

DODGE COUNTY UW EXTENSION EDUCATION COMMITTEE MEETING

March 24, 2015

The Dodge County UW-Extension Education Committee met on Tuesday, March 24, 2015 at 8:30 a.m. in the UW-Extension conference room 1C at the Dodge County Administration Building, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Meeting was called to order by Chairman Behl at 8:30 a.m. with the following members present: Allen Behl, Darrell Pollesch, Annette Thompson and Ed Nelson. Gerald Adelmeyer was absent.

Also present: Jeff Hoffman, Community Development Educator and Department Head, Marie Witzel, 4-H Youth Development Educator, Amanda Hilliard, Nutrition Educator and Elsie González, Dairy & Livestock Agent.

APPROVAL OF MINUTES: Motion by Nelson, seconded by Thompson to approve minutes for Tuesday, February 17, 2015 meeting. Motion carried.

COMMITTEE MEMBER REPORTS:

None

APPROVAL OF PER DIEMS: Motion by Nelson, seconded by Pollesch to approve the regular meeting per diems.

REVIEW OF BILLS Review of the UW-Extension revenues and expenses.

DEPARTMENT BUSINESS:

- a. Reviewed UW-Extension Revenues and Expenses for February 2015.
- b. Discussion and update on the Crops & Soils Ag Agent position
 1. Hoffman reported that the position closed last week; there is a good pool of candidates, he indicated that he is completing the paper screening with UWEX HR this afternoon. It appears that preliminary interviews will occur in April in Madison with the final interviews held a few weeks later in Dodge County.
- c. Discussion and update on hiring our 4-H Youth Development and Dairy & Livestock Summer Interns.
 1. Witzel reported that she and Bonnie Borden did the interviews together with the candidates. Borden has offered the position to one of the candidates and Witzel has more of a challenge with offering the position to her candidate because she is located in a different county so is working with HR on getting her drug testing done through the school she is currently attending. Hoping both candidates start by the end of May 2015. The main issues with Witzel's candidates is that they needed to be 21 years of age or older for chaperoning events within the job position.
- d. Discussion and consideration of county fair appropriation to the Dodge County Fair Association.
 1. Motion by Nelson, seconded by Pollesch to approve the expenditure of \$25,500 to the Fair Association for the 2015 appropriation. (Motion carried).
- e. Discussion and consideration for 'Capitol Connections 2015' event:
 1. Hoffman reported on who we invited (18 individuals). We are currently working with

Fond du Lac, Columbia, Jefferson, Washington and Green Lake counties on making the legislative appointments for the day at the Capitol. We have made an appointment to meet with Senator Fitzgerald's aide (he will be in DC) at 1:30pm and Representative Born at 2:00pm. He explained that the Dean would cover costs of attending Capital Connections, including hotel/lodging the night before if needed, and mileage. We continue to work on the possibility of getting a bus for everyone. There will be two upcoming webinars being offered to those attending Capitol Connections; one is April 13th (6:30-7:30pm) and the other is April 15th (7-8pm). The webinars will go over how to talk with legislators, why we are there, talking points – do's and don'ts and that everyone gathers in the concourse the morning of April 30th.

EDUCATORS' REPORTS:

Hoffman: Hoffman shared information on an upcoming conflict management workshop he is offering in April. He said he is hoping individuals from non-profits will attend the workshop, at the same time he indicated that he has provided workshop information to County Department Heads in the Administration Building. He also shared that he is floating the idea of forming a dispute resolution center alternative for Dodge County residents struggling with civil challenges.

Witzel: Witzel reported on the Family Learning Day which both Bohn and Witzel worked on together since it was the first one for each of them in their new roles. The day was well attended and the second one will be held Mar 28. Bohn is taking leadership for that program. Witzel also reported on the Hustisford Readathon which is a partnership. There were less youth attending this year, but it was also the first warm Saturday. At that event, Witzel met with Harlan and Craig Hahn to begin planning the **Patricia Hahn Legacy Dodge County 4-H Scholarship**. One scholarship in the amount of \$1,000 will be awarded to a graduating senior in 2015. This discussion lead to a discussion about the 4-H Endowment Fund which is working on their 501C3, constitution and Memorandum of Understanding.

González: Gonzalez shared results from the Needs Assesment Survey for Dodge County's dairy producers and agribusinesses. This survey helped identify the top priority educational needs of the industry and develop educational resources to address these needs. Gonzalez also talked about the Implements of Husbandry meeting held on Dodge County where 89 participants attended and learned more about about the new regulations and permitting process. Gonzalez is currently working on developing a Farm Safety Training on Hazard Communication for Employees, which is required by OSHA for all farms that use hazardous chemicals.

