Agriculture and Extension Education Committee
Tuesday, November 4, 2014
Minutes by Sandy Stuttgen

Members Present: Dave Krug, Ray Soper, Dan Makovsky; Absent Jim Metz
Staff Present: Brenda Herrell, Michelle Oates, Michelle Grimm, Peggy Nordgren, Sandy Stuttgen; Absent: Laura Fuller (4-H Training)

1. Meeting called to order by Krug at 9:35 a.m.
2. Motion by Makovsky, second by Soper to approve September 2, 2014 Minutes
3. Motion by Soper, second by Makovsky to accept today Amended Agenda, 9 items. Motion carried
4. Motion by Makovsky, second by Soper to accept two month summary (Sept/Oct), bills and vouchers. Motion carried.
5. Department Head Report: Brenda discussed UWEX Staff meeting and Colors Training.
6. UWEX Department Head and Staff request UWEX Committee to increase the remaining Program Assistant position from current 32 hours per week to 40 hours per week. With elimination of the second program assistant position (35 hours/week), the remaining assistant will need to handle additional duties: financial deposits (plat book, course fees), registrations, advertisements and flyers.
   o Committee discussed the needs of UWEX to staff their office and struggles of Taylor County to meet their budget.
   o Motion by Makovsky, second by Krug to recommend to personnel committee to increase UWEX Program Assistant to 40 hours per week for remainder of 2014 through 2015. Motion passed unanimously.
7. Staff reports were given as indicated on Agenda

   Nordgren: In the last couple of meetings, Nordgren discussed the roles of extension agents as teachers and researchers with local examples. At this meeting, Nordgren discussed leadership and facilitation as agent’s roles. Nordgren gave examples of leadership in her work as chair of the Taylor County Prevention Council and co-chair of the Aging Council. Sometimes an agent’s role is adviser, such as Nordgren being an advisor for the Taylor County Fair Board and Dairy Promotion Committee. Nordgren has also facilitated the process of moving the Little Store to a non-profit business.
   Stuttgen discussed farm transfers.
   Grimm discussed her participation in the Leadership Medford program and the Next Generation survey that she is developing.
   Herrell reported on the formation and progress of the Taylor County Food Resource Group. This is a food security awareness group with the goals of working together and reaching the needy. She shared an example of network mapping and WNEP connections to the Food Resource group and a growing number of partners.
Michelle Oates, WNEP Nutrition Educator shared a 3rd grade elementary school lesson on MyPlate/fruit.

Fuller was absent and provided a written report to the committee that included a 4-H Program update on the Afterschool Program, Youth Leader Organization, Shooting Sports Project, Youth Trips, and the development of an Entrepreneurship Project.

8. **Next committee meeting:** January 6, to begin at 9:30 a.m. To include staff evaluations; UWEX North Central Regional Director Tom Schmidt will be present. Agents to mail their reports to committee for their review prior to the meeting on January 6.

9. 11:50 a.m.: Motion to Adjourn by Soper, second by Makovsky. Motion carried
Call meeting to order: Krug called the meeting to order at 9:30 a.m. and welcomed Laura Fuller, new 4-H Youth Development Agent

Members Present: Krug, Makovsky, Metz, Soper
Members Absent: None
Extension Staff Present: Fuller, Grimm, Herrell, Nordgren, Stuttgen
Other Attendees: None

Approve Minutes of the July 8, 2014, meeting: Makovsky moved to approve the minutes of the July 8, 2014, meeting; Metz seconded the motion. Motion carried.

Approve Agenda: Metz moved to approve the agenda for this meeting; Soper seconded. Motion carried.

Approve Bills and Vouchers for Payment: Soper moved to approve the July 2014 and August 2014 bills and vouchers for payment; Metz seconded. Motion carried.

Department Head Report: Herrell welcomed Fuller. She announced the resignation of Karyn Eckert, Administrative Assistant, and noted that Eckert gave proper notice of two weeks. She mentioned the announcement from Tom Schmitz, North Central Regional Director, that he is attending the Wisconsin Counties Association conference on September 15 and inviting committee members to stop to visit.

Yearly contracts for agents: Soper moved to approve the agents’ yearly contracts as presented for signature; Makovsky seconded. Motion carried.

Administrative Assistant job description: Herrell reviewed some revisions to the job description, which covers both Administrative Assistant positions. Metz moved to approve the revised job description: Soper seconded. Motion carried.

Refilling of vacant Administrative Assistant position: Soper moved to refill the vacant position at thirty-five hours per week; Makovsky seconded. Motion carried.

2015 UW-Extension office budget: Herrell reviewed the proposed budget. Makovsky moved to accept the budget as presented; Metz seconded. Motion carried.

