



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

DATE: January 21, 2016
TIME: 5:30 P.M.
PLACE: Manitowoc County Office Complex
4319 Expo Drive, Manitowoc, WI
(Soil and Water Conservation Dept. Conference Room)

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. UW Extension nEXT Generations Reorganization Plan - Discussion and possible action
4. Public Comment
5. Adjourn

Date: January 18, 2016

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
January 21, 2016**

The meeting was called to order by Chair Cathy Wagner at 5:35 p.m. Other supervisors present were Melvin Waack and Laurie Burke. Also present were UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer.

Palmer discussed the recent update to the UW Extension nEXT Generation Reorganization Plan and provided a copy to committee members. He also provided copies of reorganization plan potential impact documents for the Family Living, Dairy, and 4-H Youth Development Program Areas and a copy of an e-mail from Door County Administrator, Ken Pabich. He further informed the committee that public comment on the plan was due by Friday, January 29.

There was no public comment.

Motion to adjourn by Waack, second by Burke. Motion carried with the meeting adjourning at 5:48 pm.

Respectfully submitted,

Kevin A. Palmer
UW-Extension
4-H Youth Development Educator
Department Director



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

DATE: February 11, 2016

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 - Discussion and possible action
4. Public Comment
5. Approval of December and January Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2015/2016 Budget Review - Discussion and possible action
8. Educator Report...Wisconsin Nutrition Education Program staff - Discussion only
9. February Office Newsletter Review - Discussion only
10. Office Reconfiguration - Discussion only
11. Date of Next Meeting
12. Adjourn

Date: February 1, 2016

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

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**Natural Resources and Education Committee
Manitowoc County Office Complex
February 11, 2016**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Todd Holschbach, Melvin Waack, and Laurie Burke. Supervisor Pat Kohlman was excused. Also present were UW Extension 4-H Youth Development Educator and Department Director Kevin Palmer, WNEP Coordinator Laura Apfelbeck, WNEP Educator Kao Vang, WNEP Educator Janeth Orozco and UW-Extension Program Assistant Tracy Schuppel.

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

There was no public comment.

Motion by Holschbach, second by Waack, to approve the minutes of the December 10, 2015 and January 21, 2015 meetings. Motion carried.

Correspondence: Palmer stated that there was a WACEC flyer and it was for an upcoming East-Metro Region meeting on the UW-Extension reorganization plan, and that the meeting will be conducted via You-Tube and Wise line. The flyer has the connection information and the meeting is scheduled for Friday, February 26 from 9:00 -10:30 am. Palmer also indicated that he could reserve a room and NREC Committee members could attend the meeting at the Office Complex if they wished.

2015/2016 Budget Review: Palmer stated that the budget for 2015 finished with \$8800.00 to give back to the county in part due to budgeting for Ruth's position for all of last year, but Ruth retired in September. Some of the education supplies were not all used, and some areas we went over in, but we also did some remodeling up front. Palmer reviewed the 2016 budget and stated there really is not much to show because it is in the beginning of the year and we should be at 92% and we are at that for most categories.

Educator Report: Apfelback stated we have hired two new employees. Their names are Kao Vang and Janeth Orozco. Kao is from Manitowoc and Janeth Orozco is from Sheboygan. Kao will be working the full-time position and Janeth will be working the part-time (80%) position. They both will be traveling to Sheboygan and Manitowoc as needed.

February Office Newsletter Review: Palmer highlighted the Future of Cooperative Extension which includes a budget reduction of \$3.6 million dollars. The target areas will include a cutting of 1.2 million from county-level programs, \$1.7 million from campus programs and state specialists and \$700,000 from Central Administration.

