

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

November 11, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Krug called the meeting to order at 10:00 a.m.

**Members Present:** Krug, Zenner, Metz, and Mildbrand

**Members Absent:** None

**Extension Staff Present:** Nordgren, Albrecht, Stuttgen, Grimm, and Herrell

**Extension Staff Absent:** None

**Other Attendees:** Star News reporter

**Approve Minutes of the October 7, 2008 meeting:** Mildbrand moved to approve the minutes of the October 7, 2008 meeting; Zenner seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Metz moved to approve the agenda for this meeting; Mildbrand seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Zenner moved to approve October bills and vouchers for payment; Mildbrand seconded. All Ayes. Motion Carried.

### **Department Head Report:**

- a. Mildbrand was designated to represent Taylor County at the WACEC District 3 Winter Meeting at Stevens Point on January 9, 2009.
- b. Albrecht reported that we are not able to get a "Senior Works" person at this time. We will have to put a sign on the door and close the office on occasion.

### **Staff Reports:**

**Stuttgen** presented a PowerPoint show detailing the recently completed Annie's Project, a money & risk management educational series for farm women, she hosted in Medford.

**Albrecht** reported on the Northwoods Home Energy Conservation Workshop held in Rib Lake on October 11. It was a joint effort between Price and Taylor County UW-Extension offices, Land Conservation Departments, and PriRuTa RC&D. There were 44 participants. Roughly \$5,000 in grants was secured to sponsor the event. Albrecht shared the evaluation results which demonstrated great appreciation for: the variety of sessions held (15), the quality of presenters, and the practical ideas given to save energy in the home. The "team" is looking into organizing a "Farm Energy Conservation" program perhaps in the spring.

**Grimm** reported on the contact and steps that she is taking to learn the position. Grimm will be attending a statewide training and will be attending to the afterschool programs and club meetings.

**Herrell** shared the UW-Extension "Hunger Close To Home" publication which included Taylor County information on incidence of poverty and the number of people participating in FoodShare. She also discussed a recent hunger forum she attended and a survey of new participants at Indianhead food pantry.

**Nordgren** shared a summary of her teaching and committee work from this year. Many of programs she teaches are in collaboration with other county departments, schools and other agencies. It's clear after taking on half of the department head role that some of the

teaching and committee work will have to be sunsetted. At this time, the university has said we can only teach debtor education for bankruptcy clients, not individual credit counseling. Some programs have run their course because the need is not very strong. There will be some reshuffling of programs in 2009.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Monday, January 5 at 10:00 a.m.

**Adjournment:** With no further business, Mildbrand moved to adjourn the meeting at 11:35 a.m.; Zenner seconded. All Ayes. Motion Carried.

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

October 7, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Krug called the meeting to order at 9:30 a.m.

**Members Present:** Krug, Zenner, Metz, and Mildbrand

**Members Absent:** None

**Extension Staff Present:** Nordgren, Albrecht, and Stuttgen

**Extension Staff Absent:** Herrell, and 4-H agent position vacant

**Other Attendees:** Tom Schmitz, UW-Extension Central District Director

**Approve Minutes of the September 2, 2008 meeting:** Metz moved to approve the minutes of the September 2, 2008 meeting; Mildbrand seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Mildbrand moved to approve the agenda for this meeting; Zenner seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Metz moved to approve September bills and vouchers for payment; Mildbrand seconded. All Ayes. Motion Carried.

**Review Interview Policies and Procedures** – Tom Schmitz, UW-Extension Central District Director, reviewed interview policies and procedures.

At 10:00 a.m., Metz moved to go into Closed Session (Pursuant to S. 19.85 (1) Wisconsin Statutes) for the purpose of conducting 4-H Youth Development Agent position interviews and post interview discussion; Mildbrand seconded. All Ayes. Motion Carried.

At 2:20 p.m., Zenner moved to reconvene in Open Session; Mildbrand seconded. All Ayes. Motion Carried.

Metz moved to authorize the Central District Director to offer the 4-H Youth Development Agent position to the top rated candidate; Krug seconded. All Ayes. Motion Carried.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Tuesday, November 4 at 10:00 a.m.