Staff Reports:

Stuttgen discussed an Ag Safety grant that she has received to translate the Dairy Quality Assurance Program materials into Spanish.
Grimm summarized data from this year’s Clean Sweep programs, which were held May 3 in Medford and Gilman and August 14 in Rib Lake and the Town of Holway. She also mentioned that she will be attending an ag plastics program in September.

Herrell discussed the “Food’s Safe, So Am I” program, which will bring food safety information to seniors.

Fuller is looking at programs promoting entrepreneurship among youth.

Nordgren informed the committee of upcoming Family Living Programs in September: registrations are being taken for StrongWomen, StrongBones, Managing Your Money, and Living with Grief: Helping Adolescents Cope with Loss. She will also teach food safety at three senior citizen meal sites.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be Tuesday, November 4, at 9:30 a.m.

Adjournment: With no further business, Metz moved to adjourn the meeting at 11:40 a.m.; Soper seconded. Motion carried.
Call meeting to order: Krug called the meeting to order at 9:05 a.m.

Members Present: Krug, Makovsky, Metz
Members Absent: Soper
Extension Staff Present: Grimm, Herrell, Nordgren, Stuttgen

Approve Minutes of the May 13, 2014, meeting and June 30, 2014, special meeting: Metz moved to approve the minutes of both meetings; Makovsky seconded the motion. Motion carried.

Approve Agenda: Metz moved to approve the agenda for this meeting; Makovsky seconded. Motion carried.

Approve Bills and Vouchers for Payment: Metz moved to approve the May 2014 and June 2014 bills and vouchers; Makovsky seconded. Motion carried.

Department Head Report: 1.) Herrell announced that a verbal offer has been made to the 4-H agent candidate, and an answer is expected by the end of the week. 2.) She discussed 4-H camp and shared photos. 3.) Katrina Schirmer, 4-H Afterschool Assistant, has submitted her resignation effective July 27, the last day of the fair. The position will not be refilled until after the new 4-H agent is in place. 4.) UW-Extension will have a booth at the fair. Nordgren serves as advisor to the Fair Board, and Karyn Eckert, Administrative Assistant, provides support for the 4-H role at the fair. All of the office will support the YLO (Youth Leaders Organization) pop stand at the fair. Katrina is in charge. 5.) Herrell reported on the UW-Extension Wage Study and Comparable Equity Compensation. The county portion of the salary increases will be covered by decreased costs due to Arlen Albrecht’s retirement. Fringe benefits costs will decrease even with changes in salary compensation. Herrell will provide more details in conjunction with the budget process in September.

WNEP County Agreement: After discussion, Metz moved to approve Krug signing the WNEP County agreement letter. Makovsky seconded. Motion carried.

State WACEC (Wisconsin Associated County Extension Committees, Inc.) Meeting Report: Makovsky reported on the meeting, which he and Krug attended on June 23 in Eau Claire. Bob Kraus from Shawano County was elected as the new chairman.

4-H Centennial Resolution: Makovsky moved to approve as read a resolution recognizing the centennial of Wisconsin 4-H and to forward the resolution to the full County Board. Metz seconded. Motion carried.

Staff Reports:
Nordgren: Highlighted the three main roles (educator, researcher, and facilitator) of Extension agents and further discussed the research role.

Stuttgen: Discussed her involvement in the FarmCEO Project.

Grimm: Reviewed Clean Sweep dates; her Leadership Medford participation, which will be two Mondays per month from September from April with a fee of $500; Pine Line Adopt-A-Trail. Krug asked Grimm to research ordinances regarding junk yards on private property and report at the next meeting.

Herrell: 1.) Reported that seniors receive Farmer’s Market vouchers (one $25 voucher/household/yr) from the state Department of Health and Commission on Aging), and she teaches a nutrition lesson for seniors. 2.) A “Cans for a Cause” can sculpture contest will be held at the county fair.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be Tuesday, September 2, 2014, at 9:30 a.m.

Adjournment: With no further business, Metz moved to adjourn the meeting at 11:15 a.m.; Makovsky seconded. Motion carried.

Minutes taken by Sandy Stuttgen
Call meeting to order: Krug called the meeting to order at 9:30 a.m.

Members Present: Krug, Makovsky, Metz
Members Absent: Soper
Extension Staff Present: Herrell, Nordgren, Stuttgen (10:00 a.m.)
Staff Absent: 
Other Attendees: Tom Schmitz, UW-Extension Regional Director, North Central Region

Approve Agenda: Metz moved to approve the agenda for this meeting; Makovsky seconded. All ayes. Motion carried.

Schmitz reviewed the UW-Extension policies and procedures for conducting employment interviews.

Metz moved to go into closed session at 10 a.m. (pursuant to §19.85(1) Wisconsin Statutes) for the purpose of conducting interviews for the 4-H Agent position; Makovsky seconded. Motion carried.

