

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

November 1, 2013

USDA Service Center, 925 Donald St, Medford WI, Extension Meeting Room 2

Call meeting to order: Krug called the meeting to order at 10:05 a.m.

Members Present: Krug, Metz (after at 10:15 a.m.), Soper

Members Absent: Mildbrand

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

Staff Absent: none

Other Attendees: Tom Schmitz, UW-Extension North Central Regional Director

Approve Minutes of the September 3, 2013 meeting: Soper moved to approve the minutes of the September 3, 2013 meeting; Metz seconded the motion. All ayes. Motion carried.

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

Approve Bills and Vouchers for Payment: Soper moved to approve the September, 2013 and October, 2013 bills and vouchers for payment; Metz seconded. All ayes. Motion carried.

Department Head Report: Herrell discussed the Public Issues Leadership Development (PILD) Conference that will be held April 5-9 in the Washington, D.C. area. Metz will apply. Katrina Schirmer has been hired as the 4-H Afterschool assistant. She is working Monday, Tuesday, and Thursday and also helping with other 4-H activities. Over 100 students are enrolled in Afterschool. The Department Head transition is going smoothly.

Review of Community, Natural Resources, and Economic Development Visioning Session and next steps: Schmitz led a discussion of the visioning session. He shared a first draft of the position description with the committee, noting the "Initial Position Focus" section summarizes the visioning session results in four points. Soper proposed adding the word "agriculture" into the focus. Schmitz suggested adding an agriculture component to the Qualifications section. Metz moved to go ahead with the position description with suggestions given by Soper (to add agriculture). Soper seconded. Motion carried. Schmitz then discussed the hiring process.

Resolution of appreciation for service by Albrecht: Soper moved to approve a resolution expressing appreciation to Arlen Albrecht for his many years of service to Taylor County and to send the resolution to the full County Board for its consideration. Metz seconded. Motion carried.

Staff Reports:

Albrecht: Reported on his work with the Ag Film Plastic Recycling and the small baler demonstration. He will continue to work with effort until the plastic is removed from the fair grounds.

Grimm and Stuttgen: Discussed how they collaborate with various organizations and their boards.

Herrell: Reported on the new curriculum being used for elementary school lessons and shared a MyPlate activity for second grade students.

Nordgren: Reported on her work assisting the Little Store in determining what they want for the store in the future. They are currently connected to the Commission on Aging. They decided to move toward their own 501(c)(3) non-profit status. Nordgren led them through an activity to develop their own mission statement and is assisting them with developing their bylaws.

Next Committee Meeting: The time and date of the next meeting of the Taylor County Agriculture and Extension Education Committee will be set to coincide with CRD interview process.

Adjournment: With no further business, Soper moved to adjourn the meeting at noon; Metz seconded. Motion carried.

Minutes taken by Sandy Stuttgen.

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

September 3, 2013

USDA Service Center, Extension Meeting Room 2

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

Members Present: Krug, Mildbrand, Soper

Members Absent: Metz

Extension Staff Present: Albrecht, Grimm, Herrell, Nordgren, Stuttgarten

Staff Absent: None

Other Attendees: Tom Schmitz (UW-Extension North Central Regional Director), Mark Berglund (Star News)

Approve Minutes of the July 2, 2013, meeting: Mildbrand moved to approve the minutes of the July 2, 2013, meeting; Soper seconded the motion. All ayes. Motion carried.

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

Approve Bills and Vouchers for Payment: Mildbrand moved to approve the July 2013 and August 2013 bills and vouchers for payment; Soper seconded. All ayes. Motion carried.

Department Head Report: Update on Civil Rights Review

Albrecht resignation/retirement: Mildbrand moved to (reluctantly) accept Albrecht's resignation / retirement effective November 2; Soper seconded. All ayes. Motion carried. Soper moved to start the process for refilling the Community Resource Development Agent position; Mildbrand seconded. All ayes. Motion carried.

Agent contracts: Soper moved to approve the agent contracts for 2014 as submitted; Mildbrand seconded. All ayes. Motion carried.

Department budget for 2014: Mildbrand moved to approve the department budget for 2014 as submitted; Soper seconded. All ayes. Motion carried.