**Adjournment:** With no further business, Mildbrand moved to adjourn the meeting at 2:25 p.m.; Zenner seconded. All Ayes. Motion Carried.

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

September 2, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Zenner called the meeting to order at 10:00 a.m.

**Members Present:** Zenner, Metz, and Mildbrand

**Members Absent:** Krug

**Extension Staff Present:** Nordgren, Albrecht, Stuttgen, and Herrell

**Extension Staff Absent:** 4-H agent position vacant

**Other Attendees:** Mark Berglund of The Star News

**Approve Minutes of the July 1, 2008 meeting:** Metz moved to approve the minutes of the July 1, 2008 meeting; Mildbrand seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Metz moved to approve the agenda for this meeting; Mildbrand seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Mildbrand moved to approve July and August bills and vouchers for payment; Metz seconded. All Ayes. Motion Carried.

### **Department Head Report:**

**a. Update on 4-H position hiring process:** Albrecht reported as of September 2, 2008 there were 19 applicants with 6 passing the initial screening; and those 6 will be part of the preliminary interview on September 18<sup>th</sup> in Stevens Point. If all goes well, final interviews will be held in Taylor County on October 7<sup>th</sup>.

**b. Review Personnel Committee's action on Administrative Assistant positions:** The committee was informed that the personnel committee tabled action for increasing support staff hours from 35 to 40 pending union contract agreements and a better feeling on overall budget issues. We were instructed to return in November for action.

**Approve posting 4-H position with Bachelor's degree required, Master's degree preferred, if needed:** Metz moved to approve re-posting the 4-H position with Bachelor's degree required, Master's degree preferred, if needed, in case there were no viable candidates for final interviews; Mildbrand seconded. All Ayes. Motion Carried.

**Approve amendment to Agents' contract:** Metz moved to approve amendment to Agents' contract for the period of July 1, 2008 – June 30, 2009; Mildbrand seconded. All Ayes. Motion Carried.

**Review and approve proposed 2009 department budget:** Metz moved to approve the proposed 2009 department budget as presented; Mildbrand seconded. All Ayes. Motion Carried.

### **Staff Reports:**

**Nordgren** shared a presentation she gave to Prevention Council about the development of school age child care in the county. It demonstrated how long it takes for changes to take place in communities. In the case of school age child care, Nordgren conducted a needs assessment in 1988, school counselors worked with Nordgren to provide self-care programs in the third grade since 1990, presentations for parents were done on how to know if children should stay home alone and eventually, grants were applied for to have after school child care within the schools. Those programs have been available for a couple of years.

**Stuttgen** discussed the format of the Ag Survey she is preparing to send to county residents. Stuttgen also discussed her role as an interim Beef Quality Assurance specialist for the UW-Extension.

**Albrecht** reported on the numerous PSA radio announcements he developed for the Clean Sweep and recycling programs. He played them to demonstrate the uniqueness and variety. He also distributed the Humane Society Volunteer job descriptions that he developed in efforts to recruit more volunteers to work at the Animal Shelter.

**4-H Agent** – no report (position vacant).

**Herrell** provided an overview of the WNEP mission statement and a listing of the programs and activities involved in meeting the purpose of the program. She also shared examples of lessons used in schools, WIC, and cooking classes.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Tuesday, October 7 at 10:00 a.m. unless interviews for the 4-H position are cancelled. In that case, the next meeting will be on November 4<sup>th</sup>, 2008. Albrecht will notify all which option will be followed.

**Adjournment:** With no further business, Mildbrand moved to adjourn the meeting at 10:45 a.m.; Metz seconded. All Ayes. Motion Carried.

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

July 1, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Chair Krug called the meeting to order at 10:00 a.m.

