



**Jefferson County**

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**University of Wisconsin-Extension  
Cooperative Extension**

**DATE:** May 12, 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, May 12, 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. Election of Officers
4. Approval of Agenda (for possible rearrangement)
5. Approval of April 14, 2014 meeting minutes
6. Communications
7. Citizen Input & Comments
8. Orientation for Committee Members
9. Update on Support Staff Hiring Process
10. 2014 Budget Update
11. Agent Reports
12. 2014 State WACEC Conference – June 23 & 24, Eau Claire, WI
13. Next meeting date – to be determined (tentatively June 9, 2014)
14. 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:** April 14, 2014

**Meeting called to order by:** Chair Borland at 8:30 a.m.

**Members Present:** Borlnad, Bregant, Foelker, Hanneman and Kelly

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

**Also present:** John Molinaro, County Board Chair; 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 Foelker that the minutes of the March 10, 2014 meeting be approved as drafted. Motion passes: 5-0

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**Communications:** None

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**Citizen Input and Comments:** None.

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**Item:** Update on Support Staff Hiring Process

Grabow briefed the committee on the administrative specialist position recruitment and hiring process.

Applications are due today to Human Resources. Looking to have the position filled by June 1. Marie Rubietta continues as a temporary staff position during the transition.

**Item:** 2014 Budget Update

Georgson stated that the 2014 budget looks good at this point.

**Item:** Agent Reports

Review and highlights from monthly reports from Eisenmann, Grabow and Georgson. Torbert's report was distributed electronically to committee members.

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

Grabow invited members of the committee to attend the 2014 State WACEC Conference in June. The conference will be held in Eau Claire this year. A flyer was distributed with the agenda packet. Grabow mentioned that this will be an agenda topic at the May meeting as well for new committee members.

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**Upcoming Agenda Items and Meeting Dates:** The next regular meeting of the committee will be on May 12, 2014.

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**Adjournment:** Motion made by Kelly and seconded by Hanneman that the meeting be adjourned at 9:30 a.m. Motion passes: 5-0

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Secretary

## Mark Your Calendar

# 2014 State WACEC Conference

June 23<sup>rd</sup> and 24<sup>th</sup>

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### Location:

Clarion Hotel Campus Area  
Eau Claire, Wisconsin

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### Theme:



Cooperative Extension

**Wisconsin**  
Associated County Extension Committees

**Working Together: Transforming Lives and Communities**

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### Hosts:

WACEC Northwest Region  
Cooperative Extension Northwest Region



**Sarah Torbert**  
**4-H Youth Development Agent**  
**May Extension Committee Report**

**Communication**

- Keeping members up to date through continued use of Facebook page.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

**Trainings and Workshops**

- Held Jefferson County 4-H Leaders Association Board meeting. Currently working on plan for countywide needs assessment for 4-H programming. Looking at strengths and future opportunities for the 4-H program in Jefferson County.
- Presented Real Colors personality training to 25 people at the Watertown Dialogue for Student Success meeting. Helped teachers and other youth workers identify ways to work with each other, parents and the youth they serve.
- Working with Jefferson County Connections to plan annual Youth Leadership Conference to be held on June 13<sup>th</sup> at the Extension Office. Focus on creating the best personal self you can. Will be presenting Real Colors at this training.
- Held Camp Counselor training for youth from Sauk and Jefferson Counties. Training focused on team development, positive counselor traits, working with other youth and how to use "Celebration" theme at camp. Additional training will be held on May 10<sup>th</sup> in Madison.
- Held workshop for Jefferson 4-H delegation to Wisconsin 4-H Youth Conference. Workshop focused on team development and rules and regulations for a positive experience.
- Facilitated Citizenship Washington Focus teleconference with 45 youth from throughout Wisconsin attending. Will chaperone and serve as the lead advisor for the same youth for 8 days in Washington, D.C. from June 14-22.

**Project Related Work**

- Attended Dairy Committee to review fair and plan for upcoming events.
- Worked with Awards Committee to revise all award forms including scholarship form, trip award form and Wisconsin Key Award form. Focus placed on life skill development, leadership and learning in the 4-H program.

**Youth Development Work**

- Serving as member of the Department of Youth Development Research and Publications Review Committee.
- Working on State Committee to plan Centennial 4-H Celebration at Wisconsin State Fair.
- Served as judge for Johnson Creek FFA officer interviews.
- Assisted in organization of Youth Government Day with 106 youth attending representing all high schools in the county and the Thai teaching program. Day was a huge success with very positive feedback from students and teachers.

**Professional Development**

- Attended County Leadership Conference in Wisconsin Dells.
- Attended Regional 4-H meeting.

**Office Responsibilities**

- Working with Kim on capital improvement projects in rooms 8, 9 and 12.
- Cleaning office to gain a better understanding of resources available.
- Hired Kamilla Thoma to serve as the 2014 Jefferson County 4-H Intern.