Approximately 80 UW-Extension positions statewide will be eliminated. Palmer highlighted for Gunderson's article that the Wisconsin Agriculture Education Center has raised \$8 million dollars and this represents about two-thirds of the total needed to construct the Center. Palmer highlighted for Zuege-Halvorsen's article that she offers the Parents Forever Program which consists of two 2-hour classes on consecutive weeks. The program is designed for parents experiencing a family transition such as divorce or separation. Last year a total of 216 parents attended the classes which impacted 213 children in Manitowoc County. Apfelbeck highlighted the Wisconsin Local Food Summit that she had a chance to attend. Apfelbeck reported that in Glean Central Wisconsin, a UW-Extension Agent from Portage County and an AmeriCorps worker collected more than 7,000 lbs. of leftover food from Farmers Markets, redistributing it to local food pantries. Sheboygan's Meals on Wheels project grew 5,000 lbs. of food on site in raised garden beds and accepted 11,000 lbs. of fresh local produce donations last year. Apfelbeck concluded that the Hunger Task Force in Milwaukee, started by parents hoping for a school breakfast program, now runs a farm on 200 acres of county-owned land that provides 800,000 lbs. of fresh produce each year to low income families.

Office Reconfiguration: Palmer stated that the UW-Extension support staff area and the volunteer area were reconfigured to have the employees face the customers when they come to the counter instead of having their backs to them. Palmer indicated that the reconfiguration was done to provide better customer service. Palmer also stated that it cost about \$2500.00 for the reconfiguration.

Date of the Next Meeting: The next NREC meeting will be Thursday April 14, 2016, at 4:30 pm at the Manitowoc County Office Complex.

Motion to adjourn by Holschbach, second by Burke. Motion carried with the meeting adjourning at 5:00 p.m.

Respectfully submitted,

Tracy Schuppel
UW-Extension Program Assistant



MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE

DATE: April 14, 2016

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 - Discussion and possible action
4. Public Comment
5. Approval of February Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 Budget Review - Discussion and possible action
8. Educator Report...4-H Youth Development Educator - Discussion only
9. April Office Newsletter Review - Discussion only
10. UW-Extension Reorganization Resolution - Discussion and possible action
11. Date of Next Meeting
12. Adjourn

Date: April 7, 2016

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.

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

DATE: April 14, 2016
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 - Discussion and possible action
4. Public Comment
5. Approval of February Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 Budget Review - Discussion and possible action
8. Educator Report...4-H Youth Development Educator - Discussion only
9. April Office Newsletter Review - Discussion only
10. UW-Extension Reorganization Resolution - Discussion and possible action
11. Date of Next Meeting
12. Adjourn

Date: April 7, 2016

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

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

DATE: June 9, 2016

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 - Discussion and possible action
4. Public Comment
5. Approval of April Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 Budget Review - Discussion and possible action
8. Welcome New Committee Members and Orientation - Discussion only
9. Educator Reports - Dairy and Livestock Agent - Discussion only
10. June Office Newsletter Review - Discussion only
11. Resolution Opposing the UW-Extension Reorganization Plan - Discussion and possible action
12. Date of Next Meeting
13. Adjourn

Date: June 2, 2016

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

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**Natural Resources and Education Committee
Manitowoc County Office Complex
June 9, 2016**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Nicholas Muench and Melvin Waack. Supervisor Todd Holschbach and Dave Gauger were excused. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer and UW-Extension Program Assistant Tracy Schuppel.

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

There was no public comment.

Motion by Waack, second by Muench, to approve the minutes of the February 11, 2016. Motion carried.

Correspondence: Palmer stated that there was a nEXT Generation Memo and it was an update of the nEXT Generation Project. Palmer stated that the Extension offices will stay in every county, but the Educators may have multi-county responsibilities. Palmer stated that the project would be carried out until 2017. Palmer stated that the counties that the county groupings would stay the same. Manitowoc is grouped with Kewaunee and Door counties. The county budget would not change for 2017, and for now we will keep doing what we have been doing. Wagner stated that she did receive the agenda for the WACEC Conference for June 20 and the 21st, but the deadline was the June 1st.

2015/2016 Budget Review: Palmer stated the budget is 60% remaining and we are right on track. At the last meeting it was noted that the agent contracts were not paid, and now they are paid.

Welcome New Committee Members and Orientation: Palmer gave a brief overview of the UW-Extension mission and talked about each of the Program Areas.

Educator Report: Palmer highlighted Scott Gunderson's brochures about the Manitowoc County agriculture and its impact on the Manitowoc County economy. Agriculture provides 12% of Manitowoc county jobs. Palmer stated that Breakfast on the Farm will be on June 12 at Strutz's Farm in Two Rivers.

