



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, February 18, 2021  
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 15, 2020 EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight - Staff Program Highlight presentation – Cath Tease, Extension Manitowoc County Health and Well-Being Educator.
8. Department Director/Area Director Report - Judy Knudsen
  - Update on Vacant Positions
    - Agricultural Educator
    - FoodWise Nutrition Educator
  - Other updates
    - Budget review/progress – 2021 to date
    - Transition of Dairy Superintendent role at the Manitowoc County Fair
    - Co-Parenting Classes offered by Extension in Manitowoc County
10. Date of Next Meeting
11. Adjourn

Date: February 8, 2021

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.

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:** Thursday, February 18, 2021

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

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

**MINUTES:**

1. **Meeting called to order** at 4:45 p.m. by Chair Wagner.
2. **Roll call:** Present: Supervisor Wagner, Supervisor Cavanaugh, Supervisor Martell and Supervisor Hansen. Excused: Supervisor Neils. Also present: Judy Knudsen, Interim Department Director and Cath Tease, Extension Manitowoc County Health & Well Being Educator.
3. **Approval of Agenda.** Motion made by Supervisor Hansen and seconded by Supervisor Cavanaugh to approve agenda. Motion carried.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Hansen and seconded by Supervisor Martell to approve minutes of the October 15, 2020 meeting. Motion carried.
6. **Correspondence** – Supervisor Wagner shared correspondence from the Wisconsin Counties Association regarding Wisconsin Extension Association (WEXA) 1) dues of \$50.00 and 2) meeting via Zoom scheduled for Friday, February 21, 2021. Supervisors Wagner and Hansen will participate.
7. **Program Highlight**

Cath Tease, Extension Manitowoc County Health and Well Being Educator provided update on her programming. She serves as co-chair of the Substance Abuse Coalition. The group has distribution containers throughout the county for 1) safe disposal and 2) safe storage of opioids. Lock boxes have also been placed at facilities serving high risk populations. Deactivation kits have been distributed at pop-up food pantry sites. Six ID scanners have been obtained and are designed to reduce access to underage drinking.

Her teaching focuses on delivering the following programs. 1) Highlights of Taking Care of You” explores ways to take better care of yourself and manage stress. 2) Prevent Suicide QPR Training. This training is intended to offer hope through positive action. 3) Adult Mental Health First Aide is an intervention public education program to teach adults how to recognize signs and symptoms that suggest a potential mental health challenge, how to listen nonjudgmentally, a give assurance to person who may be experiencing a mental health challenge, and 4) Strong Bodies Strength Training program designed to increase strength, muscle mass and bone density in middle aged and older women.

**8. Department Director Report:**

Update on Vacant Positions:

Agriculture Educator – Vacant Agriculture Educator position, there are multiple scenarios related to staffing 1) funding request by Interim UW-Madison System President Tommy Thompson for additional county educators, and 2) bill submitted by State of Wisconsin legislator for additional state specialists. In addition, Extension leadership is having conversations with dairy industry leaders and stakeholders regarding strategies on how Extension can best address the future of the dairy industry in Wisconsin and staffing needed to benefit the industry.

FoodWise Nutrition Educator – This position is funded with external funding obtained by the USDA Supplemental Nutrition Assistance Program - Education, so it is being filled. Preliminary interviews are being held the week of 2.15.22 and final interviews are scheduled for week of 2.22.2021.

Budget review/progress 20201 to date was shared.

Transition of Dairy Superintendent at the Manitowoc County Fair – Judy Knudsen has worked with Expo staff to transition files and to determine tasks that will continue to be completed by Extension Manitowoc County related to the youth dairy show.

Co-Parenting classes offered by Extension in Manitowoc County. Renee Koenig, Extension Kewaunee County Human Development Relationships Educator has offered co-parenting classes in Manitowoc County for several years. In 2020, 89 Manitowoc County parents participated in the program benefiting 124 children. She works with a number of organizations including the courts system to recruit parents. Registration fee charged to parents covers materials and her mileage.

**9. Next Meeting:** Thursday, April 15, 2021, 5:30 p.m.

**10. Adjournment:** Motion made by Supervisor Cavanaugh and seconded by Supervisor Hansen to adjourn the meeting.

Recorded by Judy Knudsen, Interim Department Director

February 18, 2021



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, April 15, 2021

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 18, 2021, EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Staff Program Highlight presentation – Kevin Palmer, Manitowoc County 4-H Youth Development Educator.
8. Department Director/Interim Area Director Report (Judy Knudsen)
  - COVID-19 Updates from Extension – Opening UP
  - Update on vacant positions
  - Budget review/progress – 2021 to date
  - March Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: April 5, 2021

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.

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: Thursday, April 15, 2021**

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

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

**MINUTES:**

1. **Meeting called to order** at 4:45 p.m. by Chair Wagner.
2. **Roll call:** Present: Supervisor Wagner, Supervisor Cavanaugh, Supervisor Martell and Supervisor Niels. Absent Supervisor Hansen. Also present: Kevin Palmer, 4-H Youth Development Educator and Judy Knudsen, Department Director.
3. **Approval of Agenda.** Motion made by Supervisor Cavanaugh and seconded by Supervisor Niels to approve the agenda. Motion approved with all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Neils and seconded by Supervisor Cavanaugh to approve minutes of February 18, 2021 meeting. Motion approved with all voting aye.
6. **Correspondence** – None.
7. **Program Highlight**

Kevin Palmer, 4-H Youth Development Educator shared the following updates.

