

**Green County
Agriculture and Extension Education Committee
September 1, 2021 MINUTES**

The September 1, 2021 meeting of the Agriculture and Extension Education Committee was called to order at 12:30 PM by Extension Green County Ag and Extension Chair, Erica Roth.

Members present were: Erica Roth, Sue Nelson, Oscar Olson, and Art Carter. Dawn Sass attended via Zoom. Also present—Jayne Butts, Extension Green County Office Manager and Lynn Perkins, Area Extension Director. Ellen Andrews(z), 4-H Youth Development Educator; Jackie McCarville(z), Agriculture Educator; Donna Peterson(z), FoodWise Nutrition Coordinator, Victoria Solomon(z), Community Resource Development Educator, and Lana Heins(z), Extension Activity Assistant. (Note: (z) members/attendees were present via Zoom).

Green County Educator Reports—

Written Report for Educators

Roth asked if there were any comments for written reports and commented it looked good. No further comments were made.

Donna Peterson, FoodWise Nutrition Coordinator

Peterson presented a handout regarding her FoodWise presentation. Recent updates included a “Justice For All” Sign that is mandatory to have for all presentations. Peterson then discussed an overview of the FoodWise program to be used for the hiring replacement process. Peterson noted her plan of work is done in coordination with partners. In Green County her partners include Juda Schools (Grades 2, 3, & 4); Reach Green, Head Start at Abraham Lincoln School; and Monticello Schools (Grades 2, 3, & 4). Schools are allowed to have services based on percentages that qualify for free & reduced meal options.

Two types of education are done—Direct or Indirect. Direct education is direct classroom teaching using “My Plate” resources or Missouri State Show Me Nutrition Resources. Indirect education is done for food pantries or meal sites and can be handouts. Popular handouts this year included seasonal items for selecting, storing, and preparing tomatoes, peppers, green beans, summer squash, leafy greens, and winter squash. Peterson also does a grant program entitled “Growing Together in WI” where she works with gardening aspects with Master Gardeners.

Funding for FoodWise starts at the Federal Level, is distributed to the state level, and then divided to more local levels based on program participation. Peterson uses a PCard system that is issued to FoodWise coordinators for supply purchases. Carter asked if participants have to be on food stamps-to which Peterson replied no.

Minutes Approval –Carter moved, Olson seconded to approve the August meeting minutes. Motion passed.

Bill Approval --The committee reviewed the UW-Extension office bills for August 2021. Carter moved to approve the August EFT payments totaling \$296.06 and the August check payments totaling \$1,219.15. Second by Olson to approve the vouchers for payment. Motion carried

Area Extension Director/Office Manager Updates

Health & Well Being Position- Perkins advised she is meeting with Amber Canto, Institute Director, regarding finalizing hiring plans for this position, that will be a 50/50 split with Lafayette County. Expected start date is November 1st, 2021.

FoodWise Coordinator Position - Perkins advised this has been posted since 8/13/21 and closes 9/3/21 for applications. Perkins discussed posting through “job scraping” where any

employer advertiser can pick up the job opening (ie: Indeed, Recruiter, Monster, etc). Perkins has a meeting this evening to determine the number of applicants.

COVID-19 Updates –

Perkins noted Extension employees are currently following the County protocol for masking requirements.

Andrews shared 4-H Protocol, noted right now they are “strongly recommending” mask wearing and proper hygiene including hand washing, etc. Andrews further noted the need for 4-Hers to be able to meet and assemble, in person, vs another year of Zoom only type contact.

Extension Green County—Department Head Discussion – Butts noted job descriptions, were pulled for comparison purposes. In 2002, the position began as a secretary. In 2013 moved to program assistant. In 2017, UW-Extension was in great restructuring phase and with the retirement of Mark Mayer, an office manager position was created. Responsibilities have continued to be added from the Department Head perspective. Butts also had asked HR for job descriptions with Department Head duties listed, however none were provided. Butts found a list of Department Head duties created by Mayer in 2017. Butts also referred to the Proceeding of the Green County Board of Supervisors for 2019, creating an ordinance in May, stating “Green County Department Heads, or designees are tasked with fiscal and ethical management of county personnel, resources and operations” that also had a list of Department Head roles. Butts noted the position in Extension is responsible for these areas as well. Butts/Roth will continue with some additional research.

2022 BUDGET REVIEWS – Tractor Safety, Clean Sweep, Fair, Pesticide Applicator, & UW-Extension

Butts presented the Extension budgets for review. Each budget was discussed individually. Tractor Safety, Pesticide Applicator, and Clean Sweep, have no impact on the tax levy. Green County Fair is a direct tax levy budget and supports the Green County Fairgrounds and youth programs.

Butts discussed line by line the UW-Extension budget, projections, and impact to increase the tax levy for 2022. Butts noted information for county payroll estimates, State payroll estimates, and other expenses was carefully analyzed. Butts also discussed the Annual Water Testing program numbers added to the budget for a better tracking method and overall money protection during that program. Recommendations and detailed letter support was composed by Butts for presentation with the budgets. Olson moved, Nelson seconded to pass the budgets as presented. Motion passed.

Green County Water Trends Agreement—Butts presented the Green County Water Trends agreement showing the amount to be billed in 2022. This amount was already preapproved on the original contract in 2019 and is being clarified by the lab for billing purposes. Erica Roth, Ag & Extension Chair signed the agreement.

The next meeting will be held on October 6th, at 12:30 pm.

Motion by Sass, second by Nelson to adjourn at 1:48 pm. Motion carried.