June Office Newsletter Review: Palmer highlighted the summer camps that will be coming up. The dates are July 18-21 and that will include a week of Hunters Safety Camp as well as Summer Camp. The next week will be just a summer camp will be July 25-28. Palmer highlighted Gunderson's article that the Breakfast on the Farm will be Sunday June 12. Palmer highlighted that Teri Zuege-Halverson has been working on Workplace Bullying and she did a presentation on that topic. Palmer highlighted Laura Apfelbeck's article on how the SNAP Program and the SNAP-ED program fit together. The SNAP Program is a food stamp program and the SNAP-ED is a program that teaches a family how to use the dollars from the SNAP Program.

Resolution Opposing the UW-Extension Reorganization Plan: Wagner stated that the committee needed to vote on the resolution for it to be considered by the County Board at the June 21 meeting. Motion by Waack second by Muench to approve the Resolution Opposing the UW-Extension Reorganization Plan.

Date of the Next Meeting: The next NREC meeting will be August 11, 2016 at 5:30p.m. 2016, at the Manitowoc County Office Complex.

Motion to adjourn by Waack, second by Muench. Motion carried and the meeting adjourned at 5:15 p.m.

Respectfully submitted,

Tracy Schuppel
UW-Extension Program Assistant

NOTE: The meeting was not held due to lack of a quorum.



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

DATE: August 11, 2016
TIME: 5:30 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 - Discussion and possible action
4. Public Comment
5. Approval of June Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 Budget Review - Discussion and possible action
8. Educator Report - Wisconsin Nutrition Education Program Coordinator - Discussion only
9. August Office Newsletter Review - Discussion only
10. UW-Extension Reorganization Plan Update - Discussion only
11. Date of Next Meeting
12. Adjourn

Date: August 4, 2016

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

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MANITOWOC COUNTY
NATURAL RESOURCES & EDUCATION COMMITTEE
MEETING NOTICE

DATE: October 20, 2016

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 - Discussion and possible action
4. Public Comment
5. Approval of June Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 Budget Review - Discussion and possible action
8. 2017 Budget Update - Discussion and possible action
9. Update on open Family Living Educator position - Discussion only
10. UW-Extension Reorganization Plan Update - Discussion only
11. Educator Report - 4-H Youth Development Educator - Discussion only
12. October Office Newsletter Review - Discussion only
13. Date of Next Meeting
14. Adjourn

Date: October 11, 2016

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

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**Natural Resources and Education Committee
Manitowoc County Office Complex
October 20, 2016**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Dave Gauger and Melvin Waack. Supervisor Todd Holschbach and Nicholas Muench were excused. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer and UW-Extension Program Assistant Tracy Schuppel.

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

There was no public comment.

Motion by Waack, second by Muench, to approve the minutes of the June 9, 2016. Motion carried.

Correspondence: There was no correspondence.

2015/2016 Budget Review: Palmer stated the budget should be at around 16% and most categories we are doing alright but the one that pops up is the postal and mailing account and that is because the way it was setup in the accounts. The printing and duplicating we are down to 7%, and we have increased that for 2017, otherwise we are right on target. We will be getting 3 months of credit for the Family Living Educator position because of the vacancy left by Teri Zuege-Halvorsen.

2017 Budget: Palmer stated that the budget for 2017 would have changes to printing and duplicating and there will be a decrease in the agent contract by \$7500.00. The position is open and the county would like us to share the position with another county in the future.

Update on open Family Living position: Teri Zuege-Halvorsen left the position at the end of September. The position is open and we will be filling the position with an interim Family Living Educator. The position should be posted either tomorrow or by the following Wednesday. The interim Educator will be contracted until June 30, 2017.

UW Extension Reorganization Plan Update: Palmer stated that there was not really any update to give. The nEXT Generation project has been compiling the surveys. The workgroups are expected to get their work done around Thanksgiving and will give feedback on the 4-H Program.

Educator Report: Palmer stated that he has been working on Building an Effective and Engaged Board along with Paula Huff, Oconto County 4-H Educator and Denise Retzleff, Fond du Lac County 4-H Educator. It is a 120 page toolkit and it is designed to help the 4-H leaders learn about their role as a board member.