- “Fill the Hill With 4-H Clovers” was a success with 285 clover signs were paid for and placed on the sledding hill. Fund raiser generated approximately \$6,000.
- Winter Leadership Camp was held virtually the second weekend of February with 44 youth participants. Much creativity went into planning this event to make it engaging for young people. Very positive evaluation results were shared.
- Tractor safety training is being held on Saturdays during April. Class is full.

**8. Department Director Report:**

- COVID-19 Updates from Extension.
  - Educators will be back in the office fulltime on July 1, 2021.
  - While there is not as mask mandate in Wisconsin, the University of Wisconsin is requiring participants to wear masks.
  - Number of participants allowed at Extension programs will increase.
- Update on vacant positions.
  - 4-H Youth Development Educator position is currently being advertised.
  - Staff of vacant Agriculture Educator positions in Northeast Wisconsin will be discussed on April 29, 2021.
- Budget review/progress – 2021 to date. No questions or comments.
- March Newsletter was shared.

**9. Next Meeting:** Thursday, June 17, 2021 at 4:45 p.m.

**10. Adjournment:** Motion made by Supervisor Cavanaugh and seconded by Supervisor Martell to adjourn meeting. Motion carried all voting aye. Meeting adjourned at 5:20 pm.

Recorded by Judy Knudsen, Department Director  
April 15, 2021



## **MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE**

**DATE:** Thursday, June 17, 2021

**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 April 15, 2021 EEAC Committee Minutes
6. Correspondence -
7. Department Director/Interim Area Director Report – Judy Knudsen
  - Extension Manitowoc County relocation to UW-Green Bay Manitowoc Campus
  - Update on Dairy Educator position & and related changes
  - Update on proposed ownership change with Camp Tapawingo
  - Budget review/progress – 2020 to date
  - June Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: June 7, 2021

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.

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: Thursday, June 17, 2021**

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

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

**MINUTES:**

1. **Meeting called to order** at 4:45 p.m. by Chair Wagner.
2. **Roll call:** Present: Supervisor Wagner, Supervisor Cavanaugh, Supervisor Martell, Supervisor Niels, and Supervisor Hansen. Also present: County Department Heads: Gerry Neuser, Jerry Halverson; Area Extension Director/Department Head Judy Knudsen and Heidi Johnson, UW-Madison Division of Extension, Agriculture Institute Director.
3. **Approval of Agenda.** Motion made by Supervisor Cavanaugh and seconded by Supervisor Martell to approve agenda for June 17, 2021 meeting. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Niels and seconded by Supervisor Hansen to approve minutes of April 15, 2021 meeting. Motion carried all voting aye.
6. **Correspondence** – None.
8. **Department Director Report:**
  - Extension Manitowoc County relocated to UW-Green Bay Manitowoc Campus – Gerry Neuser provided an update on the relocation of Extension Manitowoc County to the Hillside Building. Move is scheduled for last week of July but will be dependent on arrival of workstations.
  - Update on Dairy Educator position and related changes – Heidi Johnson, UW-Madison Division of Extension Agriculture Institute Director provided information on the Agriculture Institute Staffing Strategy and related impact to Manitowoc County. Lengthy conversation regarding needs of Manitowoc County farmers and expectations of educator to be hired.
  - Update on proposed ownership change with Camp TaPaWingo. UW-Madison only wants one 4-H camp which will be Camp Upland Woods. Camp TaPaWingo is currently owned by the Manitowoc County 4-H Leaders Association. A dedicated group of volunteers is working on options including the creation of a nonprofit 501 (c) 3 and transferring camp to the nonprofit.
  - Budget review/progress 2020 to date was shared.
  - June Newsletter was shared.
9. **Next Meeting:** Thursday, August 19, 2021, 4:45 PM June 17, 2021
10. **Adjournment:** Meeting adjourned at 6:30 p.m.

Recorded by Judy Knudsen, Department Director

June 17, 2020



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, August 19, 2021

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 June 17, 2021 EEAC Committee Minutes
6. Correspondence -
7. Programming Highlight – Introduction of new FoodWise Nutrition Educators. Program Highlight presentation – Laura Apfelbeck, Jace Purdy and Krystina Yang, FoodWise Staff
8. Department Director/Interim Area Director Report, Judy Knudsen
  - Update on upcoming move
  - Hiring update of new Educators
  - Budget review/progress to date
  - Extension Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: August 9, 2021

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.

