



**MANITOWOC COUNTY  
EXTENSION EDUCATION AND AGRICULTURE COMMITTEE  
(stand-up) MEETING NOTICE**

**DATE:** Tuesday, January 17, 2023

**TIME:** **5:30 P.M.**

**PLACE:** Manitowoc County Heritage Center  
Education Room (basement)  
1701 Michigan Ave., 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. Regular Business (Roll call, approval of previous minutes, correspondence)
2. Public Comments
3. Approval of the Resolution Regarding Authorization of Submission of Grant Application to the West Foundation
4. Adjourn

Date: December 20, 2022

Catherine Wagner, Chair  
By: Laura Apfelbeck  
Assistant Area Extension Director/FoodWise Coordinator

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:** Tuesday, January 17, 2023

**TIME:** 5:30 P.M.

**PLACE:** Manitowoc County Heritage Center, Education Room  
1701 Michigan Avenue, Manitowoc, WI 54220

**MINUTES:**

1. Regular Business:
  - a. Meeting called to order at 5:30 p.m. by Chair Wagner.
  - b. Roll call: Present: Supervisor Catherine Wagner, Supervisor Lee Engelbrecht and Supervisor Ryan Phipps. Excused: Supervisor Hansen. Absent: Supervisor Jadowski.  
Also in attendance: Laura Apfelbeck, Assistant Area Extension Director/FoodWise Coordinator.
  - c. Approval of previous minutes – Not applicable.
  - d. Correspondence – Not applicable.
2. Public Comment – None.
3. Approval of the Resolution Regarding Authorization of Submission of Grant Application to the West Foundation. A motion was made by Supervisor Lee Engelbrecht and seconded by Supervisor Ryan Phipps to approve resolution regarding authorization of submission of Grant Application to the West Foundation. Motion carried all voting aye.
4. Adjourn: Motion made by Supervisor Ryan Phipps and seconded by Supervisor Lee Engelbrecht to adjourn meeting. Motion carried all voting aye. Adjourned 5:35 p.m.

Respectfully Submitted: Laura Apfelbeck, Assistant Area Extension Director/FoodWise Coordinator

January 17, 2023



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

DATE: Thursday, February 16, 2023

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

PLACE: Manitowoc County Office Complex, **Room 300**  
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 December 15, 2022 EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight Presentations
  - Department Head Report
  - Budget review/progress January 1, 2023 to date
  - Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: February 7, 2023

Catherine Wagner, Chair  
By: Judy Knudsen  
Interim Area Extension Director/Department Director

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

**DATE: Thursday, February 16, 2023**

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

**PLACE: Manitowoc County Office Complex, Room 300, 4319 Expo Drive, Manitowoc, WI**

MINUTES:

1. **Meeting called to order** at 4:45 p.m. by Chair Supervisor Wagner.
2. **Roll call:** Present: Supervisor Wagner, Supervisor Hansen, Supervisor Phipps, and Supervisor Jadowski. Excused: Supervisor Engelbrecht. Also present: Judy Knudsen, Department Director; FoodWise Educators Jace Purdy and Krystina Yang, Intern Morgan Christensen and Agriculture Educator Angie Ulness.
3. **Approval of Agenda.** Motion made by Supervisor Jadowski and seconded by Supervisor Hanson to approve the February 16, 2023 agenda. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Hanson and seconded by Supervisor Phipps to approve the December 15, 2022 Extension Education and Agriculture Committee minutes. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight**

Angie Ulness, Agriculture Educator provided an update on programming efforts. Is working with Extension colleagues to plan and implement the Midwest Manure Summit which is a bi-annual program. She continues to do weekly segments with WOMT radio. Work continues on developing a display highlighting the evolution of milking from bucket robot in partnership with the Farm Discovery Center. Angie was involved in the farmer mentor to mentor meetings. Organized a dairy reproduction presentation for 20 veterinarians taught by UW-Madison faculty from the Department of Animal and Dairy Sciences.

FoodWise Educators shared they are involved with the Community Health Improvement Plan being led by the Manitowoc County Health Department. They are teaching the curriculum, Around the Table, at Washington Middle School. Shared concept of “Grains of Wisdom.” Educators are using the 5/20 rule to help people think what they eat. If the Nutrition Facts label %DV is less than 5% there is a low amount of this nutrient, while if the %DV is greater than 20% there is a high amount of this nutrient.