**Future Planning**

- Kamilla Thoma, 4-H Summer Intern, and Stephanie Rudey, UWEX Administrative Assistant will start on May 19<sup>th</sup>.
- Citizenship Washington Focus experience in Washington, D.C. June 14-22.
- Jefferson County Fair events July 5-13
- 4-H Camp, July 28-August 1

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

***Economic Development***

- Participated in two meetings of the Jefferson County Economic Development Consortium Board (JCEDC).
- Met with UW Extension Specialist for a status report on a new Fair Park facility feasibility study/Return on Investment Analysis; he and the Fair Park Director had a phone conference with the consultant who performed the last facility feasibility study; based on this discussion, an “in-house” approach to feasibility analysis will be developed with UWEX assistance. 4/30
- Provided on-going orientation and resources to the new JCEDC Executive Director. 4/22 and On-going
- Widely distributed resources developed by the agent on “What is Economic Development?: Concepts and Practice.” A PowerPoint presentation and other resources have been posted on the UWEX website. The peer-review process has also been initiated. On-going.

***Community Vitality and Placemaking***

- Continued writing sections and refining imagery for a new Extension Publication which will be titled: Principles and Practice of Community Placemaking. Have been coordinating activities with the Community Vitality and Placemaking Team and a Project Assistant who has been hired to update PowerPoint presentations and provide other technical assistance. On-going.
- Have been working with leaders in Lake Mills in the design of a “First Impressions” community assessment program. I have provided guidance on the orientation, assessment and community strategy response methodology. It looks like the exchange will be done with the City of Prairie du Chien so I have been in contact with the UWEX Community Development Educator in Crawford County who will be facilitating the program with his community leaders. On-going.
- Participated in a three-day community design charrette in Grantsburg, Wis. which was co-sponsored by the Minnesota Design Coalition and UW Extension Community Vitality and Placemaking Team. The event was very successful with over 200 citizens participating over the weekend. This has enhanced my practice in leading design charrettes which is becoming a more important community development tool. 4/10-13.

***Planning and Change Processes***

- I have been providing guidance to the second-year graduate student from UW Madison Department of Urban and Regional Planning who has is to preparing a Jefferson County Fair Park Master Plan as part of a Master's Degree Project. I arranged a meeting in Jefferson in which a pro-bono landscape architect/planner also participated. The meeting provided professional insights into the plan. A follow-up meeting was held with the consultant and student in Madison to refine preliminary land use and site concepts. This consultant was the primary designer for the major Fair Park redevelopment in the late 1990's. 4/24; 4/30 On-going
- Provided a status report to the Fair Park Director and County Administrator on the Fair Park Master Plan project. 5/1

- Will attend a May 7<sup>th</sup> presentation by UW Landscape Architecture student Stefan Galos on his final report of the Rock River Corridor Master Plan project. The project will include the design of two potential riverfront park sites aimed at paddling put-in/take-out, gathering and water-access camping. On-going
- Provided extensive research, writing, securing of UW resources and other input, as requested by the County Parks Department, for the development of a Wisconsin DNR Stewardship grant application. The grant would be for the 18 mile Watertown to Waterloo Corridor along current road right-of-ways and the Watertown to Oconomowoc path along the abandoned Interurban Trolley right-of-way. These two projects are estimated at \$15 million. Given this educator's extensive experience in bicycle facility planning and grant writing, significant contributions were made to this partnership process between the Parks Department and UW Extension. As a joint project, the UWEX Administrative Specialist has been providing extensive grant-writing technical assistance. On-going
- Refined the project scope with the Mayor of Watertown for a city government strategic plan. An initial agreement on project understandings, scope and workshop design was prepared and refined. This will be a lengthy (9 workshops estimated) and detailed strategic plan with all Department Heads and the entire City Council involved with the initial workshop on May 28<sup>th</sup>. On-going
- Reengaged with the Lake Mills City Manager to develop a modified strategic planning process, called Dialogue for the Future, with the City Council and executive department heads. A three-part workshop series will be initiated later this year with the first meeting on July 31<sup>st</sup>; this will update a previous assessment and organizational planning series from several years ago. The series will contribute to efforts which could help the community heal from a polarizing referendum on leadership structure. On-going
- Finalized the scope of work for a community forum on the Waterloo Trailhead Facility. Community leaders and the Waterloo Clerk Treasurer have contacted this agent about convening a session to enhance communication on this high profile initiative. The community forum will be held on May 8<sup>th</sup>. Participants will include the Mayor, City Council, Parks Committee, Trailhead Implementation Team, Chamber representative, Trek Representative, others.

### ***Local Government***

- Prepared minutes and presentation resources for the March 17<sup>th</sup> ICC program entitled: "What is Economic Development?: Concepts and Practice." Participated in coordination of the April ICC program on "Broadband: Where is the Coverage?" Have been involved with preparing the agenda for the May ICC meeting which will include election of officers and a program on "Freight Rail Trends".
- Distributed marketing resources associated with a follow-up orientation session for new County Supervisors by the UWEX Local Government Center and Wisconsin Counties Association which will be held on May 20<sup>th</sup>. I will also be facilitating the June 2<sup>nd</sup> County Board Supervisor Orientation and Department Head meeting, and will be reviewing the content of the County Government Strategic Plan. On-Going

### ***Environment***

- Provided liaison assistance to the UW Extension Energy Specialist to County officials exploring the feasibility of biomass boilers as a heat source in public buildings (such as the new Highway Facility).

