



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: February 21, 2013
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. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence

7. UW-Manitowoc report
8. Budget report
9. WACEC Conference attendance
10. WNEP staff update
11. Educator Report
12. Monthly office newsletter review

13. Date of next meeting
14. Adjourn

Date: February 11, 2013

Catherine Wagner, Chair
By: Faye Malek
Manitowoc County UW-Extension 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.

**Natural Resources and Education Committee
Manitowoc County Office Complex
February 21, 2013**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Pat Kohlman and Melvin Waack. Excused were Todd Holschbach and Laurie Burke. Also present were UW-Manitowoc Dean and CEO Charles Clark, UW-Extension 4-H Youth Development Educator Kevin Palmer, and Family Living Educator and Department Head Faye Malek.

There was no public input.

Motion by Pat Kohlman, second by Melvin Waack, to approve the minutes of the December 2012 meeting. Motion carried.

Motion by Melvin Waack, second by Pat Kohlman, to approve the agenda as printed. Motion carried.

Correspondence: Cathy read an email from Scott Gunderson regarding good attendance by a variety of ag/crop-related vendors at the Forage Council Seminar on February 5th. A card was passed for Laurie Burke.

UW-Manitowoc report: The "Inclusive Excellence" symposium held on February 4th was successful. Jean Rausch and Faye Malek were thanked for presenting. Discussions at the University level are focused on earning credit for prior learning experiences. The men's basketball team made it to the Final Four with the next game determining the Eastern Division Championship. A \$10,000 donation by the Schwartz family will be used for visual arts. As part of its "Scholar for Life Series", Richard Hein and Rebecca Ablor, associate professors of biological sciences at the University of Wisconsin-Manitowoc, presented "Manitowoc County Creeks and Streams," at the Lester Public Library in Two Rivers on February 21st.

WACEC attendance: Cathy, Pat, and Melvin will attend the second day of the WI Associated County Extension Committees Conference April 9th and do legislative visits with Faye. Kevin will check to see if there are 4-H members who would like to attend.

Budget report: The 2013 budget is on target. The UW-Manitowoc work study student will not be able to continue work at the UW-Extension office this semester.

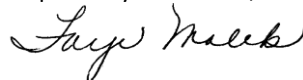
WNEP update: WI Nutrition Education Program Coordinator Betsy Warmus is working with the state WNEP Coordinator to post a position opening for the Manitowoc-Sheboygan WNEP Educator which was Betsy's position before recently becoming the Manitowoc-Sheboygan Coordinator.

Educator report: Faye announced her retirement date of April 26, 2013 and thanked the committee for their support of her and of the office. Kevin will assume the role of Department Head .

Office newsletter: Items highlighted were the 4-H llama and alpaca project, ag-related scholarships, family living work in response to the closing of the Kewaunee Nuclear plant, literacy tutor training dates, the deferred action for childhood arrivals workshop, and staying healthy in winter with exercise.

Motion to adjourn by Pat Kohlman, second by Melvin Waack. Motion carried with the meeting adjourning at 5:13 p.m. The next meeting of the NREC is scheduled for April 11, 4:30 p.m.

Respectfully submitted,



Faye Malek
Manitowoc County UW-Extension Family Living Educator
and Department Head



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: April 11, 2013
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. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence

7. UW-Manitowoc report
8. Budget report
9. WACEC Conference legislative visit report
10. Educator report
11. June Dairy month proclamation
12. Monthly office newsletter review

13. Date of next meeting
14. Adjourn

Date: April 2, 2013

Catherine Wagner, Chair
By: Faye Malek
Manitowoc County UW-Extension 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.

**Natural Resources and Education Committee
Manitowoc County Office Complex
April 11, 2013**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Pat Kohlman, Melvin Waack, and Laurie Burke. Todd Holschbach was absent. Also present were UW-Manitowoc Dean and CEO Charles Clark, UW-Extension 4-H Youth Development Educator Kevin Palmer, WNEP Coordinator Betsy Warmus, and Family Living Educator and Department Head Faye Malek.

There was no public input.

Motion by Waack, second by Kohlman, to approve the minutes of the February 21, 2013 meeting. Motion carried.

Motion by Burke, second by Kohlman, to approve the agenda as printed. Motion carried.

There was no correspondence.

UW-Manitowoc report: Dean Clark gave the UW-Manitowoc report and talked about the UW-System budget and new Bachelor's degree opportunities for residents.

Budget report: The 2013 budget is on target.

WACEC report: Wagner, Waack and Malek talked about their attendance at the WI Associated County Extension Committees Conference on April 9th and related legislative visits.