**8. Department Director Report:**

Extension Areas will be reconfigured with Manitowoc moving from Area 11 to a newly created Area 12 consisting of Manitowoc, Calumet, and Sheboygan Counties. A new Area Extension Director will be hired. Chris Eisenschink, Personnel Director will participate in the interview process.

Budget review/progress 2023 to date was shared.

Newsletter was shared. Supervisors discussed the need of address older adults who may be experiencing isolation, mental health issues, lack of stimulation etc. and what could be Extension Manitowoc County’s educational role in addressing needs of an aging population.

**9. Next Meeting:** Thursday, April 20, 2023, 4:45 PM

**10. Adjournment:** Meeting adjourned at 6:00 p.m.



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

DATE: Thursday, April 20, 2023  
TIME: **4:45 P.M.**  
PLACE: Manitowoc County Office Complex, **Room 300**  
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 16, 2023 EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight presentation
8. Department Director Report
  - Extension Updates
  - Budget review/progress – Year to Date
  - Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: 4.11.2023

Catherine Wagner, Chair

By: Judy Knudsen

Interim Area Extension Director/Department Director

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

Corrected 4/24/2023

**DATE:** Thursday, April 20, 2023

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

**PLACE:** Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI 54220

**MINUTES:**

1. **Meeting called to order** at 4:45 p.m. by Chair Supervisor Wagner.
2. **Roll call:** Present: Supervisor Catherine Wagner, Supervisor Ryan Phipps, Supervisor Lee Engelbrecht, and Supervisor Tim Jadowski. ~~Absent~~ **Excused:** Supervisor Paul Hansen. Also present: Judy Knudsen, Department Director; Laura Apfelbeck, FoodWise Coordinator, Educators Cath Tease and Katrina Pionek.
3. **Approval of Agenda.** Motion made by Supervisor Engelbrecht and seconded by Supervisor Phipps to approve the April 20, 2023 agenda. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Phipps and seconded by Supervisor Engelbrecht to approve the approve the February 16, 2023 meeting minutes. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight**

FoodWise Coordinator Laura Apfelbeck provided an update on development of community gardens in Manitowoc. The program Strong Bodies is being offered in English and Hmong at the Manitowoc Senior Center. Youth Advocates for Community Health will participate in a gleaning project at the Saturday Manitowoc Farmers Market. Food not sold at the market will be taken to Southfield's community facility for storage until it can be distributed. Promotion of EBT and double bucks will occur again this summer at farmers markets. Similar promotion conducted in 2022 resulted in significant increase of limited income households utilizing EBT and double bucks.

Cath Tease, Health and Well-Being Educator provided an update on the Program "Making Reading Memories" which is being conducted at the Manitowoc County Jail. To date, 14 justice involved individuals have participated while connecting with 17 children and 13 caregivers. Justice involved individuals are very appreciative of this program. She is also working with a coalition addressing youth mental health issues. Preparing a plan of how to train educators and community members.

Katrina Pionek, 4-H Program Educator has been delivering programs at the Boys and Girls club in Kiel. An embryology project is being piloted with a local school district. STEM projects sessions have been popular. Summer camps are being planned. Twenty Manitowoc County youth will travel to Washington DC this summer as part of a 4-H experience with Calumet County.

**8. Department Director Report:**

Judy Knudsen shared Jayna Hinz has been hired as the Area Extension Director serving Manitowoc, Sheboygan and Calumet Counties. She will start on May 8, 2023.

Budget review/progress year to date was shared.

Monthly newsletter was distributed.

**9. Next Meeting:** Thursday, June 15, 2023 at 4:45 PM.

**10. Adjournment:** Motion made by Supervisor Jadowski and seconded by Supervisor Phipps. Meeting adjourned at 5:27 p.m.