**Members Present:** Krug, Zenner, Metz, and Mildbrand

**Members Absent:** None.

**Extension Staff Present:** Renzoni, Nordgren, and Albrecht

**Extension Staff Absent:** Stuttgart and Herrell

**Other Attendees:** None.

**Approve Minutes of the May 6, 2008 meeting:** Zenner moved to approve the minutes of the May 6, 2008 meeting with one correction; Mildbrand seconded the motion. All Ayes. Motion Carried. May 6, 2008 meeting minutes are corrected as follows: Krug lead discussion on requesting changes to the county code to allow one "lay person for the county to serve on the Committee to provide geographic representation." Metz moved to table the topic; Zenner seconded. Krug, Zenner and Metz voting Aye; Mildbrand voting No. Motion Carried.

**Approve Agenda:** Mildbrand moved to approve the agenda for this meeting; Zenner seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Zenner moved to approve May and June bills and vouchers for payment; Mildbrand seconded. All Ayes. Motion Carried.

**Approve Agent Contracts:** Contracts have not arrived. Metz moved to table contracts until next meeting; Zenner seconded. All Ayes. Motion Carried.

**Department Head Report:** Discussed shared responsibilities of Albrecht and Nordgren as department head for UWEX. Briefly, Albrecht will be responsible for personnel matters and Nordgren will be responsible for financial issues; and if there are any questions people should contact Albrecht first. The committee agreed with the division of duties and requested a copy of the document be kept on file.

Albrecht updated the committee on the status of refilling the 4-H position. It is currently advertised "in-house" until July 15. On July 18<sup>th</sup>, if any candidates apply, there will be a review of them with a possible interview date in early August. Currently there are no applications. If not, it will be posted statewide for 6 weeks. It is the hope to fill the position by October 1, 2008.

**Discussed request for per diem for Wayne Lato, WACEC District 5 president:** Zenner moved to approve 2 days per diem for Wayne Lato to attend state WACEC meeting; Metz seconded. Zenner requested roll call vote. Metz, Zenner and Krug voting Aye; Mildbrand voting No. Motion Carried.

**Discussed lay member position for Extension Committee:** Zenner moved to bring it back to the table for action; Mildbrand seconded. All Ayes. Motion Carried. Zenner moved to not have a lay person position on the Extension Committee; Mildbrand seconded. All Ayes. Motion Carried.

### **Staff Reports:**

**Herrell** – No report (absent due to vacation).

**Nordgren** presented a shortened version of a presentation on the Teen Brain and the latest research about brain development. The research came from a workshop Nordgren attended at a national conference last fall. The presentation has been shared with Prevention Council. The latest research has found that the brain is not totally developed until well into a person's 20s.

**Stuttgen** – No report (absent due to attending inservice).

**Albrecht** reported on his work with the Rib Lake sediment study. In May a firm was hired to extract 15 cu yds of sediment from the lake. They also had to use septic trucks –sealed to avoid leakage like what happened last winter using manure spreaders. A catch basin was constructed to collect any spilled material (although no spilling took place). Two settling impoundments were made at the field site and the material was deposited there to settle out. With guidelines from the DNR, Albrecht drained the carriage water off (he also needed to take samples for lab studies of heavy metals and grease). The material was dried in 2 weeks and applied to the test plot designed by Professor Richard Wolkowski, UW Madison Agronomy Department. The plot was designed for 0-10%-20%-30% concentrations of sediment and having sweet corn, soy beans, green beans, Swiss chard, beets and flowers planted on June 6<sup>th</sup>. On June 20<sup>th</sup> a site visit reported good growth of corn, and the bean crops; but the other vegetables and flowers were spotty due to the cold wet weather and crusting of the soil. Professor Wolkowski will replant those items in early July.

**Renzoni** reported on the 2008 4-H Summer Camp held jointly with Lincoln County. There were 63 campers, 24 youth camp counselors, and 12 adult chaperons and cooks. The river water was very high so we were only able to go swimming two days and had to change programming strategies due to the rains. However, the camp was a success because much fun and learning was had by all, the youth leaders really came through and demonstrated their skills and flexibility. Highlights: canoe trip, treasure hunt using map and compass, group dance, and friendship development.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Tuesday, September 2 at 10:00 a.m.