Hilliard: Hilliard reported she completed several series of Nutrition lessons at SAGES school in Fox Lake and Jefferson Elementary school in Beaver Dam. Hilliard noted she had been offered another position at different organization. Hilliard informed committee members her last day as Nutrition Educator will be April 3, 2015.

COMMUNICATION: None

NEXT MEETING DATE: The next regularly scheduled Extension Committee meeting, May 12, 2015 at 8:30 a.m. at the UW-Extension Conference Room 1C, in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this committee, it was motioned by Nelson and seconded by Pollesch to adjourn at 9:31 a.m. Motion carried.

Respectfully submitted,

Gerald Adelmeyer, Secretary

Allen Behl, Chairman

BUSINESS UNIT 6801						BUSINESS UNIT 6814 - 4-H Youth					
UW-Extension SAFE Trng Registration	6801	5325	6801	5325	75.00	Jensen's Piggly Wiggly Family Learn	6814	5335	6805	61.72	
Co Mail Services (Feb)	6801	5471	6801	5471	449.57	Family Learning Day Emily Zillmer	6814	5335	6805	21.41	
Co Telephone Services (Feb)	6801	5475	6801	5475	346.08	Family Learning Day Terry Doerr	6814	5348	6805	62.10	
Paper & Supplies (Feb)	6801	5312	6816	5312	0.59	WI 4-H Outreach	6814	5399	6812	2,360.00	
Printing/Copying (Feb)	6801	5473	6816	5473	8.86	WI 4-H Outreach	6814	5399	6812	3,875.00	
Paper & Supplies (Feb)	6801	5312	6817	5312	44.86	Readathon Hustisford Kris Kluewer	6814	5399	6815	88.52	
Printing/Copying (Feb)	6801	5473	6817	5473	903.23	Custom Trophies	6814	5399	6811	43.00	
Office Max	6801	5312	6816	5312	41.41	Family Learning Days - Terry Doerr	6814	5348	6805	15.90	
Borden - March Mileage	6801	5332		5332	97.75						
UPS - March Monthly Charge	6801	5311		5311	75.12						
Hoffman - March Mileage	6801	5332		5332	212.75						
Hoffman - March Parking	6801	5332		5332	16.25						
Bohn - March Mileage	6801	5332		5332	21.28						
Witzel - March Mileage	6801	5332		5332	210.45						

BUSINESS UNIT 6874 - Pesticide Training					
Coffee for PAT			6874	5343	8.99
Edith's Cakes & Catering			6874	5343	254.26

BUSINESS UNIT 6812 - Univ Educational					
Jeff Sindelar - Sausage Making Suppl	6812	5399	52	5399	189.36
Univ of WI - Extension	6812	5399	51	5399	3.00

BUSINESS UNIT 6861 - Dodge Co Fair Assn					
Annual Contribution UW-Extension	6861	5724		5724	25,500.00

					2,503.20	32,483.26
TOTAL EXPENSES					34,986.46	

DEPOSITS

Trips	6814 4533 6812	675.00	Camp Counselor Workshop	6814 4533 6802	60.00
Hustisford Library Readathon	6814 4533 6815	150.00	Cloverbud/Exploring Workshop	6814 4533 6803	4.00
PAT Registrations	6874 4557 681	130.00	Camp Counselor Workshop	6814 4533 6802	43.00
Copies	6801 4542 6816	11.37	4-H Summer Camp	6814 4533 6809	480.00
Sales Tax	100 2421 143	0.63	4-H Dog Project	6814 4533 6804	30.00
Postage Allocation	6801 4726 682	1,344.00	Conflict Management Workshop	6812 4533 23	100.00
Water Test Kits	6801 4533 6824	11.37	Programming Supplies	6801 4533 6816	1,456.00
Sales Tax	100 2421 143	0.63	4-H Dog Project	6814 4533 6804	15.00
PAT Registrations	6874 4557 681	120.00	4-H Summer Camp	6814 4533 6809	330.00
Trips	6814 4533 6812	650.00	Camp Counselor Workshop	6814 4533 6802	60.00
Cloverbud/Exploring Workshop	6814 4533 6803	12.00	Family Learning Day Registrations	6814 4533 6805	47.00
Camp Counselor Workshop	6814 4533 6802	20.00	PAT Registrations	6874 4557 681	30.00
Family Learning Day - March 2015	6814 4533 6805	1,095.00	Office Supplies	6801 4533 6816	5.50
Cloverbud/Exploring Workshop	6814 4533 6803	21.00	Copies	6801 4542 6816	0.95
PAT Registrations	6874 4557 681	90.00	Sales Tax	100 2421 143	0.05
4-H Summer Camp	6814 4533 6809	1,120.00	Water Test Kits	6801 4533 6824	8.53
Camp Counselor	6814 4533 6802	20.00	Sales Tax	100 2421 143	0.47
4-H Trips	6814 4533 6812	600.00	PAT Registrations	6874 4557 681	60.00
Youth In and Out General	6814 4533 6801	20.00	Water Test Kits	6801 4533 6824	2.84
Readathon	6814 4533 6815	50.00	Sales Tax	100 2421 143	0.16
Family Learning Day - March 2015	6814 4533 6805	20.00	Conflict Management Workshop	6812 4533 23	100.00
Trips	6814 4533 6812	680.00	4-H Camp	6814 4533 6809	160.00
Conflict Management Registration	6812 4533 23	75.00	Camp Counselor Workshop	6814 4533 6802	64.00
UW Publications	6801 4533 6823	10.00	Cloverbud/Exploring Workshop	6814 4533 6803	8.00
March Family Learning Days	6814 4533 6805	43.00	Family Learning Day Registrations	6814 4533 6805	40.00
Trips	6814 4533 6812	680.00	Extra Project Fees 4-H	6814 4533 6801	4.00
Dog Project Fees	6814 4533 6804	30.00			
		7,679.00			3,109.50
TOTAL DEPOSITS		10,788.50			