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

DATE: Thursday, June 15, 2023

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex, **Room 300**  
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 20, 2023, EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight presentation
8. Department Director/Area Extension Director Report
  - Updates
  - Budget review/progress – Year to Date
  - Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: June 2, 2023

Catherine Wagner, Chair  
By: Janya Hintz, Area 12 Extension  
Director/Department Director

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**MINUTES**  
**MANITOWOC COUNTY**  
**Extension Education and Agriculture Committee**  
**Corrected June 26, 2023**

**DATE: Thursday, June 15, 2023**

**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 Supervisor Catherine Wagner.
2. **Roll call:** Present: Supervisor Catherine Wagner, Supervisor Ryan Phipps, Supervisor Lee Engelbrecht, Supervisor Tim Jadowski and Supervisor Paul Hansen. Also present: Jayna Hintz UW Extension Department Director; UW Extension Educators: Katrina Pionek, Angie Ulness, Laura Apfelbeck and 4-H youth that are part of the Community Gleaning Project and Dairy Judging Team.
3. **Approval of Agenda.** Motion made by Supervisor Lee Engelbrecht and seconded by Supervisor Ryan Phipps to approve the June 2023 agenda. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Ryan Phipps and seconded by Supervisor Tim Jadowski to approve the May 8, 2023, meeting minutes. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight**

Angie Ulness, Extension AG Educator, shared that the June Dairy Month, Breakfast on the farm was successful, with approximately 3700 attendees. This year they had more food offerings and Jenna Grease Gries was crowned the 2023 Manitowoc Dairy Princess. Angie is working on Pre-Exercises for the Emergency Team drill practices and working on programming for next year. Angie formally introduces the new Area 12 Extension Director, Jayna Hintz.

The Dairy Judging Team (Jenna Gries, Lauren Siemers, Clarissa Ulness and Emma Vos), overseen by Angie Ulness, presented on the Dairy Judging Team that won nationals and qualified for trip to Europe, which included time in Scotland, Ireland, and England. Jenna represented the team at the meeting and shared that they toured dairy and beef farms and learned how the USA agriculture impacts agriculture in Europe. The team judged at royal highland bowl. Learned about grazing and rotational grazing, different soil climate, grow different crops and overall, more about worldwide agriculture. Presenter, Jenna, shared that being part of the Dairy Judging, helped her with public speaking, articulate thoughts, and create best friends, and mentors for life. She is grateful for program.

Laura Apfelbeck, Extension FoodWise Coordinator introduced a panel of youth (Mariana R., Elena Z., Dillon L., Milana M., Sophia M., Porter F.) that advocate for community Health. The group started working together in 7<sup>th</sup> grade. Currently the majority graduated from high school this year. The group had two representatives attend “True Leaders In Equity Institute, part of the Cooperative Extension System, in Washington D. C. Representatives selected a project on gleaning to take back to the team in Manitowoc County.



The group of youth work to improve community by working with local farmers market to collect remaining produce after the market. They survey the interest of vendors to find out what they do with left over produce. The vendors shared they would rather donate then cart it back home. The Gleaning Project partnered with Southfield Townhouses, to bring the leftover produce from the farmers market to their onsite food pantry. The manager at Southfield Townhouses is gathering volunteers to take over the farmers market gleaning project. The youth's work at the farmers market encompasses every Saturday speaking with vendors and distribute bags to those willing to donate their leftover produce. The morning team records the vendors interested in donating for afternoon team who retrieves the bags and takes them to the Southfield Town houses. Every Saturday since May 13, they have gathered the leftover produce. The team shared that one way to encourage people to eat produce is to make it easy to access, thus having it at the onsite pantry, and they offer easy recipe cards for using produce. Youth on the panel shared that they joined to help positively impacted the community. Most joined via a recommendation from a friend. Everyone shared they have enjoyed the experience.

Katrina, Extension 4-H Educator, shared that both presentations exhibited the intertwining of programs between Extension Educators. The 4-H Livestock Judging group did well, especially for their first competition. The Livestock Judging team looks forward to future competition. Katrina is holding a k-2<sup>nd</sup> Cloverbud day and the Manitowoc school district will be stopping in to visit/experience an Extension 4-H program. Currently she is planning for 4-H summer camp. She is holding the programs in the gym and finds hearing laughter during the programs on campus as a positive experience.

**8. Department Director Report:**

Jayna Hintz, the new Extension Director reported the new Administrative Assistant Hire, shared with Manitowoc Soil and Water Department, started on June 5<sup>th</sup> and will be supporting the UW Extension Manitowoc Dairy Educator, Angie Ulness.