## *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. Have also been involved in the hiring process for a new State Director of Community, Natural Resources and Economic Development. On-going
- Participated in the interview, decision-matrix coordination and selection of our new Administrative Specialist Stephanie Rudey who will begin on May 19<sup>th</sup>. 4/29
- Provided leadership in office efforts to development Performance Measures and reporting systems for the County Administrator. 4/28 and On-going
- Office Summary for County Administrator:
  - A. Update on key performance measurements: see separate email
  - B. Summary of key events done during the month: refer to monthly reports of agents
  - C. Brief overview of the department next 30-60 days: refer to monthly reports of agents
  - D. Personnel status:
    - a. Evaluations status – none currently due.
    - b. Long term absences – none to report.
    - c. Other staffing issues – Kim Buchholz was hired as an Administrative Specialist 1 on March 1 to support the programming of Agriculture along with Community, Natural Resources and Economic development as well as office administration. Interviews were completed for the second Administrative Specialist 1 position on Tuesday, April 29. Stephanie Rudey was offered the position and accepted the position on May 5. She will support 4H Youth Development and Family Living as well as office technology. Her first day of employment is May 19<sup>th</sup>.
  - E. Any pending or anticipated budget issues: none at this time.
  - F. Key policy discussions: refer to monthly reports of agents
  - G. Project status: Our office is working on finalizing the Room Technology Upgrade proposal to be sent to vendors shortly. We anticipate this project will be let out for bid in the next two weeks, work will be done in August 2014 and project will be completed in the Fall. We are working with MIS and Courts to combine the bidding for the equipment needed by all three departments/buildings.

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

**Heroin Task Force** – Attended the May 1<sup>st</sup> forum in Fort Atkinson. It was a very successful event and well attended by the community.

**Jefferson County Interagency Collaborative Council** - This is a coalition of policymakers that meets quarterly to discuss issues related to Jefferson County children, youth and families. I convene the group and provide research-based family policy education at their request. At the April meeting, we heard from Ben W. and Susan Happ about the new Alcohol court; discussed the possibility of following up on the May 1<sup>st</sup> forum with an educational project through the school districts in collaboration with Fort Health Care; and heard from Jefferson County Child Support on a new child support prevention program. Dates for the 2014/15 meeting year were set as well.

**Dialogue for Student Success** – Partnered with Sarah T. to assist her in providing a personality profile training to this Watertown coalition at its April 11<sup>th</sup> meeting. It went very well, and Sarah has already received additional requests for the program.

**Madison College Early Care and Education Advisory Committee Meeting** – This committee meets twice annually to advise Madison College ECE faculty and administration on the child care and education needs of the communities served by the College. Lynn Forseth asked me to serve on the committee and this April 23<sup>rd</sup> meeting was my first meeting. Listened and learned a lot about the programs and services working with Madison College and the challenges each had in supporting high quality education. Provided feedback on a number of topics and will continue to monitor the local environment for additional feedback.

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

**Watertown Family Center, Inc** – Met with the executive director to discuss plans for the upcoming review of the organization's last strategic plan. I will be doing a short workshop with the board at their June 24<sup>th</sup> board meeting and discussing next steps at that time.

**Center for the Performing Arts, Inc.** – Cancelled plans to begin a stakeholder analysis with the board and staff in May due to some unexpected developments within the organization.

**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 project management team in late April to review accreditation information received from a national conference. Modified the plans for Workshop I to include a broader review of formal mandates. Reaffirmed the importance of both identifying an ideal vision and developing a realistic vision and strategies given the large number of accreditation standards. Facilitated the first two of three workshops and will finish up on May 16<sup>th</sup>. Plans are to have the proceedings reports to the Health board and Sherriff's committee for review and approval in June and July.

**People Against Domestic Abuse and Sexual Assault, Inc.** - Met with the new child advocate to brief her and orientate her on UW-Extension family living resources available to her in her role. Provided an in-depth orientation and discussed a couple of possible joint projects for the future.

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

**Team Leadership** – Worked with Sarah to provide team leadership on the hiring process for our second administrative specialist position. Reviewed applications and conducted interviews. At the time of this report, we have an offer out to one of the candidates. We hope to start her in the position in late May. Also worked with Sarah, LaVern and Kim to develop the MIS budget and complete several budget related requests from administration.

**UW-Extension** – Taught a portion of the tenure orientation workshop for new UW-Extension faculty held in Stevens Point on April 15<sup>th</sup>. This workshop provides a first look at the tenure process for untenured faculty and their mentor teams. The workshop is held annually for untenured faculty to give them a review of their rights and responsibilities on the tenure track.

Attended two meetings in Madison related to my leadership role on faculty senate. I am currently serving on the executive committee of UW-Extension's Faculty Senate.