EXPENSES

BUSINESS UNIT 6801		BUSINESS UNIT 6814 - 4-H Youth	
Dodgeland Schools	6801 5532	270.00	Sandy Peirick - Mar Family Learning 6814 5348 6805 7.50
BDHC - HealthWORKS	6801 5192 1	40.00	Marianne Zastrow - Family Learning Days 6814 5348 6805 20.46
Co Mail Services (Mar)	6801 5471	658.71	Anna Schultz - Family Learning Days 6814 5348 6805 62.97
Co Telephone Services (Mar)	6801 5475	1,598.22	Sinissippi 4-H Club - Family Learning 6814 5335 6805 98.50
Paper & Supplies (Mar)	6801 5312 6816	93.77	Anna Schultz - Family Learning Days 6814 5348 6805 25.74
Printing/Copying (Mar)	6801 5473 6816	110.26	Debra Maas - Family Learning Days 6814 5335 6805 83.64
Paper & Supplies (Mar)	6801 5312 6817	48.32	Jacki Roche - Family Learning Days 6814 5348 6805 333.10
Printing/Copying (Mar)	6801 5473 6817	667.60	Witzel - Supplies Camp Counselor 6814 5399 6802 30.99
Jackson-Hirsh Inc	6801 5312 6816	202.61	
UW-Oshkosh - LLCE/PPDP JCEP	6801 5325	445.00	
UPS - April UPS Charges	6801 5311	219.10	
Gonzalez - Feb Mileage	6801 5332	284.05	
Gonzalez - Mar Mileage	6801 5332	243.23	
Gonzalez - March office supplies	6801 5312 6816	8.97	
Gonzalez - April Mileage	6801 5332	204.7	
Gonzalez - April meals	6801 5335	\$8.11	
Bohn - April Mileage	6801 5332	\$32.78	
Hoffman - April Mileage	6801 5332	131.1	
Hoffman - April Parking	6801 5332	18.7	
Hoffman - April supplies	6801 5399	25.96	
Witzel - April Mileage	6801 5332	443.33	
Witzel - April Parking	6801 5332	2.00	
Witzel - April Meals	6801 5335	18.76	
Witzel - Lodging	6801 5336	48.50	
Borden - April Mileage	6801 5332	231.73	
Borden - April Parking	6801 5332	2.00	
Borden - April Meals	6801 5335	16.30	
Borden - April Lodging	6801 5336	80.84	
		6,154.65	662.90

