



MANITOWOC COUNTY EXTENSION EDUCATION and AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, April 18, 2019

TIME: **4:45 P.M.**

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Public Comment
5. Approval of the February 21, 2019 Committee Minutes
6. Correspondence - Discussion and possible action
7. Programming Highlight – Staff presentation on recent programming and events
8. Department Director/Area Director Report (Rob Burke)
 - Progress report on UW-Extension merger with UW-Madison
 - Health & Well-Being Educator position refill - Update
 - FoodWise/Manitowoc County annual agreement letter and report - Review
 - Committee name change - Updated
 - Budget review
9. April Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: April 10, 2019

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES

MANITOWOC COUNTY Extension Education and Agriculture Committee

DATE: April 18, 2019

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

MINUTES:

1. **Meeting called to order** at 4:45 PM by Catherine Wagner, Chair.
2. **Roll call:** Present – Catherine Wagner, Bob Cavanaugh, Nick Muench, Jonathan Niels.
Excused: Paul Hanson,
Also present Rob Burke, Department Director, Scott Gunderson, Ag Agent; Bob Ziegelbauer, County Executive.
3. **Approval of Agenda.** Motion by Cavanaugh, second by Niels to approve agenda. All aye, motion carried.
4. **Public Comment** – None
5. **Minutes.** Motion by Niels, second by Cavanaugh to approve the MINUTES of the February Meeting. All aye, Approved.
6. **Correspondence** – None to report.
7. **Program Highlight** - Presented Scott Gunderson, Ag Agent. Scott reported on recent programming including the Custom Manure Hauler and Agronomist workshop on March 7. Thirty-eight haulers and agronomists participated in the workshop. A post-meeting evaluation of the workshop indicated over 340 farms were represented by the 25 people who completed the evaluation. They worked with farmers working 140,000 acres of cropland and nearly 62,000 cows. All participants completing the evaluation said the meeting was worth their while and they would recommend it to co-workers.

Scott also reviewed the worsening financial crisis in the dairy industry in Wisconsin. Low milk prices and other factors are threatening the loss of many dairy farms in the state. The amount of stress this is bringing to farm families and rural communities is alarming and many organizations across the state are intensifying their programming to assist. Manitowoc County leads the state in milk pounds produced per cow. Milk prices were at \$24/100 lbs in 2014, and today they are \$15/100.

Scott also referred to a letter from Revolution Plastics that requests counties to financially support their agricultural plastics recycling business. Despite the letter making mention of UW-Extension as supporting this request, Scott emphasized that this is NOT the case. Extension does NOT endorse the request or the letter sent to some counties by Revolution Plastics.

- 8. Dept. Director Report:** Burke reported that Ashley in the IT department has been very helpful to the Extension Office in navigating the changes caused by the Madison-Extension merger and the issue of licensing of county support staff for Office 365 and other programs.

Burke circulated the draft position description for the .5 FTE Health and Well-being Educator for Manitowoc County. The position description is in the Health and Well-Being Institute at this time and we are awaiting their approval and will continue the process as fast as possible.

No new developments or complications to report on the pending change of this committee's name to the Extension Education and Agriculture Committee.

Burke reviewed the latest office newsletter with articles from the youth/4-H program, Agriculture, and FoodWise.

Budget execution is on track, and Burke referred to and summarized the standard annual County-FoodWise agreement letter that will go to the County Executive for endorsement.

- 9. Next Meeting:** Thursday, June 20, 4:45 PM

- 10. Adjournment:** Motion by Muench, second by Cavanaugh to adjourn. All aye. Meeting adjourned at 5:37 PM.

Recorded by Rob Burke, Department Director



April 18, 2019



MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, June 20, 2019

TIME: **4:45 P.M.**

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Public Comment
5. Approval of the April 18, 2019 EEAC Committee Minutes
6. Correspondence - Discussion and action: May 20, 2019 MEMORANDUM to all Wisconsin County Extension Committee (WACEC) Members from Chelsea Fibert, Government Affairs Assistant, Wisconsin Counties Association. SUBJECT: Dissolution of WACEC/Creation of WEXA.
7. Programming Highlight – Staff presentation on recent programming and events.
8. Department Director/Area Director Report (Rob Burke)
 - UW-Extension merger with UW-Madison, updated Organizational Chart
 - Health & Well-Being Educator: Report on approval/recruiting process
 - Budget review
9. June Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: June 11, 2019

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES

MANITOWOC COUNTY Extension Education and Agriculture Committee

DATE: June 20, 2019

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

MINUTES:

1. **Meeting called to order** at 4:45 PM by Catherine Wagner, Chair.
2. **Roll call:** Present – Catherine Wagner, Bob Cavanaugh, Nick Muench, Paul Hanson.
Excused: Jonathan Niels
Also present Rob Burke, Department Director; Kaila Stencil, FoodWise Educator
3. **Approval of Agenda.** Motion by Cavanaugh, second by Hanson to approve agenda. All aye, motion carried.
4. **Public Comment** – None
5. **Minutes.** Motion by Hanson, second by Cavanaugh to approve the MINUTES of the April 18, 2019 Meeting. All aye, Approved.
6. **Correspondence** – May 20, 2019 MEMORANDUM to all Wisconsin County Extension Committee (WACEC) Members from Chelsea Fibert, Government Affairs Assistant, Wisconsin Counties Association. SUBJECT: Dissolution of WACEC/Creation of WEXA.

