



Jefferson County

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**University of Wisconsin-Extension
Cooperative Extension**

DATE: January 8, 2014
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, January 13, 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. Approval of Agenda (for possible rearrangement)
4. Approval of November 11, 2013 meeting minutes
5. Communications
6. Citizen Input & Comments
7. Purchase of Care and Services Contract (133 Contract) – Kathy Eisenmann
8. Agent Reports
9. Identify future meeting dates – February 10, 2014; March 10, 2014; April 14, 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: November 11, 2013

Meeting called to order by: Chairman Borland at 8:32 a.m.

Members Present: Borland , Bregant, Hanneman and Kelly (arrived at 9:00 a.m.) Excused: Foelker

Agents Present: Eisenmann, Grabow and Torbert

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 Bregant and seconded by Hanneman that the minutes of the September 9, 2013 meeting be approved as drafted. Motion passes: 3-0

Communications/Citizen Input and Comments: None. Brief report on LaVern Georgson.

Item: 2013 Budget & 2014 Proposed Budget Updates – Kathy Eisenmann

Everything is looking good. There are no amendments affecting UW-Extension.

Item: 2012-16 Program Planning Process Workshop – Steve Grabow

Motion made by Hanneman and seconded by Bregant to approve the Needs Assessment and support the 10 priorities. Motion passes: 4-0

Item: Agent Reports

Review and highlights from monthly reports from Eisenmann, Grabow and Torbert.

Upcoming Agenda Items and Meeting Dates: Identify future meeting dates and possible agenda items:

December 9, 2013 meeting is cancelled due to a lack of business. The next regular meeting of the committee will be on January 13, 2014 at which we will review the purchase of care and services contract with UW-Extension and any other business that comes up in the interim.

Adjournment: Motion made by Hanneman and seconded by Bregant that the meeting be adjourned.

Motion passes: 4-0

Meeting adjourned at 9:40 a.m.

Secretary

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

Economic Development

- Continued refinement of the scope of work associated with UW Extension Specialist support to develop a financial feasibility/return on investment analysis for proposed facility improvements at Fair Park. On-Going

Community Vitality and Placemaking

- Continued writing sections and refining imagery for a new Extension Publication which will be titled: Principles of Community Placemaking-Professional Guide. Also, met with Project Assistant Becky Mehringer on a major revision with new images and captions. 11/12

Planning and Change Processes

- Continued liaison with UW Specialists as they seek a graduate planning student who may be interested in preparing a Jefferson County Fair Park Master Plan as part of their Master's Degree Project. On-going
- Continued work with UW Landscape Architecture student Stefan Galos as he continues to develop his River Corridor Master Plan project for the redevelopment of the Watertown Outboarders site and another site along the Rock River. On-going
- Participated in the Glacial Heritage Area Implementation Team meeting at the newly constructed Trailhead facility in Waterloo, and presented the status of River Corridor Master Plan project being prepared by the UW Landscape Architecture student; this was very well-received by the Team since many were unaware of the impact of these student projects which are supervised by faculty in the UW Department of Landscape Architecture with a professional service value of \$30,000 (with only incidental costs by the client--- Jefferson County Parks and UW Extension.)
- Provided extensive input, as requested by the County Parks Department, for the development of a Transportation Alternatives Program (TAP) pre-scoping grant application to the Wisconsin Department of Transportation. The grant would be for the Watertown to Oconomowoc Corridor along the abandoned Interurban Railway right-of-way, and the project is estimated at \$6 million. Given this educator's extensive experience in bicycle facility planning and grant writing, the project narrative was strengthened. 11/26

Local Government

- Prepared a presentation entitled "Building Civility and Trust in County Government: Jefferson County's Experience", and delivered this at the Wisconsin Counties Association Educational Seminar on "Civility, Effective Meetings and Consensus Building for County Leaders" which was held on November 18th in Stevens Point with about 30 county leaders in attendance from around the State. Feedback from participants and WCA organizers was very positive. County Board Chair John Molinaro was a co-presenter who shared his perspectives after the PowerPoint presentation by this educator.
- Met with County Administrator Ben Wehmeier, along with Kathy Eisenmann, to share the UWEX Jefferson County Office "Strengths, Weaknesses, Opportunities and Threats" report as requested by the Administrator. Our document also contained a "vision of success" of what we would like to see our UWEX Jefferson County Office look like in the future. 11/11

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
- Participated in a Civil Rights Review of the UWEX Calumet County Office as part of the review team. Enhanced my understanding of the process, expectations and best practice. 11/14
- Presented a recommended UW Extension Multi-Year Needs Assessment and Program Plan to the University Extension Education Committee at its November 11th meeting. The Committee approved this plan as a guide for UWEX programming emphasis. Began preparations to finalize and distribute the plan.