Mildbrand moved to go into closed session per Wisconsin State Statute §19.85(1)(c) for discussion of designation of department head; Soper seconded. All ayes on a roll call vote. Moved into closed session at 10:45 a.m. Reconvened in open session at 11:25. Soper moved to designate Brenda Herrell as the department head for one year, with money for the federal appointment buyout to come out of the CNRED budget. Herrell will start November 3, 2013.

Tom Schmitz, UW-Extension North Central Regional Director, presented an update on the region.

Staff Reports: Written reports were submitted by the agents.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be **Friday, November 1, 2013, at 9 a.m.**

Adjournment: With no further business, Mildbrand moved to adjourn the meeting at 11:35 a.m.; Soper seconded. All ayes. Motion carried.

**AGRICULTURE AND EXTENSION EDUCATION
COMMITTEE July 2, 2013
USDA Service Center, Extension Meeting Room 2**

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

Members Present: Krug, Metz, Mildbrand, Soper

Members Absent: None

Extension Staff Present: Albrecht, Nordgren, Grimm, Herrell

Staff Absent: Stuttgart (vacation)

Other Attendees: None

Approve Minutes of the May 7, 2013 meeting: Metz moved to approve the minutes of the May 7, 2013 meeting; Mildbrand 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: Metz moved to approve the May 2013 and June 2013 bills and vouchers for payment; Soper seconded. All ayes. Motion carried.

Department Head Report: Albrecht talked about the next meeting date with the Regional Director to discuss the selection of new Department head, Peggy Nordgren's promotion to Professor, and that UWEX is on hold if and when we may or may not need to vacate this building and move to the vacated NTC building—pending Building and Grounds actions.

Wisconsin Nutrition Education Program (WNEP)-County Agreement. Metz moved to approve the WNEP-County Agreement and authorize Krug to sign the agreement; Mildbrand seconded. All ayes. Motion carried.

Civil Rights Compliance and Review: Albrecht presented the purpose and process that will be used for the periodic civil rights compliance and review, which is conducted by the state, on behalf of the Federal Government. It is a lengthy and involved process.

Staff Reports:

Albrecht reported on the community gardens that are growing well (all but one garden was asked for; 53 taken) and updated the committee with the Latino Garden effort with 9 families participating. He also talked about the Gilman Expo/June Dairy Days program and his involvement in it over the past year.

Grimm reported on the 4-H camps, including the successful summer camp and the upcoming Cloverbud Day Camp and Adventure Camp for Youth Leaders.

Herrell reported on the nutrition lesson at the senior farmers market coupon distribution. Seniors were encouraged to use their coupons to choose a variety of fruit and vegetables. Taylor County seniors have a greater than 90% redemption rate in using the coupons and the program supports the local farmers market vendors.

Nordgren reported on the StrongWomen, StrongBones Program and the Headstart Financial Project.

Stuttgart was absent; information about her current ag activities was shared.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be September 3, 2013, at 9 a.m. It will include the budget review and selection of Department Head with Regional Director.

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

AGRICULTURAL & EXTENSION EDUCATION COMMITTEE

May 7, 2013

USDA Service Center, Extension Meeting Room #2

Call Meeting to Order: Krug called the meeting to order at 9:02 a.m.

Members Present: Krug, Metz, Mildbrand, Soper

Members Absent: None

Extension Staff Present: Nordgren, Herrell, Stuttgart

Staff Absent: Albrecht, Grimm

Other Attendees: None

Approve Minutes of the March 5, 2013 meeting: Metz moved to approve the minutes of the March 5, 2013 meeting; Soper seconded the motion. All Ayes. Motion Carried.

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

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

Department Head Report: No report.

Nordgren discussed the document sent to the committee with agenda **"Educational Roles of County Extension Educators at County Fairs."**

Staff Reports:

Stuttgart reported on her recent past and upcoming programs. She also shared Taylor County Land Rental Rate Survey results.

Herrell provided an update on the FY14 grant proposal. She also shared a 4-H after school lesson on sugar in foods.

