



Jefferson County

864 Collins Road
Jefferson, WI 53549

(920) 674-7295

(920) 674-7200 (fax)

**University of Wisconsin-Extension
Cooperative Extension**

DATE: March 3, 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, March 9, 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 February 9, 2015 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. Budget Update
8. 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)
9. Move into open session pursuant to Section 19.85(2), Wis. Stats., to conduct business as detailed on the duly posted agenda (affirmative roll call vote required)
10. Next meeting date – April 13, 2015
11. Identify Future Agenda Topics
12. 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: February 9, 2015

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 and Grabow; Torbert absent.

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 January 12, 2015 Meeting Minutes: Meeting minutes need to be amended to include Ed Morse as present. Motion was made by Hartz and seconded by Morse that the minutes of the January 12, 2015 meeting be approved as amended. Motion approved: 4-0.

Communications: None.

Public Comment: None

Item: Budget Report

Georgson reported that the 2014 budget is on track to come in under budget.

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: Grabow, Georgson, Eisenmann. Torbert was absent. Eisenmann summarized information on the State budget for the committee: no promotions; no salary increases; typically County agents are not cut; still uncertain on State Budget and UW System/Extension budget.

Upcoming Agenda Items and Meeting Dates: Next committee meeting will be held on March 9, 2015.

Adjournment: A motion was made by Schultz, seconded by Morse, to adjourn the meeting at 9:30 a.m. Motion passes: 4-0

Secretary

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
February 2015

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)?

Watertown Coalition of Churches – Presented a family policy educational workshop on causes, trends and options to address food insecurity. I was invited to present as a result of a December, 2014 presentation to the school district and community program providers. We engaged in a wide-ranging discussion of the issue and potential strategies to deal with it in the Watertown community as well as the roles faith-based organizations might have in addressing it.

Fort Atkinson Chamber of Commerce - Responded to a request for information and consulted with the new executive director on a variety of family demographic trends and family policy education related to workforce development. Will be following up with her and her board for additional education early this spring.

Jefferson County Interagency Collaborative Council – Hosted the quarterly meeting of this coalition of policymakers. We discussed school-based mental health programs as a possible strategy to address family and community mental health concerns. The superintendents and programs thought this was a high priority and requested we devote an entire meeting to the topic next fall. I will be putting together several speakers on the topic and sharing additional resources with the group.

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 – Attended a networking event at UW-Whitewater designed to bring together faculty from various academic departments with local nonprofit and public agencies serving the region. It was an extremely valuable event that was well received by both the UWW faculty and local program providers. There are multiple opportunities for service learning and applied research projects that will benefit Jefferson County nonprofit and public agencies. Associate Dean Meissel will be attending the local nonprofit roundtable I convene at their March 2015 meeting to continue the discussion further.

Jefferson County Jail Health Program – Consulted with the Health Department program manager on implementation of the program's vision and plan. Provided research-based advice and counsel on several strategies and resource options for moving the plan forward. Also consulted on the opportunity to design a health education initiative using technology. We'll be following up with the Health Dept. on this after pilot testing a similar initiative with nonprofit board development. (See below).

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 Stephanie Hardin to develop an educational technology approach to deliver board development education. Stef is developing a video game to assist me in teaching roles and responsibilities of board development to local nonprofit boards. This is a very popular training that will only benefit from a new approach to delivery. Stef is just at the initial stages of development, but here's a sample:

<http://scratch.mit.edu/projects/49526022/#fullscreen>

UW-Extension – Attended the regular monthly meetings of Faculty Senate.

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

March 9, 2015

Agriculture Programming

One of six Confined Animal Feeding Operation programs was held in Jefferson early in February. We hosted the meeting for Southeast Wisconsin, which is a combined effort between UWEX and the Wisconsin Department of Natural Resources. This is an important program as we balance economic growth and environmental concerns. Agronomists, crop consultants, farmers and managers from some of the largest livestock farms gathered for updates on a variety of topics. DNR personnel shared information regarding regulations, reporting and permitting. The Wisconsin Department of Agriculture, Trade and Consumer Protection shared updates to the nutrient management planning and record-keeping software system. UWEX presented information on human resources, with an emphasis on Hispanic workers and an overview of the IoH law with the most recent updates. Kim and Stephanie provided persistent, dedicated service in making arrangements for a speaker from the EPA who was storm bound in Chicago. Through their efforts, we were able to provide audio and video links to include them as part of the program. Both the EPA and OSHA are increasing their visits and inspections in Wisconsin. Participants and agency personnel evaluated the day as informative and valuable.

