



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

**DATE:** Monday, December 14, 2015

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

**Committee Members:**

Paul Babcock (Chair)	Ed Morse
Glen Borland (Vice Chair)	Dick Shultz
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 November 9, 2015
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. Update, Discussion and Input on nEXT Generation Model
9. Review of 2015 Departmental Budget Update – UW-Extension
10. Review and Update on the Administrative Specialist Position – UW-Extension
11. Discussion of Monthly Agent Reports – Sarah Torbert, LaVern Georgson, Steve Grabow, Kathleen Eisenmann
12. Discussion to Identify Future Agenda Topics
13. Adjourn

- Next Scheduled Meeting: Monday, January 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.**

***“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:** November 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, Morse and Shultz

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

**Others Present:** Ben Wehmeier, County Administrator; Jim Schroeder, County Board Chair; Blair Ward, Corporation Counsel

**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 October 12, 2015 Meeting Minutes:**

Motion was made by Schultz and seconded by Borland that the minutes of the October 12, 2015 meeting be approved. Motion approved: 5-0.

---

**Communications:** None.

---

**Public Comment:** None

---

**Item:** Review of Chapter 59 regarding UW-Extension and the County Partnership

Corporation Counsel Blair Ward gave an overview of Chapter 59 on the UW-Extension and County partnership relating to performance reviews and committee involvement. Discussion occurred.

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

Grabow reported to the committee that the department really has no new information to report. Discussion occurred. The Committee Members, Board Chair and County Administrator presented many concerns, a few of which are generalized, including: direction from the State & UW System about the Extension's future is disappointing; the nEXT Generation is not well thought out; input from numerous entities (especially the County partner) is not being discussed

and implemented; discussion about the County involvement on the future of the program must take place, which at this time is not happening.

**Item: Review of 2015 Department Budget**

Georgson reported that as a 2015 departmental budget is on track. Will come in under budget due to open position.

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

Georgson updated the committee on our open position. The agents met with Ben and have agreed to post the position as a limited-term, administrative assistant at a paygrade 2 or 3. This individual would have more receptionist duties.

**Item: Review and Update on the 2016 Budget**

Georgson stated that the 2016 budget goes before the County Board tomorrow night for approval. There have been no changes since our last meeting.

**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, Georgson, Grabow and Eisenmann.

---

**Upcoming Agenda Items and Meeting Dates:** The next committee meeting will be held on December 14, 2015. The committee will continue to meet on the second Monday of each month in 2016. No agenda topics were presented for future meetings.

---

**Adjournment:**

A motion was made by Borland, seconded by Hartz, to adjourn the meeting at 9:52 a.m. Motion passes: 5-0

---

Secretary

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

**Communication**

- Keeping members up to date through continued use of Social Media pages. Have scheduled daily post on Facebook, Google +, Instagram and Twitter.
- Sent out 43 new member followup letters to answer question and encourage families to join.
- Continued use of 4-H newsletter to communicate with members about upcoming programs.

**Club Related Work**

- Working with clubs to receive 4-H charter documentation. Charters show club progress throughout the year and serve as planning documents for 2015-16.
- Attended Stone School 4-H meeting, presented educational program on how to use parliamentary procedure in your club meeting.
- Attended Farmington All Stars Share Fair meeting to talk with members about 4-H leadership and their life skill learning experiences.
- Developed letter to club leaders sharing results of Officer Training club evaluation. Letter included keys for successful meetings.
- Trained 14 new leaders at county level with additional training planned in December and January.
- Held Leaders Association meeting. Meeting included discussion of the restructuring of UWEX.

**Project Related Work**

- Worked with Horse Committee to redesign member manual. New manual and new documentation paperwork should make things less complicated as new members join.
- Working with MAP Committee to continue to improve educational offerings. Held Beef Kick-Off with over 80 people in attendance. Went over writing SMART goals and talked about getting started in the project. New format of educational event was well received.
- Attended Jefferson County Horse and Pony banquet. Youth and adults were honored for their yearly accomplishments.

**Office Responsibilities**

- Assisted with office related duties due to vacancy in office support staff position for 4-H programming. Including monitoring of member enrollment.
- Working with Terri Palm to finalize plans for LTE for UWEX. Sent her a preliminary job description in mid-November.