Currently Extension is on the mark with their budgeting, each educator has their own track for budget use, as noted in the report provided.

Three of the Extension Educator reported during the meeting and remaining highlight shared was regarding Cath Tease, Health and Well Being Educators current work with Raise Your Voice/NAMI and the Health Department.

**9. Next Meeting:** Thursday, August 17, 2023, 4:45 PM

**10. Adjournment:** Motion made by Supervisor Lee Englebrect, seconded by Supervisor Ryan Phipps. Meeting adjourned at 5:19 pm.

Recorded by Jayna Hintz, Department Director June 15, 2023



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, August 17, 2023  
TIME: 4:45 P.M.  
PLACE: Manitowoc County Office Complex  
4319 Expo Drive, Room 300, 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 15, 2023, EEAC Committee Minutes
6. Correspondence
7. Programming Highlight
  - 4-H Educator, Katrina Pionek and 4-H youth will present on spring and summer educational experiences (Space Camp, American Spirit, Summer Academy, Summer Camp, Washington DC)
  - Agriculture-Dairy Educator, Angie Ulness, will present on summer educational experiences.
  - FoodWise summer Community Health Interns prepared a 2-minute video to share and will answer questions about their work.
    - Milana Meisner: Community Gardens Improve Access to Healthy Foods
    - Sophia Meisner: Gleaning the Manitowoc Farm Market Adds Produce to Southfield Pantry
    - Talise Meisner: Improving Health through Increased Access to EBT at the Farm Market
    - Interns invited to the meeting their CHIP supervisor, Brenda Birringer, the West Foundation and the First Presbyterian Community Meals program.
8. Department Director/Area Extension Director Report
  - Updates
  - Budget review/progress – Year to Date
  - Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: August 3, 2023

Catherine Wagner, Chair

By: Janya Hintz, Area 12 Extension Director/Department Director

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

**DATE: Thursday, August 17, 2023**

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

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

**MINUTES:**

1. **Meeting called to order** at 4:50 p.m. by Chair Supervisor Wagner.
2. **Roll call:** Present: Supervisor Catherine Wagner, Supervisor Ryan Phipps, Supervisor Lee Engelbrecht, Supervisor Tim Jadowski and Supervisor Paul Hansen. Also present: Jayna Hintz Department Director; Educators: \_4-H Educator, Katrina Pionek and five 4-H youth, Agriculture Educator, Angie Ulness, and FoodWise Coordinator Laura Apfelbeck.
3. **Approval of Agenda.** Motion made by Supervisor Tim Jadowski and seconded by Supervisor Lee Engelbrecht to approve the Augst 17th, 2023 agenda. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Tim Jadowski and seconded by Supervisor Ryan Phipps to approve the approve the June 15, 2023, meeting minutes. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight**

FoodWise Coordinator Laura Apfelbeck invited three summer interns, Sophie Meisner, Milana Meisner, and Talise Meisner to share their 2-minute video presentations and answer questions about their work.

- Sophia Meisner presented on Gleaning the Manitowoc Farm Market Adds Produce to Southfield Pantry
- Milana Meisner presented on Community Gardens Improve Access to Healthy Foods
- Talise Meisner presented on Improving Health through Increased Access to EBT at the Farm Market
- Brenda Birringer, the CHIP supervisor share more about the internship process and the need for funds to keep it going.
- The West Foundation representatives were also present, a grant from the West Foundation supported the summer Community Health Internship program.

4-H Educator Katrina Pionek invited five 4-H youth to present on spring and summer educational experiences. Presentations were provided by Jonah H. on Space Camp, Madyson S. and Makayla S. on the American Spirit trip, Walker U. on Manitowoc 4-H Summer Camp, and Whitney U. on the Washington D. C. experience. All youth shared skills they learned, friendships they made and the value of their experience.

**8. Department Director Report:**

Updates:

Budget review/progress year to date was shared.

Newsletter provides a few highlights of the educator's areas of work. The committee discussed in depth the need for mental health education for all ages. Cath Tease, Health and Well Being Educator, Angie Ulness, Agriculture educator, and Katrina Pionek, 4-H Educator programming does offer some connections to mental health and has been and will continue to be highlighted in future newsletters.