**Adjournment:** With no further business, Metz moved to adjourn the meeting at 11:25 a.m.; Zenner seconded. All Ayes. Motion Carried.

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

May 6, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Chair Krug called the meeting to order at 10:00 a.m.

**Members Present:** Krug, Zenner, Metz, and Mildbrand

**Members Absent:** None.

**Extension Staff Present:** Renzoni, Nordgren, Albrecht, and Stuttgarten.

**Extension Staff Absent:** Brenda Herrell.

**Other Attendees:** Tom Schmitz, UW-Extension Central District Director.

**Approve Minutes of the March 4, 2008 meeting:** Metz moved to approve the minutes of the March 4, 2008 meeting; Zenner seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Zenner moved to approve the agenda for this meeting; Mildbrand seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Metz moved to approve March and April bills and vouchers for payment; Mildbrand seconded. All Ayes. Motion Carried.

### **Department Head Report:**

Krug lead discussion on requesting changes to the county code to allow one "lay person from the county to serve on the Committee to provide geographic representation." Metz moved to table the topic; Zenner seconded. All Ayes. Motion Carried.

Mildbrand moved to increase hours from 35 to 40 hours per week for two UWEX administrative assistants due to workload, leaving classification the same; Zenner seconded. All Ayes. Motion Carried.

Zenner moved to accept, reluctantly, 4-H Youth Development Agent Renzoni's resignation; Metz seconded. All Ayes. Motion Carried.

Metz moved to accept 4-H Youth Development Agent job description and forward it on to the Taylor County Personnel Committee to rehire; Mildbrand seconded. All Ayes. Motion Carried. Metz moved to rescind motion; Mildbrand seconded. All Ayes. Motion Carried.

Metz moved to accept the 4-H Youth Development Agent job description and forward to proceed in the hiring process; Mildbrand seconded. All Ayes. Motion Carried.

Metz moved to approve WNEP grant application and have Chair Krug sign said document; Zenner seconded. All Ayes. Motion Carried.

Zenner moved to appoint Albrecht and Nordgren for UWEX department head with responsibilities shared, Albrecht 50% and Nordgren 50%; Mildbrand seconded. All Ayes. Motion Carried.

### **Staff Reports:**

**Renzoni** reported on the 4-H Summer Camp Counselor training weekend, on the upcoming camp and on the AmeriCorps position success and future.

Zenner moved to transfer unused budget funds to support AmeriCorps position; Metz seconded. All Ayes. Motion Carried.



**Herrell** – Absent (at Clark County), no report.

**Nordgren** presented the Prepare to Care program for employers and shared the results of the county employee caregivers' survey. Caregiving may become an issue for employers due to employees taking time off or having their days interrupted by caregiver issues. Survey results in Taylor County show very little employee issues related to caregiving, but employees would like to have more information on caregiving in a written format rather than group education.

**Stuttgen** gave a brief overview of the projects she has been involved with since the last Extension meeting.

**Albrecht** reported on his work with the Land Stewardship Conference held jointly with Price County. There were 181 persons in attendance; evaluations indicated it was another great learning experience for participants. He also mentioned the Hobbyist Safety Workshop, for chain saw and small tractor safety, 55 people were present. He also reported on the finality of sending the LUCA—Census data in. Great working with County Survey, and Zoning Departments to accomplish this task.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Tuesday, July 1 at 10:00 a.m.

**Adjournment:** With no further business, Zenner moved to adjourn the meeting at 12:00 p.m.; Mildbrand seconded. All Ayes. Motion Carried.

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

March 4, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Chair Zenner called the meeting to order at 11:30 a.m.

**Members Present:** Zenner, Metz, and Lato (via telephone).

**Members Absent:** Krug.

**Extension Staff Present:** Renzoni, Nordgren, Albrecht, Stuttgen, and Herrell.

**Extension Staff Absent:** None.

**Other Attendees:** None.

**Approve Minutes of the January 4, 2008 meeting:** Lato moved to approve the minutes of the January 4, 2008 meeting; Metz seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Metz moved to approve the agenda for this meeting; Lato seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Lato moved to approve January and February bills and vouchers for payment; Metz seconded. All Ayes. Motion Carried.