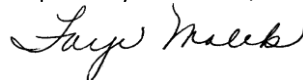
Educator report: WI Nutrition Education Program Coordinator Betsy Warmus talked about WNEP plans for next year. The anticipated date to have a new WI Nutrition Education Program Educator on staff is August 1.

A proclamation for June Dairy month was reviewed by the committee.

The Manitowoc County Extension office newsletter was presented.

Motion to adjourn by Waack, second by Burke. Motion carried with the meeting adjourning at 5:18 p.m. The next meeting of the NREC is scheduled for June 13, 4:30 p.m.

Respectfully submitted,



Faye Malek
Manitowoc County UW-Extension Family Living Educator
and Department Head



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: June 13, 2013

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. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
7. UW-Manitowoc report
8. Budget report
9. Update on open positions (FL & WNEP)
10. Educator report
11. Monthly office newsletter review
12. Date of next meeting
13. Adjourn

Date: June 3, 2013

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension 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.

**Natural Resources and Education Committee
Manitowoc County Office Complex
June 13, 2013**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Pat Kohlman, Melvin Waack, and Laurie Burke. Todd Holschbach was absent. Also present were UW-Extension 4-H Youth Development Educator and Department Head Kevin Palmer and Dairy Agent Scott Gunderson.

There was no public input.

Motion by Burke, second by Waack, to approve the minutes of the April 11, 2013 meeting. Motion carried.

Motion by Waack, second by Burke, to approve the agenda as printed. Motion carried.

There was no correspondence.

UW-Manitowoc report: There was no report this month.

Budget report: The 2013 budget is on target.

Educator report: Dairy Agent Scott Gunderson talked about June Dairy Month. He shared plans for the new Agriculture Education Center. He also related that Manitowoc County received nine of the 44 Grow Wisconsin Dairy 30 x 20 grants that were given to dairy farms across the State. The grants help dairy farms improve profitability through management and operational system changes. Gunderson also talked about the winter kill for alfalfa fields and its potential impact on farms in Manitowoc County.

The Manitowoc County Extension office newsletter was presented.

Motion to adjourn by Burke, second by Waack. Motion carried with the meeting adjourning at 5:08 p.m. The next meeting of the NREC is scheduled for August 8 at 4:30 p.m.

Respectfully submitted,



Kevin A. Palmer
4-H Youth Development Educator
and Department Head



MANITOWOC COUNTY NATURAL RESOURCES & EDUCATION COMMITTEE MEETING NOTICE

DATE: August 8, 2013
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. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
7. UW-Manitowoc report
8. Budget report
9. Update on open positions (FL & WNEP)
10. Educator report
11. National 4-H Week proclamation
12. Monthly office newsletter review
13. Date of next meeting
14. Adjourn

Date: August 1, 2013

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension 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.

**Natural Resources and Education Committee
Manitowoc County Office Complex
August 8, 2013**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Pat Kohlman, Melvin Waack, and Todd Holschbach. Laurie Burke was excused. Also present were UW-Extension 4-H Youth Development Educator and Department Head Kevin Palmer and UW-Manitowoc Campus Dean/CEO Charles Clark.

There was no public input.

Motion by Kohlman, second by Waack, to approve the minutes of the June 13, 2013 meeting with one change – Todd Holschbach should be reported as excused instead of absent. Motion carried.

Motion by Waack, second by Holschbach, to approve the agenda as printed. Motion carried.

There was no correspondence.

UW-Manitowoc report: Clark provided a report for UW-Manitowoc.

Budget report: The 2013 budget is on target.

Update on open positions: Palmer provided an update on the two open positions. Palmer asked for a member of the committee to participate in final interviews for the Family Living Educator position. Holschbach volunteered to participate if his work scheduled allowed it. Kohlman will participate if Holschbach can't.

Educator report: Palmer provided a report about the 4-H program and reviewed some of the upcoming events and activities.

Proclamation: The committee reviewed a proclamation for National 4-H Week that will be presented at the September county board meeting.

The Manitowoc County Extension office newsletter was presented.

Motion to adjourn by Holschbach, second by Kohlman. Motion carried with the meeting adjourning at 5:03 p.m. The next meeting of the NREC is scheduled for October 10 at 4:30 p.m.

Respectfully submitted,



Kevin A. Palmer
4-H Youth Development Educator
and Department Head



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: October 10, 2013

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. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
7. UW-Manitowoc report
8. Budget report
9. 2014 budget
10. Staffing update
11. Educator report
12. Monthly office newsletter review
13. Date of next meeting
14. Adjourn

Date: October 1, 2013

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension 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.