Nordgren discussed the results from the Strong Women, Strong Bones first 12-week session. This evidenced-based strength training program is designed to strengthen bones and muscles of adults 40 and older to prevent brittle or broken bones, falls and other potential medical issues such as osteoporosis. Forty-one women and men started the program in two classes and 26 finished. Pre- and post-screenings showed both classes on average improved on all six strength screening activities over the 12 weeks. The program now has two classes in Medford and one in Gilman with 83 participants.

The Taylor County Health Department is a partner with this expanding wellness program by writing a grant for hand and ankle weights, recruiting new teachers to train including health department staff, and expanding offerings, processing fees, and advertising in the county. UW-Extension (Nordgren) is handling curriculum, evaluation, teaching one class, registration, and advertising.

Albrecht was unable to attend the meeting. Herrell briefly described the Latino Garden grant program WNEP is partnering with 4-H and Community Resource Development.

Grimm was unable to attend. A written report was distributed to the committee.

Next Committee Meeting: The next meeting of the Agricultural & Extension Education Committee will be **Tuesday, July 2 at 9:00 a.m.**

Adjournment: With no further business, Metz moved to adjourn the meeting at 11:05 a.m.; Mildbrand seconded. All Ayes. Motion Carried.

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

March 5, 2013

USDA Service Center, Extension Meeting Room 1

Call meeting to order: Krug called the meeting to order at 9:04 a.m.

Members Present: Krug, Metz, Mildbrand, Soper

Members Absent: None

Extension Staff Present: Albrecht, Nordgren, Grimm, Herrell, Stuttgart

Staff Absent: None

Other Attendees: Tom Schmitz and Catherine Neiswender Regional Directors Office via Wisline

Approve Minutes of the January 8, 2013 meetings: Mildbrand moved to approve the minutes of the January 8, 2013 meeting; Metz seconded the motion. All ayes. Motion carried.

Approve Agenda: Mildbrand moved to approve the amended agenda as posted 7 days prior for this meeting; Soper seconded. All ayes. Motion carried.

Approve Bills and Vouchers for Payment: Soper moved to approve the January 2013 and February 2013 bills and vouchers for payment; Metz seconded. All ayes. Motion carried.

Department Head Report: Extension staff received Nexus 7 tablets from the state office. No one is planning on attending the WACEC conference this year. The Committee approved Albrecht's participation in a Farmer to Farmer assignment to Nicaragua in May at no cost to the County. Grimm updated the committee on the chain of activities and difficult points regarding the 4-H Horse and Dog projects leadership and identified the path she is taking for resolution.

Authorization to approve Stuttgart Beef Team Appointment: Metz moved to approve Stuttgart appointment be expanded by ten percent with the state responsible for all costs to enable Stuttgart participation on state Beef Team. Soper seconded. All ayes. Motion carried.

Closed Session: Soper moved to go into closed session (pursuant to §19.85(1) Wisconsin Statutes) for the sole purpose of academic staff and faculty performance reviews; Mildbrand seconded. Roll call vote; all ayes; motion carried. Went into closed session at 10 a.m. Metz moved to go into open session; Mildbrand seconded. Roll call vote; motion carried. Went into open session at 12 noon.

Open Session: Mildbrand moved to note that all agents had performed satisfactorily for the 2012 programming year; Metz seconded. All ayes. Motion carried.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be **May 7, 2013, at 9 a.m.**

Adjournment: With no further business, Metz moved to adjourn the meeting at 12:05; Mildbrand seconded. All ayes. Motion carried.

AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

January 8, 2013

USDA Service Center, Extension Meeting Room 2

Call meeting to order: Krug called the meeting to order at 10:00 am.

Members Present: Krug, Metz, Mildbrand, Soper

Members Absent: None

Extension Staff Present: Albrecht, Nordgren, Grimm, Herrell Stuttgarten

Staff Absent: None

Other Attendees: None

Approve Minutes of the November 6, 2012 meetings Mildbrand moved to approve the minutes of the 11/6/12, meeting, Soper seconded the motion. All ayes. Motion carried.

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

Approve Bills and Vouchers for Payment: Mildbrand moved to approve the November 2012 and December 2012 bills and vouchers for payment; Soper seconded. All ayes. Motion carried.

