



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, February 20, 2020

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 December 19, 2019 EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Staff Program Highlight presentation.
8. Department Director/Area Director Report (Rob Burke)
  - Budget review/progress – 2020 to date
  - February Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: February 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: February 20, 2020**

**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, Paul Hanson.  
Also present Bob Ziegelbauer, Manitowoc County Executive. Kaila Stencil, FoodWise Nutrition Educator, Rob Burke, Department Director.
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 Hanson to approve the MINUTES of the December 19, 2019 meeting. All aye, Approved.
6. **Correspondence** – None
7. **Program Highlight** - Kaila Stencil, FoodWise Educator gave a presentation on FoodWise program with Monroe Elementary students in collaboration with 'Grow it Forward'. Kaila reported on her use of a hydroponic and lighted Grow Tower allowing growers to enjoy fresh lettuce and spinach this time of year.
8. **Dept. Director Report:** Burke reported that the Health and Well-being Educator is developing a plan of work and is off to an excellent start. Burke reported on efforts to make Camp Tapawingo an independent entity, reducing the administrative and clerical support provided by the Extension Office
9. **Next Meeting:** April 16, 2020
10. **Adjournment:** Motion by Cavanaugh, second by Hanson to adjourn. All aye. Meeting adjourned at 5:00 PM.

Recorded by Rob Burke, Department Director

*Rob Burke*

February 20, 2020



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, June 18, 2020  
TIME: **4:45 P.M.**  
PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Manitowoc, WI 54220

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 20, EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Staff Program Highlight presentation – Scott Gunderson, Manitowoc County Ag Agent.
8. Department Director/Area Director Report (Rob Burke)
  - COVID-19 Impacts on Extension Operations.
  - UW COVID-19 Restrictions and Impacts on Agent and Volunteer Activities.
  - Social Distancing Office Practices
  - COVID-19 Financial Impacts on UW
  - Budget review/progress – 2020 to date
  - June Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: February 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.

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**MINUTES**  
**MANITOWOC COUNTY**  
**Extension Education and Agriculture Committee**

**DATE:** Thursday, June 18, 2020

**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, Tyler Martell, Jonathan Neils, Paul Hansen. Excused: Bob Cavanaugh  
Also present: Scott Gunderson, Manitowoc County Ag Agent; Rob Burke, Department Director
3. **Approval of Agenda:** Motion by Niels, second by Hansen to approve agenda. All aye, motion carried.
4. **Public Comment:** None.
5. **Minutes:** Motion by Hansen, Neils to approve the MINUTES of the February 20, 2020 meeting. All aye. Approved.
6. **Correspondence:** None.
7. **Program Highlight:** Scott Gunderson provided a review of June as Dairy Month and other programming Scott has provided in support of agriculture and ag related businesses in Manitowoc County.
8. **Dept. Director Report:** Burke reported that Scott Gunderson will retire effective August 3. Burke will pursue refilling his position, beginning with securing a commitment by Extension to co-sharing (as is current practice) an ag agent to replace Scott Gunderson. Burke noted that the University, including Extension is currently under a hiring freeze, so this fact may affect the speed at which he will be able to provide a job description and commitment to the Committee and Manitowoc County. Burke's goal is to secure that commitment by our August meeting.  
A replacement Ag Agent will very likely have a more focused job description (focused on a particular area of agriculture which could be Dairy Management, Crops and Soils, Farm Financial Management. All these are areas Scott has built his capacity to fulfill over 30 + years, to cover the areas of focus in which a new agent would not initially have capability to deliver, Extension will rely on a regional skill/specialty sharing approach, where agents in nearby counties would have distinct areas of focus or specialties, and all educators would share their skill on a regional basis. Supervisor Hansen noted his concern that such an arrangement should not be an impediment to the new educator developing a strong and productive relationship with all areas of the Manitowoc County agriculture community, and so they will always know the Manitowoc Agent is established and recognized person to talk to.
9. **Next Meeting:** August, 2020
10. **Adjournment:** Motion by Hansen, second by Martell to adjourn. All Aye. Meeting adjourned at 5:35 PM.

Recorded by Rob Burke, Department Director

*Rob Burke*

June 18, 2020



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, August 20, 2020  
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 June 18, EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Judy Knudsen Introduction, Interim Area Extension Director for Door, Kewaunee, Manitowoc.
8. Department Director/Area Director Report (Rob Burke)
  - Ag Agent/Program: Arrangements for coverage of agriculture related inquiries, requests during the Ag Agent position vacancy. Refilling the position prognosis.
  - COVID-19 Impacts on Extension Operations.
  - UW COVID-19 Restrictions and Impacts on Agent and Volunteer Activities.
  - Budget review/progress – 2020 to date
  - WEXA Dues Request
  - August Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: August 12, 2020

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.

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**MINUTES**  
**MANITOWOC COUNTY**  
**Extension Education and Agriculture Committee**

**DATE: Thursday, August 20, 2020**

**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, Tyler Martell, Jonathan Niels, Paul Hansen, Bob Cavanaugh. Also present: Rob Burke, Department Director; Judy Knudsen, Interim Area Director.
3. **Approval of Agenda.** Motion by Cavanaugh, second by Hansen to approve agenda. All aye, motion carried.
4. **Public Comment** – None.
5. **Minutes.** Motion by Niels, second by Hansen to approve the MINUTES of the June 18, 2020 meeting. All aye, Approved.
6. **Correspondence** – Catherine Wagner noted receipt of Judy Knudsen’s letter introducing herself and her role as Interim Area Director to the committee.
7. **Program Highlight** – Judy Knudsen introduced herself to the committee, Judy will be serving as the Interim Area Extension Director in place of Rob Burke who is retiring from the university effective August 31. Judy has over 30 years of experience with Extension and is looking forward to working with the committee. Burke noted that Kevin Palmer, Manitowoc Youth/4-H Educator has agreed to assume responsibility for many of the day-to-day functions of the office including approving time cards, authorizing budget expenditures, and liaison with Judy.

