



**Jefferson County**

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**University of Wisconsin-Extension  
Cooperative Extension**

**DATE:** April 8, 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, April 13, 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 March 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. UW-Extension Regional Director Visit – Matt Hanson  
(Matt will review status and implications of the State budget; he will also orient new committee members on matters related to the partnership between UW Extension and Jefferson County as well as respond to questions by the Committee and County officials.)
8. Potential Committee action on University portion of State budget
9. 2015 Budget Report
10. Agent Reports
11. Next meeting date – May 11, 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.**

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# UNIVERSITY EXTENSION EDUCATION COMMITTEE MINUTES

**Date of Meeting:** March 9, 2015

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

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

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

**Also present:** Administrator Wehmeier; County Board Chair Schroeder

**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 February 9, 2015 Meeting Minutes:** Motion was made by Schultz and seconded by Hartz that the minutes of the February 9, 2015 meeting be approved. Motion approved: 3-0. Borland abstained.

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**Communications:** None.

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**Public Comment:** None

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**Item:** Budget Report

Georgson reported that the 2014 budget was \$44,000 under budget due to open positions.

**Item:** Convene into Closed Session

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. Committee members were briefed on the annual performance review process and typical evaluation criteria. Reviews were conducted for Kathy Eisenmann, LaVern Georgson, Sarah Torbert and Steve Grabow. Roll call vote was taken: Babcock, yes; Borland, yes; Hartz, yes; Schultz, yes.

Move into open session pursuant to Section 19.85(2), Wis. Stats., to conduct business as detailed on the duly posted agenda. Roll call vote was taken: Babcock, yes; Borland, yes; Hartz, yes; Schultz, yes. All agent monthly reports were sent electronically to the committee prior to the meeting.

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

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

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Secretary

**Sarah Torbert**  
4-H Youth Development Agent  
March 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**

- Hosted 4-H Foods Revue. Youth put together displays of healthy food options combined with table settings and full planned menus.
- Working with MAP youth to plan talk to Rotary about the Meat Animal Project Sale.
- Attended 4-H Livestock Quiz Bowl and Skillathon Contests at the State Level. Looking for ways to promote this program in Jefferson County.
- Conducted teambuilding session with county Junior Leaders Project and helped them in planning for the future.

**County 4-H Programming**

- Working with 4-H clubs to collect ideas related to the 2015 Visioning Session. Clubs are making suggestions for involvement, making 4-H youth drive, seeing the big picture of 4-H, and recruitment.
- Held Leaders Association meeting. Main topic was the new Fair online enrollment system.
- 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.
- Held Camp Counselor training with 16 youth from three different counties. Youth identified ideas for Explore theme and worked on teambuilding and skill development.

**Community Partnerships**

- Held Jefferson County Connections meeting, group is currently looking at hosting a Talent Show in April/May.
- Working with other county agencies to plan Youth Government Day in May
- Helped Johnson Creek FFA interview 2015-16 Office Team.
- Presented information about the history of 4-H and the focus on Positive Youth Development at Rotary club in March.

**Professional Development**

- Attended State Team Planning Workshop. Currently serving as co-chair of the Volunteer Development Team.
- Attended Southwest Regional Faculty training session. Topic included team development, budget concerns, and reporting.

**Upcoming Work**

- Attending and Joint Council of Extension Professionals Conference.
- Attending National Extension Conference on Volunteerism in Portland, Maine in May.

**March 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. A Proceedings Report from this workshop was compiled and distributed, and the second workshop will be held on April 22<sup>nd</sup>. On-going
- Responded to a request by the Executive Director of the JCEDC by contacting two UWEX Specialists (both attorneys) that are knowledgeable about legal aspects of open records. UWEX Local Government Specialist Philip Freeburg has agreed to make a presentation at a forum of local government and local economic development officials that is being conceptualized. This program will be further refined in conjunction with the JCEDC Director. On-going
- Held a monthly briefing session with the JCEDC Director to assure face to face communication between the Director and this UWEX educator. 3/18

***Community Vitality and Placemaking***

- Continued leadership with the Community Vitality and Placemaking Team for curriculum development, and I am developing training resources for inservice events in April and June.
- My article entitled “Principles of Community Placemaking” in *The Municipality* (March 2015 edition) has been widely distributed by UW Extension communications staff. This publication has a readership of 10,000 officials in Wisconsin. Positive comments have been received from Jefferson County officials who have read the article. A cover letter summarizing the article, along with hard copies of the magazine, was shared with each member of the County Board of Supervisors and the County Administrator. The online version is available at:  
  