Makovsky moved to reconvene in open session at 11:15 a.m.; Metz seconded. Motion carried.

Metz moved to authorize Schmitz to offer the 4-H Agent position to the top-rated candidate.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be July 8, 2014, at 9:30 a.m.

Adjournment: With no further business, Metz moved to adjourn the meeting at 11:30 a.m.; Makovsky seconded. All ayes. Motion carried.

Minutes taken by Brenda Herrell
Call meeting to order: Krug called the meeting to order at 9:15 a.m.

Members Present: Krug, Makovsky, Metz
Members Absent: Soper
Extension Staff Present: Grimm, Herrell, Nordgren, Stuttgen
Staff Absent: None
Other Attendees: None

Approve Minutes of the March 21, 2014, meeting: Makovsky moved to approve the minutes of the March 21, 2014, meeting; Metz seconded the motion. All ayes. Motion carried.

Approve Agenda: Metz moved to approve the agenda for this meeting; Makovsky seconded. All ayes. Motion carried.

Approve Bills and Vouchers for Payment: Metz moved to approve the March 2014 and April 2014 bills and vouchers for payment; Makovsky seconded. All ayes. Motion carried.

Department Head Report: Herrell reviewed the WACEC registration information for the June 23-24 statewide meeting in Eau Claire. She will assist with online registration on May 31. Krug, Makovsky, and Herrell will attend. Herrell gave an update on the status of the 4-H Youth Development Agent hiring. Until the agent is hired, Karyn Eckert is handling the newsletter, phone calls, and Federation questions. Katrina Schirmer is finishing the 4-H Afterschool program. Schirmer, Eckert, and Herrell are coordinating 4-H Youth Camp with Lincoln County.

Staff Reports

Stuttgen: Stuttgen reported on the Taylor County 2012 Ag Census data.

Grimm: Grimm reported on her first quarter activities, including a new initiative with local foods to connect farmers with local buyers. This is a cooperative effort with Land Conservation. She also said that the Campus Trail has now had signs installed.

Herrell: Herrell shared her presentation from the WACEC district [regional] meeting. She also discussed her work with the Taylor County Food Resource Group that is working on securing enough food for food pantries, including two in Rib Lake, one in Gilman, and two in Medford. Two goals of the group are networking among pantries and serving those in need who do not go to food pantries.

Nordgren: Nordgren discussed the roles extension agents/educators have in their positions – as researchers, teachers, and leaders/facilitators. At this meeting she gave examples of various ways agents teach – workshops, radio, newspaper, newsletters, individual phone calls, using extension publications. As an example, there will be Lunch-and-Learn one-hour workshops on food
preservation topics this summer. Nordgren will answer phone calls all summer long and will also use the media and websites to teach safe food preservation.

**Krug** reported on the WACEC district [regional] meeting in Rothschild. Herrell, Metz, and Krug attended. Krug noted the legislative roundtable discussion and breakout presentations. A resolution to commemorate the 100th year of 4-H was passed. Krug asked to bring this resolution to the next UW-Extension Committee meeting and then to the Taylor County Board.

**Final interviews for the 4-H Youth Development Agent** position will be held on June 30.

**Next Committee Meeting:** The next meeting of the Taylor County Agriculture and Extension Education Committee will be **July 8, 2014, at 9:30 a.m.**

**Adjournment:** With no further business, Metz moved to adjourn the meeting at 11:30 a.m.; Makovsky seconded. All ayes. Motion carried.

Minutes taken by Sandy Stuttgen.
Call meeting to order: Krug called the meeting to order at 9:30 a.m.

Approve Minutes: Motion by Metz, second by Mildbrand to approve the January 7 and February 14 minutes. Motion carried.

Approve Agenda: Motion by Soper, second by Mildbrand to approve the agenda for this meeting. Motion carried.

Approve Bills and Vouchers: Motion by Mildbrand, second by Soper to approve the January 2014 and February 2014 bills and vouchers.

Department Head Report: Herrell discussed the April 21st date for the rescheduled WACEC meeting in Rothschild. Krug and Metz will attend. She also discussed plans for staff to cover major 4-H events in the absence of a 4-H agent.

Grimm Resignation: Motion by Mildbrand, second by Metz to accept the resignation of the 4-H Youth Development Agent Michelle Grimm as of March 31, 2014. Motion carried.

Update on Community Resource Development Agent position: Grimm will start her new position as Community Resource Development Agent on April 1, 2014.

Approve filling 4-H Youth Development Agent position: Motion by Mildbrand, second by Soper to approve filling 4-H Youth Development Agent position. Motion carried. Motion by Metz, second by Mildbrand, to approve the 4-H position description as presented with salary no more than the current level. Motion carried.