Discussion of the proposal by the Wisconsin Counties Association to dissolve WACEC and create the Wisconsin Extension Association WEXA in it's place to represent county extension oversight committee members, advise the WCA on issues relating to Extension statewide. No vote or resolution was required. Burke circulated the "Consent Resolution" to dissolve WACEC and form WEXA for each individual member of the committee to endorse if so desired. All present agreed, Burke will forward the Consent Resolution to the WCA.

7. **Program Highlight** – Kaila Stencil reviewed the Strong Bones/Strong Women program and demonstrated a series of exercises that are used during the programs. The committee discussed and reviewed the impacts and statewide scope of the programs, and how Extension is providing the service/program to Manitowoc County.

8. **Dept. Director Report:** The merger of UW-Extension with UW-Madison will take official, formal effect on July 1, 2019. We will be the Division of Extension, University of Wisconsin – Madison. Burke will circulate the new organizational chart in early July to committee members.
- The position description for posting/recruiting the .5 FTE Health and Wellness Educator for Manitowoc County is being circulating through several Extension officials and the Dean's leadership team for approvals to proceed with posting/recruiting/hiring.
9. June Newsletter Reviewed: Breakfast on the Farm attendance was slightly down, possibly due to the weather we've had this spring. Nonetheless, it was still a success.
10. **Next Meeting: August 15, 4:30 PM**
11. **Adjournment:** Motion by Muench, second by Hanson to adjourn. All aye, Meeting adjourned at 5:15 PM.

Recorded by Rob Burke, Department Director



June 20, 2019



MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, August 15, 2019

TIME: **4:30 P.M.**

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Public Comment
5. Approval of the June 20, 2019 EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Staff presentation on recent programming and events.
8. Department Director/Area Director Report (Rob Burke)
 - Health & Well-Being Educator: Report on approval/recruiting process
 - Budget review
9. August Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: August 7, 2019

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES
MANITOWOC COUNTY
Extension Education and Agriculture Committee

DATE: August 15, 2019

TIME: 4:30 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

MINUTES:

1. **Meeting called to order** at 4:30 PM by Catherine Wagner, Chair.
2. **Roll call:** Present – Catherine Wagner, Bob Cavanaugh, Nick Muench, Jonathan Niels.
Absent: Paul Hanson.

Also present Rob Burke, Department Director
3. **Approval of Agenda.** Motion by Muench, second by Niels to approve agenda. All aye, motion carried.
4. **Public Comment** – None
5. **Minutes.** Motion by Muench, second by Cavanaugh to approve the MINUTES of the June 20 meeting. All aye, Approved.
6. **Correspondence** – Burke reported on emails from the Wisconsin Counties Association reporting on the progress being made with the transition from the Wisconsin Association of County Extension Committees to the WEXA organization that will be operated by the WCA.
7. **Program Highlight** - Youth 4-H Educator Kevin Palmer was scheduled but could not attend due to programming commitments at Camp Tapawingo and preparations for the Manitowoc County Fair.
8. **Dept. Director Report:** Burke reported that the Health and Well-being Educator position has been approved by UW-Madison Extension and will be posted the week of August 19. Closing date to apply will be September 7. Burke will seek a representative of the EEAC in the interviews and selection process. Position is a .5 FTE with a minimum salary of \$23,000.
9. **Next Meeting:** Thursday, October 17, 4:45 PM
10. **Adjournment:** Motion by Niels, second by Cavanaugh to adjourn. All aye. Meeting adjourned at 4:50 PM.

Recorded by Rob Burke, Department Director

Rob Burke

August 15, 2019



MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, October 17, 2019

TIME: **4:45 P.M.**

PLACE: Manitowoc County Office Complex, 4319 Expo Drive,
Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Public Comment
5. Approval of the August 15, 2019 EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight - Staff presentation on recent programming and events.
8. Department Director/Area Director Report (Rob Burke)
 - Health & Well-Being Educator update - October 21, finalist interviews. Committee member participation.
 - Budget review/progress - 2019 YTD, 2020 Request
9. October Newsletter - Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: October 10, 2019

Catherine Wagner, Chair
By: Rob Burke
Area Extension Director/Department Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES
MANITOWOC COUNTY
Extension Education and Agriculture Committee

DATE: October 17, 2019

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

MINUTES:

1. **Meeting called to order** at 4:45 PM by Catherine Wagner, Chair.
2. **Roll call:** Present – Catherine Wagner, Bob Cavanaugh, Jonathan Niels. Not present Paul Hanson, Nick Muench

Also present Rob Burke, Department Director, Kevin Palmer, Manitowoc County 4-H Youth Development Educator.
3. **Approval of Agenda.** Motion by Cavanaugh second by Niels to approve agenda. All aye, motion carried.
4. **Public Comment** – None.
5. **Minutes.** Motion by Cavanaugh, second by Niels to approve the MINUTES of the August 15 meeting. All aye, Approved.
6. **Correspondence** – None
7. **Program Highlight** - Youth 4-H Educator Kevin Palmer reported on new developments with the 4-H Shooting Sports program. Shooting Sports is a project within the 4-H program with six different disciplines offered in Wisconsin - archery, county coordinator, muzzleloader, pistol, rifle, and shotgun. The most recent development addresses the fact that adult volunteers must become certified in a discipline before they can work with youth. Currently, volunteers must attend a Friday night session on youth development, program implementation, risk management, and roles and responsibilities, followed by a Saturday discipline-specific training. Overall a major time commitment for a volunteer to undertake. Kevin recently represented Wisconsin at the National 4-H Shooting Sports Conference/Workshop, which was held at West Virginia University's Jackson's Mill State 4-H Camp. A highlight of the conference/workshop was the debut of four new online training modules that were developed at the national level to replace the Friday night session. The modules will be available for use by States on November 1. One of the obstacles to recruiting volunteer shooting sports leaders is that they often have to pay for overnight lodging and meals.

Is to attend the Friday/Saturday trainings. With the new online modules available, volunteers will be able to complete them at home. They can then attend only the discipline-specific training on Saturday and eliminate the need and expense for overnight lodging.

Kevin also reviewed an upcoming course he will be providing on Chainsaw Safety at Camp Tapawingo on Saturday, November 9.
8. **Dept. Director Report:** Burke reported that final interviews for the Health and Well-being Educator position will be on Monday, October 21 2019 in the MCOC at 8:30 am. Burke requested EEAC Chairperson Cathy Wagner to participate in the interview and she agreed. Other interview panel members will be Renee Koenig the Kewaunee County Extension Agent, and Jen Park-Mroch from the Health and Well-Being Institute in Madison.
9. **Next Meeting:** December 19, 2019 at 4:45 PM.
10. **Adjournment:** Motion by Niels, second by Cavanaugh to adjourn. All aye. Meeting adjourned at 5:15 PM.

Recorded by Rob Burke, Department Director



October 17, 2019



MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, December 19, 2019

TIME: **4:45 P.M.**

PLACE: Manitowoc County Office Complex
4319 Expo Drive, Manitowoc, WI

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to order
2. Roll call
3. Approval of Agenda
4. Public Comment
5. Approval of the October 17, 2019 EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Introduction of Cath Tease, new Health and Well-Being Educator, programming pre-view.
8. Department Director/Area Director Report (Rob Burke)
 - Budget review/progress - 2019 YTD
9. December Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: December 11, 2019

Catherine Wagner, Chair
By: Rob Burke
Department Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

MINUTES
MANITOWOC COUNTY
Extension Education and Agriculture Committee

DATE: December 19, 2019

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI

MINUTES:

1. **Meeting called to order** at 4:45 PM by Catherine Wagner, Chair.
2. **Roll call:** Present - Catherine Wagner, Bob Cavanaugh, Nick Muench, and Jonathan Niels. Not present Paul Hanson.

Also, present - Kevin Palmer, Manitowoc County 4-H Youth Development Educator and Cath Tease, Manitowoc County Health and Well-Being Educator.
3. **Approval of Agenda.** Motion by Muench second by Cavanaugh to approve agenda. All aye, motion carried.
4. **Public Comment** - None.
5. **Minutes.** Motion by Muench, second by Niels to approve the MINUTES of the October 17 meeting. All aye, Approved.
6. **Correspondence** – None
7. **Program Highlight** - The new Health and Well-Being Educator, Cath Tease, introduced herself to the committee and gave a brief overview of her community involvement and work experience. She talked about establishing a needs assessment and potential new programming. She shared a Healthiest Manitowoc County report that identified the Top 3 Health Issues in Manitowoc County - Illegal Drug Use, Alcohol Use or Abuse, and Prescription or Over the Counter (OTC) Drug Abuse.
8. **Dept. Director Report:** Burke was ill and excused, and no report was given. Palmer provided an update on the 2019 budget.
9. **Next Meeting:** February 20, 2020 at 4:45 PM.
10. **Adjournment:** Motion by Muench, second by Cavanaugh to adjourn. All aye. Meeting adjourned at 5:03 PM.

Recorded by Kevin Palmer, 4-H Youth Development Educator



December 19, 2019