June Office Newsletter Review: Palmer stated that he was working on a toolkit of resources and activities that can be applied to a variety of non-profit boards beyond 4-H. Palmer stated that in Scott Gunderson's article the Dairy Judging Team had taken second in the nation. Minnesota had taken first. Palmer stated that for Laura Apfelbeck's article that WNEP has changed their name to FoodWise because according to Amber Canto the State Coordinator for the program, their goal was to move closer to an action orientated name that reflects their purpose and intended outcomes, as well as focus on a relevant digital presence.

Date of the Next Meeting: The next NREC meeting will be December 8, 2016 at 4:30p.m. 2016, at the Manitowoc County Office Complex.

Motion to adjourn by Waack, second by Muench. Motion carried and the meeting adjourned at 5:00 p.m.

Respectfully submitted

Tracy Schuppel
UW-Extension Program Assistant



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

DATE: December 8, 2016

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 - Discussion and possible action
4. Public Comment
5. Approval of October Minutes - Discussion and possible action
6. Correspondence - Discussion and possible action
7. 2016 Budget Review - Discussion and possible action
8. Update on open Family Living Educator position - Discussion only
9. UW-Extension Reorganization Plan Update - Discussion only
10. Educator Report - Discussion only
11. December Office Newsletter Review - Discussion only
12. Date of Next Meeting
13. Adjourn

Date: December 1, 2016

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.

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**Natural Resources and Education Committee
Manitowoc County Office Complex
December 8, 2016**

The meeting was called to order by Chair Cathy Wagner at 4:30 p.m. Other supervisors present were Dave Gauger, Todd Holschbach and Melvin Waack. Supervisor Nicholas Muench was excused. Also present were UW-Extension 4-H Youth Development Educator and Department Director Kevin Palmer and UW-Extension Program Assistant Tracy Schuppel.

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

There was no public comment.

Approval of October Minutes- There was a correction for the October minutes. It was stated that a motion from October's meeting stated that Muench seconded a motion, but Muench was not present at the meeting. Gauger had seconded the motion. Correction was noted. Motion by Holschbach, second by Gauger, to approve the minutes of the October 9, 2016. Motion carried.

Correspondence: There was no correspondence.

2016 Budget Review: Palmer stated the budget should be around 5.7% remaining and the office is close to that. Palmer also related that the office is under budget in personal services. For printing and duplicating the office is over budget, but will be receiving some reimbursement from the FoodWise program.

Update on Open Family Living Position: Palmer stated that there were 10 applicants, and four of them did not meet the minimum requirements. The six remaining candidates were screened to four for preliminary interviews, which will be held later this month. Final interviews will be completed the first part of January. Palmer stated that he would like someone from the committee to help conduct final interviews.

UW- Extension Reorganization Plan Update: Palmer stated that the nEXT Generation Project Work Groups were compiling a lot of data from around the state. The next step will be for the Integration Work Group to create a final plan. The final plan will be released in February and the plan will start to be implemented after that. The goal is to have the plan implemented by the start of the next fiscal year (2017-2018).

Educator Report: Palmer stated that one of the nEXT Generation Project Work Groups has created a report with data about each county 4-H program. Palmer stated that out of 72 counties, Manitowoc is rated 30th in the state with regard to 4-H enrollment.

December Office Newsletter Review: Palmer stated that Tractor Safety Camp would be offered March 10-12 and then again March 31- April 2, 2017. Palmer related that in Scott Gunderson's article the Manitowoc County Forage Council Dairy Cattle Feeding Day will be December 14th. Palmer also related that for Laura Apfelbeck's article the FoodWise program had an intern from UW Green Bay who had come in and surveyed some of the kids from Riverview Early Learning Center on what foods they liked and don't like. The purpose was to influence the children on better eating habits.

Date of the Next Meeting: The next NREC meeting will be February 9, 2017 at 4:30p.m., at the Manitowoc County Office Complex.

Motion to adjourn by Waack, second by Holschbach . Motion carried and the meeting adjourned at 5:00 p.m.

Respectfully submitted
Tracy Schuppel
UW-Extension Program Assistant