A 2015 Cattle Feeder Clinic session was held in Jefferson to benefit the beef producers from our County as well as surrounding counties. Agents from Rock and Walworth counties were involved in the planning and promotion of this program as we continue to develop the beef resources for our area. Topics presented by UWEX included a marketing outlook and projections, determining sales timing based on feed intake and growth, using risk management tools such as futures options or forward pricing and the health management when shipping or receiving cattle. Farmers were able to receive credit towards Beef Quality Assurance certification.

The classroom portion of the 2015 tractor safety certification program has concluded with 12 youth taking the written exam after the completion of six Saturdays of instruction. All of the students achieved a passing score on the written exam. The next and final segment of the course will be the driving test scheduled for May 5 at the Jefferson County Fair Park. The on farm session hosted by Herb and Pam Altenburg, with on farm emergency rescue instruction provided by the Helenville EMS service was a success. Many parents or family members of the students attended that session as well. This program includes the opportunity for the high school agriculture instructors of the Jefferson County to contribute in the teaching of course segments. Many of them use the opportunity to increase safety awareness and build relationships with students across our communities.

One of two Pesticide Applicator Training workshops is completed. At the completion of the second training early in March, I expect that we will have certified or recertified 40 individuals to understand the best practices to safely use pesticides on their farms or in their employment.

The Master Gardener Volunteer Training Program is well underway. There are 12 interns enrolled in the class. There are also some currently certified MGVs who attend the classes for their continuing education hours. The interns are highly engaged and have requested additional sessions to be used as a study group format. We will be offering these as a pilot project on the alternate weeks when the regularly scheduled class is not meeting.

I am serving on two education committees related to Farm Technology Days. Dane County will be hosting the three-day event in 2015 and Walworth County will be hosting in 2016. I will be working with other UWEX agents, educators and specialists along with other partnering agencies in developing the core educational features.

The first newsletter was assembled and mailed. It was received to a rousing round of appreciation and accolades.

Sarah Torbert

4-H Youth Development Agent
February Extension Report

Communication

- Keeping members up to date through continued use of Facebook page. Striving for daily posts keeping members informed on meetings and events. Additional weekly posts for "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.
- Offering members online option for entry into most programs and activities.

Project Related Work

- Will be hosting Meat Animal Project Camp. 182 youth have pre-registered for this event.
- Held County Project Learning Day. 97 people attended various project sessions. Taught sessions called Stick It and Stack It about how to incorporate team building into your meetings through cup staking and use of duct tape. Taught session for Cloverbuds that included creating items they could take home and then possibly use for fair projects.
- Held Sheep Kick-off meeting for youth enrolled in the sheep project.
- Working with the Meat Judging as they plan for participation in National Meats Judging Contest. They won 2nd place at the state contest.

County 4-H Programming

- Held Visioning Session with 14 clubs represented. Group looked at strengths and concerns of 4-H program in Jefferson County and developed 4 ideas to help build a Positive Youth Development experience in Jefferson County. The group ideas were to work on involvement, making 4-H youth drive, seeing the big picture of 4-H, and recruitment. Steps are underway to develop Action Plans around these ideas.
- Held Special Emphasis Contest with focus on 4-H Friendship and Memories. 13 youth gave speeches about their 4-H experiences and 55 youth exhibited posters.
- Held two New Leader certifications.

Community Partnerships

- Attended the Jefferson County Agri-business meeting to receive a grant for the Special Emphasis Contest.
- Met with Jen Pinnow to look at how 4-H can become part of an afterschool effort in Jefferson.

Professional Development

- Met with Karen Nelson to develop Plan of Work for second year of employment.

Upcoming Work

- 4-H related professional development to organize work teams around 4-H central themes.
- Assisting with state 4-H Livestock Skillathon contest.
- Planning for Camp Counselor Training and 4-H Foods Revue.

**February 2015 Activity Report
To the University Extension Education Committee
For Steve Grabow**

Economic Development

- Facilitated Workshop 1 of the “Jefferson County Rail Improvement Initiative”. 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. Also, in conjunction with the JCEDC Director provided summary information from a UW Extension technical study on freight rail in Wisconsin. A Proceedings Report from this workshop is being compiled. 2/18 and On-going
- Participated in an Economic Development Breakfast hosted by Maranatha University in Watertown. 2/11