<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 several new drafts. A draft received peer-review in mid-March from members of the Community Vitality and Placemaking Team. An editor from the UW Extension Publishing Unit has received a review version.
- Presented work of the Community Vitality and Placemaking Team at a statewide annual conference of ARTS Wisconsin (an association of community statewide arts organizations). Also, connected with representatives in attendance from the Jefferson County arts community: representatives from Jefferson, Fort Atkinson, Lake Mills, UW Whitewater and the Wisconsin Arts Board. Distributed the article on placemaking to participants at my session which consisted of 75 people.
- Continued guidance to the site coordinator and exchange team from the Lake Mills community as they continue work on the First Impressions Community Assessment exchange program between Lake Mills and Prairie du Chien. I provided counsel to the exchange team at a meeting held on March 17<sup>th</sup> at the Lake Mills Municipal Building.

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

- Continued review and input to the lead landscape architect who is developing a draft Crawfish River Park Master Plan drawing. The plan is a key follow-up element of a research-based design charrette process. A follow-up workshop on plan review and implementation will be the next step in this series. On-Going
- Facilitated Workshop 9 of the Watertown Government Strategic Plan process. Major initiatives for each of the five strategic issues were further refined and prioritized. In addition, the participants initiated actions related to plan implementation by the identification of “key implementing bodies” for 24 major initiatives identified in the plan. 3/31
- 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 9. On-Going
- A proceedings report is being compiled from Workshop 9 of the Watertown Government Strategic Plan.
- Participated in a filming of local officials, bicycling enthusiasts, and business interests for a Watertown Cable TV program on the “Interurban Bike Trail” project between Watertown and Oconomowoc. This production will help market the importance of this prominent new bike path project in Jefferson County. The half-hour show will be available on Cable TV and online once the production has been finalized. 3/24
- Participated in the quarterly meeting of the Glacial Heritage Area Implementation Team. 3/18

### ***Local Government***

- 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 March 25<sup>th</sup> meeting of the County Task Force on Operations and Organization. Presented a PowerPoint on the Jefferson County Government Strategic Plan and other matters related to this important task force. Facilitated a general discussion on potential needs and direction of the Task Force. Agreed to meet with a subgroup of the Task Force on April 9<sup>th</sup> to assist in some potential next steps of the Task Force process along with potential Department Head engagement mechanisms. 3/25 and On Going
- Arranged and was the lead presenter at the March 16 ICC meeting on “County Transportation Planning: General Approaches and Jefferson County Considerations.” Also, facilitated the discussion on “The Status of Transportation Planning in the ICC Counties. Minutes of this workshop were prepared and distributed.
- Presented the Jefferson County Office Annual Report to the County Board at its meeting on February 10<sup>th</sup>.

### ***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 (I provided my impact indicators to Kim).
- B. Summary of Key Events for March 2015: Steve and Vern met with the County Administrator for our scheduled March meeting quarterly meeting on April 2<sup>nd</sup>. (It was postponed a week due to a mandatory UWEX conference). It was a good opportunity to provide further updates on the State budget and the implications to UW Extension, Jefferson County Office.
- C. Brief Overview of the Department's Next 30-60 Days: Please refer to monthly reports of agents.
- D. Personnel Status:
- Evaluations status – Each faculty member presented their annual accomplishment report to the University Extension Education Committee (UEEC) at their March 9<sup>th</sup> meeting. Steve sat in on each review as UWEX Faculty Governing Unit representative (Kathy represented faculty governance for Steve's review). We have arranged a visit by UWEX Southwest Region Director Matt Hanson to come to the April 13<sup>th</sup> UEEC Meeting. Matt will provide further insights to County officials on UWEX protocol.
  - Long term absences – None at this time.
  - Other staffing issues – None at this time.
- E. Any pending or anticipated budget issues:
- A briefing on the State budget with a UW Extension context will be shared with the Extension Education Committee at their April 13<sup>th</sup> meeting.
- F. Key policy discussions: Refer to monthly reports of agents.
- G. Project status: Continuity of Operations Plan. Kim attended a meeting for the department's Continuity of Operations Plan; we are currently working to update the plan as guided by the consultant.

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
February/March 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.

**Coordinated Community Response Task Force** - Attended quarterly meeting of this task force. Informed group of recent policy changes affecting victims of domestic violence and sexual assault on UW system campuses. This will be important as UW-Whitewater moves forward with implementing similar campus policies. The group will keep this as an ongoing policy update for the foreseeable future. Counseled and advised group on best practice community engagement practices. The task force will take a look at restructuring its meetings to be more effective and engaging.