Staff Reports:

Grimm: Reported on a sign project for the Campus Woods trail system and shared a mock-up of one of the proposed signs.

Nordgren: Nordgren shared the brochure for the Shifting Gears program that starts next week, spearheaded by Stuttgen and Nordgren. Nordgren is taking registrations for the next StrongWomen StrongBones program. There were 103 people in the last 9 week program, which was held at 3 locations in the county.

Nordgren shared a kitchen safety activity from the Self-care program just finished this year in the Rib Lake 3rd grade. Since 1988, Nordgren has been teaching 3rd graders in the county (4,995) what they need to know when home alone. Parents also received a
set of 13 factsheets of background information so they can continue to teach their children and make good decisions on when to leave their children home alone.

**Herrell:** Herrell provided an update on WNEP funding and the plan to hire a new Clark/Taylor WNEP Nutrition Educator to be located in the Clark County UW-Extension office. She also shared WNEP nutrition education on dairy and contact with the regional representative of the Wisconsin Dairy Council.

**Next Committee Meeting:** The next meeting of the Taylor County Agriculture and Extension Education Committee will be **Tuesday, May 13, 2014 at 9:30 a.m.**

**Adjournment:** With no further business, Metz moved to adjourn the meeting at 3 p.m.; Mildbrand seconded. Motion carried.
Call meeting to order: Krug called the meeting to order at 9:30 a.m.

Members Present: Krug, Metz, Mildbrand, Soper  
Members Absent: None  
Extension Staff Present: Herrell, Nordgren  
Other Attendees: Tom Schmitz, UWEX North Central Regional Director

Approve Agenda: Metz moved to approve the agenda for this meeting; Mildbrand seconded. All ayes. Motion carried.

Schmitz reviewed UWEX interview policies and procedures with the interview committee.

At 10:15 a.m. Metz moved to go into closed session (pursuant to §19.85(1) Wisconsin Statutes) for the purpose of conducting Community Resource Development Educator interviews; Mildbrand seconded. All ayes. Motion carried. Three interviews were held followed by a post-interview discussion.

Soper moved to reconvene in open session; seconded by Mildbrand. All ayes. Motion carried.

Mildbrand moved to authorize the Regional Director to extend an offer to hire to candidate #1 and if candidate #1 declines, to extend an offer to hire to candidate #2; Metz seconded. All ayes. Motion carried.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be March 11, 2014, at 9:30 a.m.

Adjournment: With no further business, Metz moved to adjourn the meeting at 3 p.m.; Mildbrand seconded. All ayes. Motion carried.
AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

January 7, 2014
USDA Service Center, Extension Meeting Room 2

Call meeting to order: Metz called the meeting to order at 9:06 a.m.

Members present: Metz, Mildbrand, Soper, Krug (after 9:15 a.m.)
Members absent: None
Extension staff present: Grimm, Herrell, Nordgren, Stuttgen
Staff absent: None
Other attendees: Tom Schmitz, Regional UWEX Director

Approve minutes of the November 1, 2013 meeting: Soper moved to approve the minutes of the November 1, 2013 meeting; Metz seconded the motion. All ayes. Motion carried.

Approve agenda: Mildbrand moved to approve the agenda for this meeting; Soper seconded. All ayes. Motion carried.

Approve bills and vouchers for payment: Soper moved to approve the December 2013 and January 2014 bills and vouchers for payment; Mildbrand seconded. All ayes. Motion carried.

Department Head report: Herrell reminded the committee that a WACEC (Wisconsin Associated County Extension Committees) meeting will be held on February 21, 2014; Metz, Mildbrand, and Herrell are planning on attending. Herrell discussed the Department Head transition.

Tom Schmitz report: Schmitz reported that UWEX Community Natural Resources and Economic Development (CNRED) Program staff and Human Resources started screening candidates for the CNRED position in Taylor County and that a strong pool of candidates has emerged. Preliminary interviews will follow, and final interviews will be held February 14, tentatively starting at 9:30 a.m.
For the staff faculty evaluations, each agent will meet separately with the Department Head, Extension Committee, and Schmitz, and then the agent will leave while the evaluators finish their discussion.

Closed session: Soper moved to go into closed session pursuant to §19.85(1) Wisconsin Statutes for the sole purpose academic staff and faculty performance reviews; seconded by Mildbrand. Motion carried on a roll call vote. The committee returned to open session, and Metz moved to approve the outcome of the closed session staff and faculty performance reviews; seconded by Mildbrand. Motion carried.

Next committee meeting: The Committee will meet on February 14, 2014, for the CNRED interviews. The next regular meeting of the Taylor County Agriculture and Extension Education Committee will be held at the call of the chair or on March 4, 2014.
Adjournment: With no further business, Soper moved to adjourn the meeting at noon; Mildbrand seconded. All ayes. Motion carried.