Am currently leading an effort to revise faculty performance reviews to align practice with existing policy.

**October 2013 Activity Report**  
**To the University Extension Education Committee**  
For Steve Grabow

***Economic Development***

- Participated in meetings of the Jefferson County Economic Development Consortium Board on October 9<sup>th</sup>.
- Facilitated a diagnostic session with the County Administrator and Fair Park Director to explore possible assistance by UW Extension for a financial feasibility study/return on investment analysis for proposed new facilities at the Jefferson County Fair Park. 10/15
- Investigated the potential UW Extension Specialist support that could best respond to a financial feasibility/return on investment analysis for proposed facility improvements at Fair Park; received commitment from UW Extension Community Economic Development Specialist Bill Ryan to provide assistance. On-Going
- Provided an electronic listing of economic development and planning resources about Jefferson County for prospective candidates for the County Economic Development Director position.

***Community Vitality and Placemaking***

- Continued writing sections for a new Extension Publication which will be titled: Principles of Community Placemaking-Professional Guide. Assembled about 30 new images representing many of the 19 principles. On-Going
- Co-led a Community Vitality and Placemaking Team meeting for curriculum development. 10/24

***Planning and Change Processes***

- Participated in multiple internal workshops for the Whitewater Library Planning Project after the final Workshop which was held September 11<sup>th</sup>. Prepared a draft Proceedings Report which is being finalized by my counterpart in Walworth County.
- Facilitated a diagnostic session with the County Administrator and County Fair Director about their interest in having UW Extension provide assistance in the development of an updated Master Plan for the County Fair Park. This agent prepared a scope of work and deliverables document and has been working with faculty from the UW Madison Department of Urban and Regional Planning to see if a graduate student would like to take this project as their Master Degree Project/Thesis. 10/15 and on-going
- Designed and facilitated a workshop for leaders of the Fort Atkinson Community Foundation; this included an organizational assessment, vision development and direction-setting program which was held on October 14<sup>th</sup>; an initial “homework” (Strengths, Weaknesses, Opportunities and Challenges Worksheet) exercise was developed, distributed and compiled prior to the workshop. This was presented prior to the vision and strategy development component. Subsequent to the workshop, a Proceedings Report was prepared and provided to the Foundation. Positive feedback was received from many of the 25 participants. An unsolicited letter from the Executive Director was received indicating the highly valued nature of this program. 10/17 (\*see below)

- Provided follow-up on the UW Madison Department of Landscape Architecture Capstone project (year-long student plan development) for the development of a “Rock River Corridor Park Master Plan”; the student who selected this project is Stefan Galos, and we spent a half-day of field review to launch this project on October 4. On-going supervision of this student project has been provided along with liaison with the Jefferson County Parks Director.

### ***Local Government***

- Participated in the October 21<sup>st</sup> Intercounty Coordinating Committee meeting which focused on “The County Impacts from long-term Tax Levy Freezes.”

### ***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
- Continued leadership in the orientation of our new UWEX faculty members including Sarah Torbert and new Agriculture Agent LaVern Georgson.
- Prepared an updated draft of the UW Extension Multi-Year Needs Assessment and Program Plan which will be considered by the University Extension Education Committee at its November 11<sup>th</sup> meeting.

*\*October 21, 2013*

*Dear Steve,*

*Thank you so much for your excellent contribution to the Community Foundation’s recent long-range planning session. We are grateful for your time, talent and facilitation skills.*

*At the quarterly board meeting this afternoon the directors accepted your report and asked that it be put on the January meeting agenda at which point they intend to identify three priorities and create a committee to investigate moving forward on those three areas.*

*I will keep you posted! Thanks again for the help, Steve.*

*Very grateful,  
Sue Hartwick*