Community Vitality and Placemaking

- Continued leadership with the Community Vitality and Placemaking Team for curriculum development of resources on the “Foundations of Community Vitality”. Have further briefed the State Director of CNRED on the Plan of Work and 2015 budget.
- I authored the Feature Article entitled “Principles of Community Placemaking” in the March 2015 edition of the Wisconsin League of Municipalities magazine entitled, *The Municipality*. This publication has a readership of 10,000 officials in Wisconsin. This seven page article describes WHAT the principles of community placemaking are and HOW to apply them in communities. The article is available online:

<http://www.lwm-info.org/vertical/sites/%7B92F7D640-E25A-4317-90AD-4976378A8F8D%7D/uploads/March2015MunicipalityArch.pdf>

- Continued progress in the writing of the next version of *Principles and Practice of Community Placemaking* publication by preparing a new draft. The current timeline calls for the draft to be distributed for peer-review in mid-March. Arrangements are being made for this to be an official publication of the UW Extension. An editor from the UW Extension Publishing Unit has been assigned to the project.
- Continued guidance to the site coordinator from the Lake Mills community as they continue work on the First Impressions Community Assessment exchange program between Lake Mills and Prairie du Chien. The reports from each respective community have been scheduled, and Prairie du Chien’s presentation will be held on March 17th at the Lake Mills Municipal Building at 7:30 am.

Planning and Change Processes

- Participated in design session with the lead landscape architect who is 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. 2/14
- Facilitated Workshop 8 of the Watertown Government Strategic Plan process. Major initiatives for each of the five strategic issues were further refined and prioritized. 2/25

- Compiled and shared a Qualtrics online survey to for participants of the Watertown Government Strategic Plan process to help test the commitment and capabilities to implement proposed major strategy initiatives under consideration. A summary report from this survey was incorporated into Workshop 8. On-Going
- Participated in a workshop hosted by the County Administrator and attended by a wide variety of County Department Heads involved with transportation. Shared resources and insights on various “plan for planning” concepts associated with the potential development of a County Transportation Plan. 2/5

Local Government

- Provided additional data from the GREAT Program (finance, revenue, expenditures) to illustrate trends in Jefferson County's financial condition relative to other counties. This was a follow-up request by a member of the Jefferson County Task Force on Operations and Organization. The analysis compared Jefferson County trends with Sauk, Dodge and St. Croix counties. 2/11
- Prepared an analysis for the County Administrator related to work of County Task Force on Operations and Organization. This analysis reviewed the Task Force situation and explored various methods and techniques to provide engagement opportunities for County Department Heads, County employees and local government officials from throughout the County. Other process considerations for organizational planning processes were described. 2/4
- Attended the February 25th meeting of the County Task Force on Operations and Organization. Agreed to appear at their March 25th meeting to discuss the Jefferson County Government Strategic Plan and other matters related to this important task force. 2/25
- Participated in the February 16th ICC meeting on emerging issues in the justice system (addressing heroin). Have been preparing resources as the lead presenter at the March 16th ICC meeting hosted in Jefferson County on “Transportation Planning”. 2/16
- Presented the Jefferson County Office Annual Report to the County Board at its meeting on February 10th.

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 guidance to colleagues and organizations on potential strategic planning processes. (Dodge County Government Strategic Plan and 1000 Friends of Wisconsin)
- Monthly Office Summary for County Administrator:
 - A. Update on Key Performance Measurements: Faculty will provide 2014 data to support staff for further development of these analyses.
 - B. Summary of Key Events for February 2015: 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 – Faculty have made arrangements for the March 2015 University Extension Education Committee (UEEC) Meeting to focus on annual accomplishment reviews for all faculty. Each faculty member will present their annual accomplishment report to the Committee. Steve will sit in on each review as UWEX Faculty Governing Unit representative. We are also arranging a visit by UWEX Southwest Region Director Matt Hanson to come to the April UEEC Meeting. Vern and Steve conducted Kim’s annual review session on February 23rd. She was rated very high, and it was a very positive two-hour session. The completed report with a recommendation for her to receive her step increase was submitted to Human Resources on February 27th. Kim completed one year of being back with UWEX on March 1st.
- Long term absences – None at this time.
- Other staffing issues – None at this time.

E. Any pending or anticipated budget issues:

- Kim has provided financial reports as required.
- The close-out of fiscal year 2014 shows that UWEX came in under budget. There were significant dollars (\$50,323.19) that were unspent (or returned) to the County’s budget due to changes in staffing and personnel. Expenditures were approximately \$2,000 under budget in line items within the departmental control.

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

G. Project status: Jonas Office Supply completed some cubicle adjustments for Kim and Stephanie to enhance the collaborative working relationship between the two Administrative Specialists and to enhance the office environment and efficiency.