**Professional Development**

- Serving as a member of the Speakers Committee for JCEP Annual Conference.
- Serving as the Regional and Campus representative on WAE4-HYDP. Currently working on encouraging members to confirm membership for 2016 year.
- Attended Dialogue for Student success in Watertown with topic on Heroin use and need for community support.
- Lead meeting for the Jefferson County Connections. Working with young people from area school districts to plan conference. Met at Bethesda to secure space and currently working to find sponsors for event that invites all schools to send students to enhance leadership.
- Attended All Staff Conference. Conference focused on discussions about restructuring. Also attended workshops on Writing Impact Statements, Using Mapping to Better Program and Administering a Survey to Club to ensure Inclusive Practices. Currently working to partner with Washington County to use the survey and survey results in Jefferson County.
- Working as co-chair of Volunteer Development Team. I will be serving on the Essential Element subcommittee to write trainings and handouts around the topics of Belonging, Mastery, Generosity and Independence.

Kathleen Eisenmann  
Jefferson County  
Extension Education Committee Report  
November 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)?**

**Dialogue for Student Success** – Attended this community coalition meeting and connected with Jenny Borst, elementary school principal, about possible collaboration on family policy education using the Raising America videos. Jenny is interested and we are going to talk after the first of the year.

**UW-Whitewater Community-based Learning Initiative** - Attended this workshop on creating additional outreach education connections between Jefferson County nonprofits and public agencies serving families and UWW. I was thrilled to see all the agency heads and school superintendents from the Jefferson County area in attendance. Many new connections were made and Associate Dean Seth Meisel asked if I would assist on a similar meeting in the spring. We are in talks about what the next step might look like. Also received a couple of programming requests, which I will pursue after the first of the year.

**Jefferson County Interagency Collaborative Council** - Convened this quarterly meeting of the family policy leaders in the county. Heard from Kathi Cauley and Eric Runez (Whitewater School Superintendent) on emerging community-based mental health programming. Jennifer Betters-Bubon, UWW Professor, presented results from a community-based pilot project to integrate counselor training in local school districts. We will be tackling health topics at the February, 2016 meeting.

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

**Strategic Planning 101 Team** – Participated in teaching this intensive four-day training in early December as part of the teaching team. I was responsible for portions of the facilitation workshop; teaching Stakeholder Analysis and presenting a case study on the Jefferson County Health Department's strategic planning process.

**UW-Extension Statewide Conference** – Attended two of the three days of the conference and led a discussion among faculty regarding the impact of the reorganization.

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

\*took of week of vacation around Thanksgiving

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

December 14, 2015

### **Agriculture Programming**

Planning for programming was an area of major time commitment. I was approached by educators from Dodge and Fond du Lac counties with a desire to have Jefferson County participate in a series of programs revolving around succession planning, retirement planning and estate planning for farmers. There have been an extensive amount of communications and coordinating sessions. Tina Kohlman, Fond du Lac County Dairy and Livestock Agent, Jeff Hoffman, Dodge County Community, Natural Resource and Economic Development Educator and I have been working with Joy Kirkpatrick from the Center for Dairy Profitability at UW Madison on outlining the proceedings, selecting topics, making arrangements and confirming speakers. Locations have been secured in Fond du Lac, Waupun, Juneau and Watertown. There will be a different focus at each location. The intent is to have the meetings integrated as part of a series, but also allowing individuals to select a day's worth of information specific to them and their family situation. The retirement planning program has goals of looking at income sources during retirement, assessing the nest egg, cost-of-living, taxes and other issues centered on retirement. A second daylong program will be offered that will consider transferring the farm business. There will be presentations on communication between generations, transfer of labor, management and assets, review of farm financials, profitability and vehicles or tools to transfer the farm business. The third daylong offering will consider estate planning. This program will provide information on wills versus trusts, fair versus equal, tax implications, communicating your wishes, important documents and Medicaid/Medicare topics among others.

I also continue to work with the agriculture agents and educators from Racine, Kenosha, Rock and Walworth counties on the second in a series of farm management, succession and transfer programs. One of several reasons for offering similar programs with neighboring counties is that families are at many different stages in this journey to the future. I was also curious about whether there were tendencies for Jefferson County farm families to identify with our neighbors to the north or south. This may have implications as details emerge and discussions continue regarding the restructuring of UWEX.

Work continues with individual farm families and businesses. Conversations and visits to provide education through information and application have been important and productive. I am in the second year of helping a dairy farmer expand their crop management capabilities. This farmer had struggled in using their land base to produce enough feed for their dairy herd. Progress has been made in improving profitability through cropping choices, resource allocation, business decisions and feed needs analysis.