**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.

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

**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).

**Community Action Coalition of South Central Wisconsin, Inc.** - Met with executive director and head agency staff to discuss and diagnose their needs for organizational development education. Will be designing and facilitating a process in the near future. CAC serves a three county area including Jefferson County and provides low-income individuals and families with emergency housing & homelessness assistance; case management; food pantry resources and support; and other program support services.

**Family Promise of Jefferson County, Inc.** – Consulted with executive director on the closure of the organization. Provided evidence-based best practice advice on organizational dissolution.

**Head Start of Jefferson and Western Kenosha Counties, Inc.** - Began the process of the regular qualitative assessment of program outcomes for this nonprofit organization serving low-income young families with pre-school age children. Will be designing and facilitating a series of qualitative assessments over the course of the next 3-4 months with key stakeholders across the county including participating families.

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>

Worked with Stef to complete a draft online dashboard that will be customizable for local nonprofit organizations and public agencies serving families. Dashboards are online infographics representing relevant program outcomes and impacts. Stef and I have been working on designing a pilot for test with local libraries and nonprofits. We are currently recruiting a couple of librarians and executive directors to pilot test the software and provide feedback.

Updated my county web site with current examples of my work, and reconfigured the site to account for an institutional design theme change. Check it out at: <http://jefferson.uwex.edu/family-living/family-policy-education-2/> and <http://jefferson.uwex.edu/family-living/community-based-groups-nonprofits-public-agencies/>

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

**Community Vitality & Place-making Team** – Participated in the team meeting in March. I will be part of team presentations on our community capacity building in-service module in late April and mid-May at two different UW-Extension conferences. In addition, I am taking the lead on redesigning a facilitator's guide on the community design charette process with Land Use and Community Development Specialist, Todd Johnson and Stef. Todd, Stef and I met in March to review the need for redesign and we will be working on it jointly over the next several months.

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

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

April 13, 2015

### **Agriculture Programming**

The conducting of the educational trainings and programs that were planned for in previous months were successfully completed with good evaluations. Individual requests for assistance with soils, plants and gardens have been increasing with the receding of winter.

The Winter Grazing meeting that was held in Whitewater provided good educational content and networking capabilities for the participants. Livestock producers, both conventional and organic, were able to learn about and acquire information on soils, plants and crops as well as practices that will benefit them. Feeding strategies, feed/nutrient sources and delivery systems were presented and discussed. Cattle productivity and body condition scores were illustrated and the relationships connected.

The last Pesticide Applicator Training class for this year was offered. Individuals who were unable to participate in the classes have the option, once they have acquired the materials, to arrange with our office for an individual test. Almost without exception, the people who have participated in the organized group training have rated it as significant, beneficial and time well spent.

I conducted an Implements of Husbandry training for a local agricultural business. The business used this as part of their regular management and employee development program. They wanted to ensure that they were in compliance and understood the nuances of the law as they were in place at the time of presentation.

There were three training sessions for the Master Gardener Volunteer interns going through the class this year. There were also two additional study group sessions. This follows a pattern where the study group meets on the weeks opposite the more formal class schedule. The study group has an informal approach to address the individual questions and topics of the interns. This has allowed us to cover some topics with more depth and personal application while placing things in context and relevance.

I continue to work with individuals and farm families on topics and issues that are uniquely personal or specific to them. Illustrations of these activities include business plan development, multiple party business arrangements, dairy budgets, beginning farmer strategies and business stress resources.

There were requests for information on Implements of Husbandry rules from farmers and the governing or maintaining authorities responsible for issuing permits. The need for information increased as people begin to prepare for spring field work. We are planning to assemble a map with information on which of the six options each governing authority in Jefferson County adopted. It is expected that this would be a resource for farmers or businesses that would need a permit.

There were requests resulting in phone conversations and visits as farmers sorted out the options and made decisions regarding the Farm Bill. The work in the cropping portion of the Federal Farm Bill should be largely behind us as the enrollment periods have ended.

There were several planning meetings with the education committees for the upcoming Farm Technology Days events. Education committees are responsible for coordinating the exhibits relating to the themes, topics and organization of displays.

I also represented Jefferson County UWEX at the state Dairy Team at Professional Dairy Producers of Wisconsin conference. While there, I was able to further develop a potential research project regarding dairy bull calves and their growth as beef animals.