**Natural Resources and Education Committee
Manitowoc County Office Complex
October 10, 2013**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Pat Kohlman, Melvin Waack, Laurie Burke, and Todd Holschbach. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer, UW-Manitowoc Campus Dean/CEO Charles Clark, UW-Extension Family Living Educator Teri Zuege-Halvorsen, and UW-Extension Program Assistant Ruth Aebischer.

There was no public input.

Motion by Waack, second by Holschbach, to approve the Minutes of the August 8, 2013 meeting. Motion carried.

Motion by Kohlman, second by Burke, to approve the Agenda as printed. Motion carried.

Correspondence: Palmer asked if anyone was interested in attending the Public Issues Leadership Development Conference in Washington, D.C. from April 5-9, 2014? This Conference enhances advocacy and leadership skills to affect public issues such as building political and public support for Extension, strengthening existing partnerships and exploring new partnerships, and communicating messages to federal legislators and decision-makers. Wagner and Waack have already attended this Conference but Burke and Kohlman indicated they might be interested in attending. Palmer said he would get them more information. Due date for nomination forms is before November 30, 2013.

UW-Manitowoc Report: Dean Clark reported that they are continuing the process of assessing the most cost-effective means of either renovating or building new the science labs and art studios at UW-Manitowoc. Bray Architects, along with Jeff Beyer, Public Works Director, have made several visits to view the rooms/facility. Jeff will be bringing back a report with the information collected for a recommendation to be made.

Three searches are underway for positions at UW-Manitowoc and they are Assistant Campus Dean for Student Affairs, Assistant Professor of Music, and Assistant Professor of Chemistry. The positions are posted nationally and Dean Clark is hoping to have the positions filled by mid spring.

Dean Clark said a delegation of about 30 people from Kamogawa visited UW-Manitowoc on October 4th and they had a nice visit with them in the short amount of time they were here.

The girls volleyball team completed its last home game. Dean Clark said they had a good season--only lost one game.

UW-Manitowoc's fall production of "Almost, Maine" will be held October 23-26, 2013. Anyone is welcome to attend.

Budget Report: Palmer reported that we are on target with our 2013 budget at 25% for this time of the year.

2014 Budget: Palmer went through the 2014 budget. One line item that was decreased slightly was the "Extra Hire" amount which is where Pam Miles' wages comes out of, but we do have a Work Study student from UW-Manitowoc that puts in 10 hours a week so that will help supplement Pam's hours. Postage account was also decreased. Mileage and Educational Supplies accounts were slightly increased. A new computer was purchased for our volunteer area because the old one stopped working, along with a new scanner. These purchases were taken out of this year's IT account. Otherwise the budget remains essentially the same as last year.

Staffing Update: Palmer explained the new process for enrolling 4-H youth and adults using 4HOnline. All of Wisconsin's 72 counties have gone to this new system. It will save paper and streamline the enrollment process and management of 4-H data.

Palmer then introduced Teri Zuege-Halvorsen, our new UW-Extension Family Living Educator. Zuege-Halvorsen then talked about her growing up here, where she went to school, her educational background, past and most current work position which was with Calumet County UW-Extension for the past 6½ years, and some of the UWEX programs she worked with during that time. Everyone welcomed her in her new position.

(cont'd.)

Palmer then informed everyone that Betsy Warmus' position is on hold until the end of the December because of the Federal government not passing the farm bill. If not passed by that time, she will no longer have a job with UW-Extension.

Kyra Kornely has been hired as our Work Study student from UW-Manitowoc. Palmer said Kornely will be putting in 10 hours a week and is a good fit for the office. We are happy she is with us.

Educator Report: Palmer reported that the 2014 plat books are available at \$35 each. We also have wall maps available for \$75 each. We want to thank Cathy Delain, who is with the county Information Systems Department, for all her help. She supplied the GIS information needed for the plat book. We also want to thank all the advertisers for their support. The Manitowoc County plat book is a major fundraiser for the Manitowoc County 4-H Leaders Association and with their help, they made the book possible.

4-H Family Fun Night, September 24, was well attended. Palmer explained that Family Fun Night is geared towards youth in K-8 grade and 4-H clubs and committees do hands-on activities and also bring small and large animals for youth in attendance to interact with. There was a lot of interest by families in joining 4-H so everyone felt the night was very successful.

Palmer reported that he just finished up strategic planning with Big Brothers/Big Sisters. It was a lot of work but very interesting to work with this group.

4hOnline is going well considering we weren't really ready for it. It was a quick turnaround by the State to get everyone on board with not much training prior but we are working through the bugs as with any new program that gets launched.

Palmer handed out a new brochure developed by the State on mandatory reporting of child abuse. This brochure states that all University of Wisconsin-Extension volunteers, working with UW-Extension programs, must immediately report child abuse or neglect when doing voluntary service for UW-Extension. If they don't report child abuse, they can be prosecuted. Palmer will be sending this flyer out to all 4-H adult volunteers and will also include this in his Youth Protection Training of volunteers so all are aware of this change.