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:** Thursday, August 19, 2021

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

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

**MINUTES:**

1. **Meeting called to order** at 4:45 p.m. by Chair Wagner.
2. **Roll call:** Present: Catherine Wagner and Bob Cavanaugh. Excused: Supervisor Martel, Supervisor Niels and Supervisor Hansen. Also present: Judy Knudsen, Department Director; Laura Apfelbeck, FoodWise Coordinator, Jace Purdy and Krystina FoodWise Educators and Neil Hall, Manitowoc County 4-H Program Educator.
3. **Approval of Agenda.** Motion made by Supervisor Cavanaugh and seconded by Supervisor Wagner to approve August 19, 2021 agenda. Motion carried all voting aye.
4. **Public Comment** - None.
5. **Minutes.** Motion made by Supervisor Cavanaugh and seconded by Supervisor Wagner to approve minutes from the June 17, 2021 meeting. Motion carried all voting aye.
6. **Correspondence** - None.
7. **Program Highlight:**

FoodWise Coordinator Laura Apfelbeck introduced FoodWise Educators Jace Purdy and Krystina Yang. After sharing their background, they presented on Strong Bodies and demonstrated exercises done as part of the program. Strong Bodies is an eight-week exercise program for older adults which is taught in small groups. Participants learn to exercise more regularly and eat healthier. Regular, weight-bearing exercise helps older adults increase their strength, muscle mass and bone density, and decrease the risk of osteoporosis, diabetes, heart disease, arthritis, depression and obesity. Exercise has also been shown to improve self-confidence, sleep and vitality. There is not cost for participants to participate. A number of organizations in Manitowoc County are interested in hosting this program.

**8. Department Director Report:**

Department Head Knudsen introduced Neil Hall, Extension Manitowoc County 4-H Program Educator Neil Hall. He provided information on his previous work experience. Neil has met a number of 4-H leaders as preparations are being finalized for the upcoming Manitowoc County Fair.

Move to the UW-Green Bay Manitowoc Campus has been delayed due to later than planned arrival of office furniture. Planned move date is September 15, 2021. Will hold the October meeting of the Extension Education and Agriculture Committee at the new office location. Future meetings will be held at the Manitowoc County Office Complex.

Monthly newsletter was shared.

Budget review/progress 2021 to date was shared.

9. **Next Meeting:** Thursday, October 21, 2021, 4:45 PM
10. **Adjournment:** Motion made by Supervisor Cavanaugh and seconded by Supervisor Wagner to adjourn the meeting. Motion carried all voting aye. Meeting adjourned at 5:30 p.m.



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, October 21, 2021

TIME: 4:45 P.M.

PLACE: **PLEASE NOTE LOCATION CHANGE FOR THIS MEETING ONLY.**

Meeting will be held at:

**UW-Green Bay Manitowoc Campus**

**705 Viebahn Street, Hillside Hall, Manitowoc, WI 54220**

Enter through double doors on north side of building. Extension signage is located in lawn near entrance. After entering building, turn left in hallway and will see office.

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 19, 2021 EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight presentation – FoodWise
8. Department Director/Interim Area Director Report
  - Extension update
  - Tour
  - Update on hiring
  - Budget review/progress – 2021 to date
  - Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: October 11, 2021

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.

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: Thursday, October 21, 2021**

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

**PLACE: University of Wisconsin Green Bay Manitowoc Campus**

**MINUTES:**

1. **Meeting called to order** at 4:46 p.m. by Chair Wagner.
2. **Roll call:** Present: Supervisor Wagner, Supervisor Cavanaugh, Supervisor Martel, and Supervisor Hansen. Excused Supervisor Niels. Also present: Judy Knudsen, Department Director; Laura Apfelbeck, FoodWise Coordinator, and Dietetic Interns Nellie Brown and Mariya Kirova.
3. **Approval of Agenda.** Motion made by Supervisor Martel and seconded by Supervisor Hansen to approve agenda of October 21, 2021 meeting. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Cavanaugh and seconded by Supervisor Hansen to approve minutes of the August 19, 2021 meeting. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight**

FoodWise Coordinator Laura Apfelbeck shared new projects FoodWise is working on to address food insecurity in Manitowoc County – Story Stroll and Harvest of the Month.

Student Interns Nellie Brown and Mariya Kirova shared a power point highlighting implementation of story stroll. Children's books focusing on nutrition are taken apart and posted in public areas for children and their families to read the story while strolling. A story stroll was utilized at a community garden in Manitowoc and will be available at the October 23, 2021 farmers market in Manitowoc.

Wisconsin Harvest of the Month is a statewide campaign that encourages kids and families to eat more fruits and vegetables. Each month schools showcase one seasonal, Wisconsin-grown fruit or vegetable. Students taste, explore and learn about the importance of eating fruits and vegetables. Schools in Manitowoc County are being recruited to participate in this program.

**8. Department Director Report:**

Hiring – Final interviews for the Extension Manitowoc County Agriculture Educator Dairy Emphasis position have been completed and offer was extended to candidate.

Budget review/progress 2021 to date was shared.

Tour of Extension Manitowoc's new location on the University of Wisconsin-Green Bay Manitowoc campus.

- 9. Next Meeting:** Thursday, December 16, 2021, 4:45 p.m. at 4319 Expo Drive, Manitowoc in the large conference room.

- 10. Adjournment:** Meeting adjourned at 5:30 pm.