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

Economic Development

- Worked with the County Fair Director in providing resource materials to the UW Extension Specialist who is leading, along with a graduate student, the Return on Investment Analysis for proposed enhancements to Fair Park. On-going
- Designed a program, in conjunction with a UWEX colleague in Lafayette County, on community branding; resources from Jefferson County were used to inform the program. 12/18

Community Vitality and Placemaking

- Continued writing sections and refining imagery for a new Extension Publication which will be titled: Principles of Community Placemaking-Professional Guide. Have been coordinating activities with the Community Vitality and Placemaking Team. On-going.

Planning and Change Processes

- Continued liaison with UW Specialists as they seek a graduate planning student who may be interested in preparing a Jefferson County Fair Park Master Plan as part of their Master's Degree Project. UW Extension Specialists have re-advertized this opportunity to prospective students since there were no takers in the initial project solicitation. The project may also be offered as an internship rather than a Master's Degree Project. On-going
- Continued work with UW Landscape Architecture student Stefan Galos as he continues to develop his River Corridor Master Plan project for the redevelopment of the Watertown Outboarders site and another site along the Rock River. A 33 page presentation document was prepared by the student. This educator summarized the status of the first semester's work at the December 3rd Parks Committee Meeting and answered questions from Committee members. The Committee requested a copy of the student's report and this was distributed along with an overview of how the report was structured. The report was characterized as an "Inventory and Analysis Report" with the actual planning starting next semester. The Parks Director and this educator also arranged for the student to get a tour of a property being considered for acquisition as another river corridor park along the Rock River. The site visit was conducted by the current property owner. This educator has also served as a liaison for resources that have been compiled by the Wisconsin Department of Natural Resources. On-going
- Provided extensive input, as requested by the County Parks Department, for the development of a Transportation Alternatives Program (TAP) pre-scoping grant application to the Wisconsin Department of Transportation. The grant would be for the 18 mile Watertown to Waterloo Corridor along current road right-of-ways, and the project is estimated at \$10 million. Given this educator's extensive experience in bicycle facility planning and grant writing, the project narrative was strengthened. 12/11

Local Government

- Participated in the December Intercounty Coordinating Committee meeting. The presenter was Matt Kures from the UWEX Center for Community Economic Development around the topic of “Using Data for County Government”. 12/17
- Developed resources for a presentation, in conjunction with UW Extension Specialist Steve Deller, on the “Unintended Consequences of Government Policy”. The resource was based on the results of input from County Board leaders from the six-county Intercounty Coordinating Committee. 12/12
- Consulted with County Supervisor Greg David about working with the UW Extension Sustainable Design Specialist in developing a program in Jefferson on alternative energy in conjunction with the Wisconsin Office on Energy.

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
- Prepared several reports for UWEX year-end reporting.
- Developed a stakeholder distribution plan for the UW Extension Multi-Year Needs Assessment and Program Plan which was approved by the University Extension Education Committee.

Kathleen Eisenmann
Jefferson County
Extension Education Committee Report
November/December, 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)?

Heroin Task Force – Held the first two workshops of a four or five workshop series to develop a systems plan to address prevention and intervention efforts countywide. The group developed a shared purpose that focused not only on heroin, but illicit drug use/ drug abuse and incorporated broad strategies in three areas: prevention, intervention and policy education and development. The work of the task force was highlighted in the Jefferson Daily Union as part of its “story of 2013” series in December.

InterCounty Collaborative Council – Convened the second quarterly meeting of this policy education council. The focus topic for this session was child and youth mental health. Mary Ann Wieland (Head Start, Inc.) and Kathi Cauley (Human Services) presented information on the issues. The group will continue to study the issue and develop strategy responses.

Dialogue for Student Success – Attended the quarterly meeting of the coalition and provided a brief overview of the Heroin Task Force process in partnership with Jefferson County Human Services. Introduced Sarah Torbert to the group and identified several educational topics for future meetings.

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. – Attended the November board meeting of this organization to provide an overview of the plan process and discuss the operational plan. The board was very pleased at the process and adopted the plan. The agency had already begun implementation and will continue to implement the plan during 2014. The board will revisit the plan next fall and consider its readiness for strategic planning at that time.

Watertown Health Department Strategic Planning Process –Completed the planning process in November, drafted the proceedings report and plan for adoption by the Watertown Board of Health at its November, 2013 meeting. Provided an overview of the proceedings and plan to the Board at that meeting.

Jefferson County Health Department – Met with the department staff to gather feedback on community impact. As a result of that feedback, the department will be partnering with Watertown Health Department to design additional professional development with both staffs. The focus will be on developing a great understanding of community level health impacts and how the departments can implement programs and services designed to achieve a greater level of community impact over time. Also met with the department management and the **Sherriff’s Department** to develop a plan for a joint planning process for the jail nursing program. I will be facilitating a joint visioning process for the jail nursing program later in 2014.

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

Jefferson County Literacy Council, Inc. – Participated in the five outreach education sessions during November and December with a diverse group of key stakeholders. Provided research-based information and best practices information to assist the organization in identifying potential areas of program improvement. Provided additional organizational development education to the board as it moves through an executive transition process. Asked executive director to present an overview of the outreach education sessions to the Nonprofit Directors Roundtable in March as many of the other nonprofit organizations could benefit from implementing similar change strategies.