Palmer informed us that Project Central is a new area that 4-H is focusing on where any youth will have more opportunities to participate in project meetings, but at a county level. He said he is looking for older youth and adults who have an interest, skill, craft, or project that they would be willing to share. It also gives club project leaders a chance to open up their project meetings to other club members. The first Project Central meeting will be October 19 at Schuette Park, which will focus on the Photography Project.

Monthly Office Newsletter Review: Palmer handed out copies of the October "UWExtra" newsletter. He pointed out that 4-H is having a Barn Dance on October 12, which is open to the public. We are also working with Cathe Pape, who is Coordinator of a grant to promote Farm to School in Manitowoc County. UWEX staff have been meeting with Cathe the past year to find ways to connect local residents with local schools to raise awareness about the program so they can learn about where our food comes from and to try and do a better job of sourcing local foods for meals.

Motion to adjourn by Holschbach, second by Kohlman. Motion carried with the meeting adjourning at 5:05 p.m. The next meeting of the NREC is scheduled for December 12 at 4:30 p.m.

Respectfully submitted,

Ruth Aebischer
UWEX Program Assistant



**MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE**

DATE: December 12, 2013

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. Public input
4. Approval of minutes of previous meeting
5. Approval of agenda as printed
6. Correspondence
7. UW-Manitowoc report
8. Budget report
9. Staffing update
10. Educator report
11. Monthly office newsletter review
12. Date of next meeting
13. Adjourn

Date: February 13, 2014

Catherine Wagner, Chair
By: Kevin A. Palmer
Manitowoc County UW-Extension 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.

**Natural Resources and Education Committee
Manitowoc County Office Complex
December 12, 2013**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Pat Kohlman, Laurie Burke, and Todd Holschbach. Excused was Melvin Waack. Also present were UW-Extension Family Living Educator Teri Zuege-Halvorsen, UW-Manitowoc Campus Dean/CEO Charles Clark, and UW-Extension Program Assistant Ruth Aebischer.

There was no public input.

Motion by Burke, second by Kohlman to approve the Minutes of the October 10, 2013 meeting. Motion carried.

Motion by Holschbach, second by Burke, to approve the Agenda as printed. Motion carried.

Correspondence: There was no correspondence.

UW-Manitowoc Report: Dean Clark reported that Bray Architects did come and assess the facilities to either renovate or build new the science labs and art studios at UW-Manitowoc, and that he just received the estimates. They were given two options with quotes and will now determine what direction they will take.

The Assistant Campus Dean position has been filled. Searches are still underway for the positions of Assistant Professor of Music and Assistant Professor of Chemistry. Dean Clark is hoping to have the positions filled by mid spring. A Political Scientist, Dick Flannery, has retired. He shared his position 50/50 between UW-Manitowoc and UW-Sheboygan.

“Almost Maine” play was very successful. Winter concert was well attended and there will be a choral concert in spring.

UW-Manitowoc will have 25 students graduating in December.

The men’s basketball team is undefeated.

Dean Clark also noted that UW-Manitowoc and the Rahr-West Art Museum collaborated to celebrate 50 years of art with an exhibit of alumni artwork from students and former and present instructors at Rahr-West from November 10 through December 8.

Budget Report: Zuege-Halvorsen went through what remains of the 2013 budget. There were no questions from the Committee.

Staffing Update: Zuege-Halvorsen reported that WNEP Coordinator Betsy Warmus’ contract has been extended until March 31 with one-time funds being used. The posting of the WNEP Educator position is on hold for now until the Farm Bill has been settled.

Educator Report: Zuege-Halvorsen reported that since she has started she has been doing a needs assessment by conducting interviews with key individuals to identify what educational needs are needed for Manitowoc County so she can provide those needs. One area that she does have finalized is the “Supporting Children During Divorce” program. Zuege-Halvorsen was asked to take this program over which promotes positive strategies to support children as parents divorce, and it is a mandated program. She has also conducted two “Affordable Care Act” sessions and provided resources to people so they can understand more on how the programs works. She will also be continuing the “Home Alone” sessions and informed us that by summer an online program should be launched.

Monthly Office Newsletter Review: Everyone received a copy and briefly glanced through it. No feedback at this time.

Motion to adjourn by Kohlman, second by Holschbach. Motion carried with the meeting adjourning at 5:00 p.m. The next meeting of the NREC is scheduled for February 13, 2014 at 4:30 p.m.

Respectfully submitted,

Ruth Aebischer
UWEX Program Assistant