

**Green County
Agriculture and Extension Education Committee
June 7, 2023 MINUTES**

The June 7, 2023, meeting of the Agriculture and Extension Education Committee was called to order at 8:33am by Extension Green County Ag and Extension Chair, Sue Nelson.

Members present were: Sue Nelson, Peg Sheaffer, and Dawn Sass. Jerry Guth and Kathy Pennington were excused. Also present—Jayne Butts, Extension Green County Office Manager; Lynn Perkins, Area Extension Director; Victoria Solomon, Community Resource Development Educator and Ellen Andrews, 4-H Youth Development Educator. Matt Kauffman, Green County Landfill Manager attended as a guest.

Green County Educator Reports--Written Report for Educators - Nelson discussed sending thank you notes to all Extension volunteers, including 4-H, etc. on behalf of the County Committee. Andrews noted that might be difficult due to the number of volunteers, however, maybe they could be thanked in another way. Follow up will continue.

Presentation- Victoria Solomon, Community Resource Development Educator: Solomon discussed Green County Leaders wrapping up another year with thirty-two 2022-2023 graduates! Very encouraging survey results have been turned in and they are currently gearing up for the recruiting of 2023-2024 GCL participants. Fourteen seats are already spoken for and applications are due by 7/28/23. Victoria is also participating in the National Leadership Development Program and is anxious to share her discoveries with the next GCL class. Discussion was made about whether the county would pay tuition for County Board Members to go through the program. Solomon will draft up some details and Nelson will follow up with the county clerk.

Solomon next discussed the Water Trend Study multi-county committee meeting. A request has been made for the combined committees to meet the third week of July. If the combined committee meeting decides to move forward and continue the testing process, it would be presented to the full county board at the August 2023 meeting. Kevin Masarik, UW-Stephens Point Groundwater Education Specialist will present the results of Year-4 to the County Board on June 13.

Minutes Approval – Sheaffer moved to approve the May minutes, Sass seconded. Motion passed.

University of Wisconsin Educator Invoice – Butts noted the Jan-June 2023 invoice was received and is what we expected to be billed. However, there will be a credit on the 2nd half due to Amanda Cauffman, Regional Livestock Agriculture Educator leaving as of June 1, 2023. Butts will follow up on details at that time.

Bill Approval – The committee reviewed the UW-Extension office bills. Sass moved to approve the May EFT payments totaling \$323.39 and the May check payments totaling \$77,351.16, Sheaffer second. Motion passed.

4-H AmeriCorps Grant Program – Andrews discussed applying for the 4-H AmeriCorps Grant Program. As previously discussed this would entail getting a new summer “member” in summer 2024. The new member would be to expand outreach of 4-H programs in Green County. WI 4-H is continuing approval processes however, we are anticipating a person will be on board next summer. The person will not be able to do current staff member duties and needs to be thought of in a completely new perspective (“member” vs “employee”), and must have work that is completely new 4-H outreach. Terms of the agreement will be disclosed after the approval process is completed.

Area Extension Director Updates

Area 17 Staffing Update

- **Iowa County 4-H Educator Retiring** – Perkins noted Ruth Schriefer, Family Living Educator’s retirement party will be July 13. Perkins can supply details if anyone is interested.
- **Regional Ag Educator – Amanda Cauffman**, submitted her resignation for the end of May 2023. Rehiring the position will most likely be a 2-3 month timeframe.
- **Regional Ag Educator – NEW Mileage Expense Plan** – Perkins discussed the new process for Regional Ag Educators mileage reimbursement. It is planned each Regional Educator will be

allowed up to \$5,000 for travel, effective July 1, 2023. Perkins was unsure if this included registration fees or room fees. In addition, if there is money left in the fund from the payments this year, refunds will be issued to the counties. Perkins will follow up on the balance of the account.

- **Annual FoodWise Agreement Letter** – Perkins noted the FoodWise program is no longer requiring the annual agreement letter, instead it will be noted on the annual Extension contract in 2024.
- **County Partnership Guidance Document** – Perkins asked if any committee members had any follow up questions. At this time, no one did.

Office Manager Updates

Tractor Safety – Butts noted 22 youth were certified from the Tractor Safety coordinated by Blackhawk Technical College. First Aid Safety Kits were presented and a press release should be forthcoming.

Clean Sweep – Butts summarized the Clean Sweep program would be happening on June 16th, at the Green County Landfill. Matt Kauffman, Green County Landfill Manager, contacted Veolia Services to coordinate a date that worked for the landfill location. Extension Green County did the advertising, brochure creation, filed the grant for the 2024 year and will process the final report after Clean Sweep is completed. McCarville/Butts met with Matt Kauffman, Green County Landfill Manager, regarding the transition of budgeting, financials, grant filing, and taking over handling the Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) Clean Sweep program, however, Kauffman stated his board suggested being a host site, but did not want to assume the administrative or financial obligations of the Clean Sweep Program. Discussions also included questions about hosting at different locations and with a different vendor. Financial discussions were made with Jerry Guth, Andrea Sweeney (Finance) and Arianna Voegeli (Clerk) regarding ongoing fiscal responsibility. Since UW-Extension cannot be the signer on the paperwork, Arianna will assume the signer role for us for 2023. Continued follow up will be made and discussed next month.

Per Diem Meeting Approvals – Butts discussed a per diem meeting expense for Nelson to attend WCA meetings via Zoom on behalf of Extension. Nelson was requested to be a part of the meetings by Perkins earlier this year, however no funding is being provided for this from the state. Sheaffer moved to approved, Sass seconded, motion passed. Butts did note these meetings would not have been previously budgeted for, however, there should be some extra under what was budgeted for in per diems to cover this.

Regional Agriculture Educator Expenses – Butts discussed as we move into the budgeting processes, some of the Regional Agriculture Educator expenses are not being split properly between the four counties. Things like registration fees, association dues, motel fees have been falling on the county the educator considers their “home” county, therefore, Iowa County is not sharing any of those expenses. Butts questioned for the next year budgeting purposes if the expenses should be split evenly by the four counties. Perkins noted she would be attending a meeting June 20 for regional educator ideas and would share this information there.

County Activity Assistant Position – Butts noted interviews are scheduled from our second posting and the process is moving forward. More details will be shared next month.

Summer College Intern / Student Assistant Updates – Butts shared our summer intern is Sydney Delzer, a UW-Platteville student majoring in Ag Education. Sydney is returning to us from last year and her information was shared in the written educator report. We have hired two summer high school students, Katie Brooks, who will be a senior at Juda Schools this fall and Abbygail Andrews, who will be a junior at Monroe Schools. Butts expressed appreciation in having the extra students during the Activity Assistant vacancy.

Other Business – No other business was presented to the committee at this time.

The next meeting will be August 2, 2023, at 8:30am.

Motion by Sass, second by Sheaffer to adjourn at 9:58 am. Motion carried.