Nonprofit Directors Roundtable – Convened the second quarterly meeting of the group. The topic focus was learning how to effectively implement a social media strategy in small nonprofit organizations. The directors all commented on how useful the information was and how many ideas they were going to take back to their organizations for implementation. Also welcomed the new executive director of the Jefferson and North Walworth Counties United Way and had a productive discussion with her on mutual areas of collaboration and interest.

Team Leadership/Family Living Programs Work:

Team Leadership – Attended the county board meeting on the budget adoption. Our budget was adopted as recommended. Worked with the office team, county administration, human resources, and the finance department to transition the administrative support position vacated by Linda Woolridge's retirement. Will continue to work with everyone during the hiring and orientation process. Developed the year end budget documents and reconciled the purchase of care and services contract. Consulted with Roland and MIS on a few items.

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

*Took approximately 2 weeks of vacation/holiday time

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

January 13, 2014

Agriculture Programming

I returned to the office and work on December 11, 2013 after receiving clearance from medical staff. The thoughts, concerns and well wishes from colleagues and clients were much appreciated. Considerable time was spent the next several weeks attending to emails, reestablishing contacts, addressing priorities, and unfinished work.

On February 4, 2014 we will be hosting a regional meeting for Confined Animal Feeding Operations (CAFO). This meeting, one of eight around the state, is for farms with permits under the Wisconsin Pollution Discharge Elimination System. Permits are required for farm businesses with 990 animal units or larger. UW- Extension is collaborating with the Wisconsin Department of Natural Resources on the program, presentations, and speakers. The presentations and panel discussion will benefit our larger poultry and dairy operations.

One segment of the CAFO meeting will be addressing animal well-being. Work continues as part of a team planning and developing the segment to highlight the best practices in assuring the proper care of animals at any stage of life. This project will also be used as the foundation for a series of workshops to be presented throughout Wisconsin.

The dates and times are set for the 2014 Tractor Safety Training program with the class set to begin on Saturday, January 25. Final arrangements for instruction, activities, and materials are underway.

The 2014 pesticide applicator training sessions for Jefferson County have been set. Based on the number of expected new and recertifying applicators two dates have been set. The first will be February 18 followed by March 6 with both starting at 9 AM and concluding with the test at 3 o'clock.

Work continues on listening and evaluating comments by County residents regarding the direction for agriculture programming focuses. At this time it appears the areas of farm management including business and production practices, dairy and livestock production, crop production, as well as small farms, gardens and horticulture need to be further studied with programming needs.

One of the issues in farm management is the inclusion of and the transfer to the next generation of producers. I participated in a meeting of Farm Succession in Wisconsin: Bridging Educational Efforts with Professional Services. This meeting was designed to bring educators, agencies and service professionals together to discuss coordinating efforts in farm succession to better serve the agriculture community.

Sarah Torbert
4-H Youth Development Agent
November - December Extension Committee Report

Club Related Work

- Attended Rock Lake Troopers 4-H Club meeting. Facilitated interactive games to encourage club member cooperation and team work.
- Attended Sullivan Stars 4-H Club meeting. Facilitate fun learning to introduce members to unique project and activities.
- Completed 4-H Charter Renewal process for all clubs.
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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.
- Held New Family dinner to introduce new and newer families to 4-H programming.
- Sending out letter to all 4-H leaders in Jefferson County with information on upcoming trainings and mandated reporting.

Trainings and Workshops

- Taught New Leader Orientation with 34 new leaders receiving certification.
- Held two e-forums for Jefferson County leaders to learn with leaders from 13 other states. Additional two topics will be covered in January and February.
- Held Jefferson County 4-H Leaders Association meeting. Discussion focused on roles of Extension Agent, Committees, and Leader's Board members.
- Guided interviews for 4-H trip awards. 8 youth applied to attend space camp, largest number in Jefferson County history. 4 scholarships were awarded to Space Camp. Two youth were selected to attend Citizenship Washington Focus in, Washington, D.C.

Project Related Work

- Attended 4-H Horse Awards Banquet recognizing members in the horse project for efforts in 2013-14.
- Held Beef Kick-Off meeting with record attendance.
- Held Beef Weigh-in with over 80 steers being weighed. Impressed by hard work and dedication of Meat Animal Project Committee member, especially youth involved.
- Received Meat Animal Quality Assurance training in order to facilitate MAQA in Jefferson County.
- Attended Dairy Committee to review fair and plan for upcoming year.

Youth Development Work

- Attended Dialogue for Student Success in Watertown. Focus on heroin trends in Jefferson County and the role that youth serving organizations play.
- Attended video premier for bullying video produced by Jefferson County Connections.
- 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.

On the Horizon

- Chaperoning National 4-H Conference in Washington, D.C. Will include facilitation of Capitol Hill visits.
- Attending Strategic Planning training.
- Working with Sauk and Columbia counties to look at camping future for Jefferson County and how we can work together to provide best possible camping experience.