### **Department Head Report:**

**Renzoni** talked about the new partnership with Clark County Family Nutrition Education Program.

Arlen Albrecht discussed his upcoming trip to Guyana with the UWEX Dean and others. The Committee felt this was a good opportunity.

**Closed Session:** Closed session for the sole purpose of staff and faculty performance reviews was waived and meeting remained open.

Metz moved to approve reviews of Brenda Herrell, Dan Renzoni and Arlen Albrecht as successful performance for 2007; Lato seconded. All Ayes. Motion Carried.

Lato moved to approve reviews of Peggy Nordgren and Sandy Stuttgen as successful performance for 2007; Metz seconded. All Ayes. Motion Carried.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Tuesday, May 6 at 10:00 a.m.

**Adjournment:** With no further business, Lato moved to adjourn the meeting at 11:40 a.m.; Metz seconded. All Ayes. Motion Carried.

## **AGRICULTURAL & EXTENSION EDUCATION COMMITTEE**

January 8, 2008

USDA Service Center, Extension Meeting Room #2

**Call Meeting To Order:** Chair Zenner called the meeting to order at 10:02 a.m.

**Members Present:** Zenner, Metz, Krug, and Lato.

**Members Absent:** None.

**Extension Staff Present:** Renzoni, Nordgren, Albrecht, and Stuttgart.

**Extension Staff Absent:** Herrell.

**Other Attendees:** None.

**Approve Minutes of the November 6, 2007 meeting:** Lato moved to approve the minutes of the November 6, 2007 meeting; Metz seconded the motion. All Ayes. Motion Carried.

**Approve Agenda:** Krug moved to approve the agenda as amended for this meeting; Metz seconded. All Ayes. Motion Carried.

**Approve Bills and Vouchers for payment:** Metz moved to approve November and December bills and vouchers for payment; Lato seconded. All Ayes. Motion Carried.

**Department Head Report:** We discussed the success of the WACEC meeting in Stevens Point, the Department Head advisory ballot, the results of the issues survey/programming planning and the procedure for our performance evaluations.

Metz moved to appoint Renzoni as Taylor County Extension Department Head for the period of January 1, 2008 through December 31, 2008, on Department Head advisory ballot; Krug seconded. All Ayes. Motion Carried.

### **Staff Reports:**

**Albrecht** reported on his work with the Taylor County Humane Society in the past few months. He is working with them using group processing/strategic planning techniques to develop a Mission Statement, scope of work, and set short and long term goals. In addition he is helping them create open dialogues with the "pound" and Gentle Hearts so these groups can work together rather than against each other for the betterment of animals.

**Renzoni** reported on some 4-H club activities he is involved with. All 4-H Clubs had to register an EIN with the state office this year, there are two new policies from the Federation of Taylor County 4-H that affect members: Member in Good Standing and Independent Member requirements.

**Herrell** – no report (on vacation).

**Nordgren** discussed trends in program participation as a way of deciding what programs to continue and what to end. The number of people requesting pressure canner testing has dropped considerably since 1983; which is why there are no testing seminars around the county. Attendance at the Better Kid Care satellite in-service has increased in the last six years because it meets the needs of local child care providers and preschool teachers. The number of people requesting individual financial counseling has skyrocketed since new bankruptcy rule went into effect. Attendance at group financial programs continues to be low. However, other surveys show this is still a need in Taylor County, so Nordgren shared a brochure with several financial programs scheduled in Gilman and Medford.

**Stuttgen** discussed the information regarding calf and heifer raising costs in Wisconsin. Sandy worked with 20 other county agents to survey 49 farms and obtain actual dairy replacements raising costs in 2007. This information is being printed as a six-part series of articles in Hoard's Dairyman.

**Next Committee Meeting:** The next meeting of the Agricultural & Extension Education Committee will be Tuesday, March 4 at 9:30 a.m.

**Adjournment:** With no further business, Lato moved to adjourn the meeting at 12:05 p.m.; Krug seconded. All Ayes. Motion Carried.