Department Head Report: Albrecht helped committee members organize for the 1/23/13 WACEC Regional meeting in Keshena. He also discussed the Agent/Educator evaluation process for the next meeting. It was agreed upon to continue with the same format. Grimm and Albrecht also talked about a possibility for qualifying and applying for a VISTA Volunteer—to start in April. This could save the County approximately \$5,500 from the After School program and the 4-H Leaders Federation \$7,000 if it is approved. Motion by Mildbrand seconded by Soper to have Grimm pursue the Vista Volunteer application. All ayes, Motion Carried

Grimm presented to the committee the possibility to participate in a Farmer to Farmer Volunteer Professional development opportunity to Guatemala. The purpose of assignment would be to help them start a 4-H like program there. She is applying and if accepted this would not cost the Taylor County or the State any money. Motion by Mildbrand, seconded by Soper to approve Grimm to participate in this professional development opportunity. All ayes, Motion Carried.

Agenda item:

Staff Reports:

Stuttgarten: Reported on her upcoming (Jan, Feb, March) programs. She also reported along with Nordgren on the *Shifting Gears in Your Later Farming Years* program just competed.

Albrecht: Reported on his work with the Solid Waste Department and the Recycling Authority in preparing the request for proposals to bid on the County's Recycling program. This included a packet of data so bidders could be accurate and secure in their bids and later taking the bids and creating a comparative sheet so bids could be analyzed in similar fashion. He also talked about the Ag Film Plastic recycling program with the trucking issues and future plans for the April collection. Finally he discussed his work in writing a second EPA Urban Waters grant to test run the business idea of log removal/sales and sediment processing and sales and continue the project.

Grimm: A 4-H Charter indicates the 4-H Club or Group is organized in accordance with objectives of the 4-H program. It authorizes the club or group to use the 4-H Name and

Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture.

- The purpose of the 4-H Charter is education, communication and accountability.
- A 4-H Charter is given to a new 4-H Club or Group as they are formed and meeting the requirements.
- 4-H Clubs and Groups must renew their charter annually through completion of the 4-H Charter renewal process. All 4-H Clubs must be chartered.
- All 4-H Groups (including committees, boards or other organizations) that hold any financial accounts must be chartered. If a 4-H Group does not hold any financial accounts, it must be formally recognized and accountable to the County 4-H Leaders Organization

Why Are 4-H Charters Necessary?

University of Wisconsin-Extension grants 4-H Charters, which formally recognize a group's affiliation with 4-H and grant that group permission to use the 4-H Name and Emblem. To be a chartered 4-H Club or Group in Wisconsin, the following requirements need to be met and maintained:

- Club name or group name
- Five or more youth from at least three families
- Adult leadership that has been approved through the Youth Protection process
- Educational plan which meets the purposes of the 4-H program
- Youth involvement in leadership and decision-making
- Meet on a continuing basis
- Have written operating guidelines, bylaws or constitution approved by members to govern the club or group
- Open to any youth eligible for 4-H membership, regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, and marital or parental status.

Herrell: Shared recent information regarding SNAP-Ed funding and a lesson used in food pantry programs.

Nordgren: Nordgren shared the agenda of a two-part workshop for farm families thinking about retirement held in Jump River in December. Shifting Gears in Your Later Farming Years was designed to help producers learn about issues surrounding retirement and/or farm succession. Rusk, Price and Taylor County family living and agriculture educators collaborated on the workshop. The workshop included: determining living costs and estimating the nest egg needed for retirement; evaluating the assets and which would be used/sold for retirement needs; lifestyle values and choices - what will you do if you're not farming 24/7; tax consequences; social security benefits, and estate planning. Participants were also offered financial coaching or succession planning facilitation after the workshops ended. Eighteen people attended. Evaluations indicated participants were pleased with the program and felt they increased their knowledge about retirement and business issues. Participants will be contacted in six months to see if they have taken any action as a result of the workshop.

Next Committee Meeting: The next meeting of the Taylor County Agriculture and Extension Education Committee will be **March 5, 2013, at 9:00 with the majority of meeting dedicated to Faculty and Staff evaluations with Tom Schmitz, UWEX NorthCentral Regional Director.**

Adjournment: With no further business, Metz moved to adjourn the meeting at 11:55am; Mildbrand seconded. All ayes. Motion carried.