8. **Dept. Director Report:**

To manage the vacant Ag Agent position in Manitowoc County, Burke reported the office has established a group of active agents and Extension specialists who are available to answer questions and respond to requests for assistance from the Manitowoc agricultural community. Extension office support staff are already referring calls and inquiries from agricultural community constituents to the appropriate specialist or educator. For example, the Sheboygan county ag agent has agreed to handle calls/inquiries relating to crops/soils/forages. The Kewaunee ag agent will field inquiries regarding dairy/livestock and farm management. Brown County extension will handle questions regarding home horticulture. The Peninsular Ag Research Station in Door County is available to advise commercial orchards and tree fruit growers.

Bob Cavanaugh questioned details of the hiring freeze and its effect on refilling the open Ag Agent position. Burke responded the UW-wide hiring freeze is still in force and currently prohibits us from starting a search/hire process for the county ag agent, however Judy Knudsen is making renewed, urgent efforts to persuade Extension leadership to seek a waiver of the freeze to allow the process for hiring an Ag educator to proceed. Burke noted that the Ag Agent position is the highest priority opening to fill in this area, and he expects that a full-time ag agent will be hired dedicated just to Manitowoc County. Bob Cavanaugh expressed his hope and expectation that when the interviews take place that members of the ag/dairy community in Manitowoc be included on those interviews and provide input into the ultimate hiring decision. Burke responded that is a highly desirable best practice, and he believes it will be done.

Burke reviewed performance of the budget for the county extension office. Some substantial 'savings' to the county will come from Scott's absence, and these savings have been communicated to the county comptroller.

WEXA Dues: The newly formed Wisconsin Extension Association (WEXA), formerly the Wisconsin Association of County Extension Committees, is sending out invoices to the county oversight committees for annual dues in the amount of \$50. Burke noted that funds are available from the county extension budget. Motion by Hansen, second by Martell, to pay the invoice up to the amount of \$50 for annual dues, upon it's receipt.

August newsletter was circulated and reviewed by the committee. Catharine Wagner asked that the FoodWise Coordinator and Educator be the featured programming highlight at the next meeting.

**9. Next Meeting:** Thursday, October 15, 2020, 4:45 PM

**10. Adjournment:** Motion by Hansen, second by Martell to adjourn. All Aye. Meeting adjourned at 5:25 pm.

Recorded by Rob Burke, Department Director

A handwritten signature in black ink that reads "Rob Burke". The signature is written in a cursive, flowing style.

August 20, 2020



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, October 15, 2020  
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 20, 2020 EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight presentation – Laura Apfelbeck Manitowoc County FoodWise Coordinator and Elena Garcia, UW- Green Bay Student Intern.
8. Interim Area Extension Director/Department Director Report - Judy Knudsen
  - Budget review/progress – 2020 to date
  - 2021 Proposed Budget
  - Update on vacant Agriculture Educator position
  - Other updates
9. Date of Next Meeting
10. Adjourn

Date: October 7, 2020

Catherine Wagner, Chair  
By: Judy Knudsen  
Interim 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.

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**MINUTES**  
**MANITOWOC COUNTY**  
**Extension Education and Agriculture Committee**

**DATE: Thursday, October 15, 2020**

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

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

**MINUTES:**

1. **Meeting called to order** at 4:47 p.m. by Chair Wagner.
2. **Roll call:** Present: Catherine Wagner and Bob Cavanaugh. Excused: Tyler Martell. Absent: Jonathan Niels and Paul Hansen. Also present: Judy Knudsen, Department Director; Laura Apfelbeck, FoodWise Coordinator, and Elena Garcia, University of Wisconsin- Green Bay Student Intern.
3. **Approval of Agenda.** Motion not made due to lack of quorum.
4. **Public Comment** – None.
5. **Minutes.** Motion not made due to lack of quorum.
6. **Correspondence** – None.
7. **Program Highlight**

FoodWise Coordinator Laura Apfelbeck shared a new project FoodWise is working on to address food insecurity in Manitowoc County – a grow tower. Greens will be donated to local food pantries. Funding to purchase grow tower was provided by United HealthCare. Manitowoc County Master Gardeners are assisting with the project. Supervisors in attendance were able to view greens being grown in the grow tower.

Elena Garcia, Student Intern shared a video she prepared on how to make a simple dressing with basic ingredients to serve with the greens. She has also developed other videos during her internship.

8. **Department Director Report:**

Budget review/progress 2020 to date was shared.

2021 proposed budget prepared by Rob Burke prior to his retirement was shared.

Update on vacant Agriculture Educator Position – Extension anticipates a 1.1 to 1.8 million cut if Governor Evers implements plan asking state agencies to reduce their budgets by a total of \$250,000,000.

Kaila Stencil FoodWise Educator for Manitowoc and Kewaunee Counties resigned to run her own business. Since FoodWise is not funded with state funding, hopefully this position can be filled by late winter/early spring 2021.

9. **Next Meeting:** Thursday, December 12, 2020, 4:45 PM weather permitting
10. **Adjournment:** Meeting adjourned at 5:27 pm.

Recorded by Judy Knudsen, Department Director

October 20, 2020