I've also had a number of visits with a dairy farmer in assessing their future options. The family situation has changed dramatically. Profitability has been diminishing. Labor and management sustainability need reconsideration. Health, well-being and insurance are points to consider. Identifying resources while providing guidance and direction along with coordinating visits and contacts with other professionals continues to be important.

I have also had the privilege, joy and satisfaction of sharing insight, support and direction to young people considering the field of agriculture for future careers. There continues to be young adults exploring their passion, capabilities, resources and opportunities. Of particular note recently was a young woman who has been working on farms in the Jefferson County area. She wanted to explore practical planning options building on her perspective and experience with the goal to establish her own dairy farm. Locating land, buildings or supportive retiring farmers continues to be a challenge. Another example involves a high school sophomore. She requested and received guidance developing a significant and purposeful science fair project centering on soils. This was accomplished through more than a few phone calls and ultimately a visit to our office with her mother. As a result of our efforts, she had additional contacts, research focus, process suggestions and implementation considerations along with clarifying objectives.

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

***Economic Development***

- Participated in the Intercounty Coordinating Committee presentation on workforce development in which Pat Schramm was one of the featured presenters. 11/16

***Community Vitality and Placemaking***

- Continued leadership with the Community Vitality and Placemaking (CVP) Team for curriculum development and application; and participated in a community design charrette event from November 5-8 in Bailey's Harbor. 11/5-8
- Continued progress in the production of the next version of *Principles and Practice of Community Placemaking* publication by continuing coordination with the editor from the UW Extension Publishing Unit. I have received a near final proof copy of the document (December 1, 2015 Version), and the editor has indicated that a final document may be available by the end of 2015.
- Completed and distributed a Proceedings Report entitled: "Lake Mills Community Forum: First Impressions, Placemaking, Strategies and Actions. This included a link the to the YouTube video on this Lake Mills Community Placemaking and First Impressions Forum which was held on September 30<sup>th</sup>.
- Continued to develop curriculum, an "Assessment Tool" and presentation materials for the Fort Atkinson Community Placemaking Initiative. This will be a six-month project and will also involve UW Extension Specialist Todd Johnson. The approach was approved by the Council, and a diverse 16 person steering committee was developed and approved by the City in November. The project is being coordinated with the City Manager. The first session will be on December 3<sup>rd</sup>. A Fort Atkinson Placemaking Initiative website has been developed by the City. This high-profile program continues to receive extensive coverage in the local media.

***Planning and Change Processes***

- In response to the Jefferson County Parks Director, developed and facilitated the first session in a workshop series to address organizational considerations related to the DNR no longer funding the Glacial Heritage Area Coordinator position. The first facilitated session was held on November 18<sup>th</sup> and the Proceedings Report is being drafted.
- Distributed a diagnostic and plan-for-planning information for preparation of a "Project Understanding and Scope" for a four-part strategic planning series with session with the Hoard Historical Museum. The Executive Director was pleased with this document. Proposed dates were submitted to the Executive Director for consideration by the Board of Directors.
- Participated in a review of park sites with the Parks Director in the northern part of Jefferson County. 11/19
- Completed and distributed a Proceedings Report document for the Parks Director and Parks Committee entitled: "Crawfish River Park Master Plan (Design Charrette Process). This educator has agreed to present this document to the Parks Committee on December 7<sup>th</sup>.

- Completed and distributed a report to the Lake Mills City Manager and City Council entitled: “Plan Monitoring and Assessment”. This report documents a session which provides a one year review of the City of Lake Mills Dialogue for the Future Process (Strategic Plan). This report demonstrates that the City and Community have implemented many high impact initiatives outlined in their plan. 11/3

### ***Local Government***

- Participated in the November 16<sup>th</sup> Intercounty Coordinating Committee meeting in Dodge County on the topic of “Workforce Development in South Central Wisconsin.”
- Identified curriculum and resource materials for a program for the UW Extension Local Government Center. This educator will be the featured presenter on the LGC Wisline Series about the topic of “Fundamentals and Applications of Strategic Planning in Wisconsin Local Governments” which will be held on Monday, January 11<sup>th</sup> from 10AM to 11AM.

### ***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.
- As Co-Team Leader of the UW Extension Strategic Planning Program Team, have been involved in convening the Team members and support staff for a training that has been scheduled for December 8-11 in Madison. Significant curriculum refinements are underway, and resources from programs developed in Jefferson County will be shared on the “Team Blog”. I continue to work with the Co-Team Leader on many logistical matters.