TOTAL EXPENSES

6,817.55

DEPOSITS

Postage UPS	6801 4521 682	15.68	Master Gardener Pd Inv #1890	6812 4533 13	56.26
Conflict Management Workshop	6812 4533 23	25.00	Cloverbud/Explorers Workshop	6814 4533 6803	26.00
4-H Summer Camp	6814 4533 6809	500.00	4-H Summer Camp	6814 4533 6809	675.00
Cloverbud/Explorer Workshop	6814 4533 6803	18.00	Conflict Management Workshop	6812 4533 23	50.00
Camp Counselor Workshop	6814 4533 6802	42.00	UW Publications A3313 Fruit Spray	6801 4533 6823	20.10
Family Learning Day	6814 4533 6805	92.50	Holstein Breeders	6812 4533 6822	31.05
Trips	6814 4533 6812	500.00	DHI Pd Inv #1887	6812 4533 6821	186.62
Speaking Contest - Communication	6814 4533 6811	100.00	Water Test Kits	6801 4533 6824	5.69
Camp Counselor Workshop	6814 4533 6802	68.00	Sales Tax	100 2421 143	0.31
Cloverbud/Explorer Workshop	6814 4533 6803	6.00	UW Publications	6801 4533 6823	3.00
4-H Summer Camp	6814 4533 6809	995.00	Conflict Management Workshop	6812 4533 23	25.00
Conflict Management Workshop	6812 4533 23	25.00	DC MAS Committee Pd Inv #1889	6812 4533 6818	32.76
4-H Trips (incl \$30 overdraft)	6814 4533 6812	330.00	Communication/Cultural Arts	6814 4533 6811	100.00
Camp Counselor Workshop	6814 4533 6802	27.00	Cloverbud/Explorers Workshop	6814 4533 6803	5.00
Summer Camp	6814 4533 6809	570.00	Camp Counselor Workshop	6814 4533 6802	5.00
Conflict Management Workshop	6812 4533 23	75.00	4-H Summer Camp	6814 4533 6809	495.00
Dairy Program	6812 4533 41	20.00			
Farm Bureau Women	6801 4521 682	33.55			
Camp Counselor Workshop	6814 4533 6802	15.00			
4-H Summer Camp	6814 4533 6809	1,450.00			
Cloverbud/Explorer Workshop	6814 4533 6803	2.00			
Office Supplies	6801 4533 6816	2.75			
Water Test Kits	6801 4533 6824	8.53			
Sales Tax	100 2421 143	0.47			
PAT Self Study Registration	6874 4557 681	30.00			
		4,951.48			1,716.79

TOTAL DEPOSITS

6,668.27



**Wisconsin Nutrition Education Program (WNEP)
Fiscal Year - 2016
Dodge County Agreement Letter - Extension Office**

The UW-Extension Wisconsin Nutrition Education Program (WNEP) has been offering nutrition education programming to the food stamp-eligible residents of Dodge County since 2000. During the period of October 2014 to March 2015, 2630 educational contacts were made in Dodge County reaching 736 persons at locations such as Head Start in Beaver Dam and Columbus, Beaver Dam elementary schools, and senior apartments. Participants learn to make healthy food choices, to manage their food dollars, and handle their food safely.

Much of the cost to provide WNEP educational programming is paid with the \$54, 673 in federal funds that WNEP is bringing into Dodge County during this current year. WNEP federal dollars pay the salaries, fringe benefits and direct teaching expenses for WNEP colleagues in the county office.

WNEP relies upon our County partners to provide office space and related overhead costs, as well as basic operating costs and resources such as internet service, IT support and basic software, office telephones, shared supplies and equipment in the Extension Office. These contributions from the County are essential to WNEP’s work and presence in the County Extension Offices.

We ask that a representative of Dodge County confirm continued support of the work of WNEP by signing below.

AGREEMENT STATEMENT:

During the period from October 1, 2015 to September 30, 2016, Dodge County agrees to support Food Stamp Nutrition Education (also known as SNAP-Ed) as part of the UW-Extension Wisconsin Nutrition Education Program (WNEP) within the County Extension Department by contributing the following:

Physical Space--Offices and shared work spaces in the County Extension Office used by WNEP colleagues and other Cooperative Extension colleagues when they are working on WNEP efforts.

Shared Direct & Indirect Costs & Resources--Resources such as overhead, supplies, equipment, information systems support and county administrative costs (categories and amounts vary by county) to be used by WNEP colleagues in support of WNEP work. These resources are supplied to WNEP colleagues as they are to other Cooperative Extension colleagues in the office.

County Official

Date

County Extension Department Head

Date



INVOICE

DODGE COUNTY
JEFF HOFFMAN
127 E OAK ST
JUNEAU WI 53039-1379

Your Reference No:
Invoice No: EXT0220306 01
Invoice Date: 04/01/2015
Payment Terms: NET 30
Fed. Tax ID: 391805963
UW Award No: EXT102089

PI Name: HANSON, MATTHEW G
Award Description: Dodge County Support of Extension Educators

For billing questions, please call Angela Machovec at 608-890-1128

<u>DESCRIPTION</u>	<u>CHARGES THIS PERIOD</u>
Payment due per agreement	88,682.00
SUBTOTAL:	88,682.00
TOTAL AMOUNT DUE :	88,682.00

133-PRJ56LW
Jan 1, 2015 to June 30, 2015

Please return this portion with remittance.
Make remittance payable to:

**Board of Regents of University
of Wisconsin System**

OESDODGECO: DODGE COUNTY
EXT102089
04/01/2015

INVOICE NUMBER	EXT0220306
AMOUNT DUE	\$88,682.00

Mail To:
US BANK LOCKBOX
BOX 78138
MILWAUKEE, WI 53278-0138

Payments must be made in U.S Funds, drawn on U.S bank or by International Money Order. Reference both UW Award No. and Invoice No. on all payments or correspondence