**9. Next Meeting:** Thursday, October 19<sup>th</sup>, 2023, 4:45 PM weather permitting

**10. Adjournment:** Meeting adjourned at 6:10pm.

Recorded by Jayna Hintz, Department Director on August 17, 2023



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, October 19, 2023

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex  
**Room 300**  
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 August 17, 2023, EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight presentation
  - Presenter: Cath Tease, UW-Madison Division of Extension Health and Well Being Educator
8. Department's Report- Jayna Hintz, UW Madison-Division of Extension Area 12 Director
  - Budget review
  - Budget progress year to date
  - October Newsletter – Information/Discussion
10. Date of Next Meeting
11. Adjourn

Date: October 2, 2023

Catherine Wagner, Chair  
By: Janya Hintz, Area 12 Extension  
Director/Department Director

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

**DATE: Thursday, October 19th, 2023**

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

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

**Committee**

- Supervisor Catherine Wagner, Chair
- Supervisor Lee Engelbrecht
- Supervisor Paul Hansen
- Supervisor Tim Jadowski
- Supervisor Ryan Phipps

**MINUTES:**

1. **Meeting called to order** at 4:55 p.m. by Chair Supervisor Wagner.
2. **Roll call:** Present: Supervisor Catherine Wagner, Supervisor Ryan Phipps, Supervisor Lee Engelbrecht, Supervisor Tim Jadowski and Supervisor Paul Hansen. Also present: Jayna Hintz Department Director; Cath Tease, Health, and Well Being Educator.
3. **Approval of Agenda.** Motion made by Supervisor Ryan Phipps and seconded by Supervisor Lee Engelbrecht to approve the October 19, 2023 agenda. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Tim Jadowski and seconded by Supervisor Ryan Phipps to approve the approve the August 17, 2023 meeting minutes. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight** - Cath Tease, HWB educator shared the 2021 Youth Risk Behavior Survey data specific to youth mental health. The Coroner’s report was shared and the upcoming QPR suicide prevention training flyer was circulated.
8. **Department Director Report:**  
Updates:  
Budget review/progress year to date was shared. Extension has stayed within budget, breakdown of each educator’s budget use was shared.  
Newsletter highlighting educators work was provided and few areas called out.
9. **Next Meeting:** Thursday, December 21, 2023, 4:45 PM weather permitting
10. **Adjournment:** Meeting adjourned at 5:33 pm.

Recorded by Jayna Hintz, Department Director, October 19, 2023



## MANITOWOC COUNTY EXTENSION EDUCATION AND AGRICULTURE COMMITTEE MEETING NOTICE

DATE: Thursday, December 21, 2023

TIME: 4:45 P.M.

PLACE: Manitowoc County Office Complex  
**Room 300**  
4319 Expo Drive, Manitowoc, WI 54220

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1. Call to order
2. Roll call
3. Approval of Agenda
4. Public Comment
5. Approval of the October 19, 2023, EEAC Committee Minutes
6. Correspondence
7. Programming Highlight – Staff Program Highlight presentation
  - Presenter: Angie Ulness, UW Extension Dairy Educator
8. Department's Report- Jayna Hintz, UW Madison-Division of Extension Area 12 Director
  - Budget review
  - Budget progress year to date –
  - December Newsletter – Information/Discussion
10. Date of Next Meeting – February 15, 2024
11. Adjourn

Date: December 4, 2023

Catherine Wagner, Chair  
By: Janya Hintz, Area 12 Extension  
Director/Department Director

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

**DATE: Thursday, December 21, 2023**

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

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

**Committee Members:**

- Supervisor Catherine Wagner, Chair
- Supervisor Lee Engelbrecht
- Supervisor Paul Hansen
- Supervisor Tim Jadowski
- Supervisor Ryan Phipps

**MINUTES:**

1. **Meeting called to order** at 4:47 p.m. by Chair Supervisor Wagner.
2. **Roll call:** Present: Supervisor Catherine Wagner, Supervisor Lee Engelbrecht, Supervisor Tim Jadowski and Supervisor Paul Hansen. Excused: Supervisor Ryan Phipps. Also present: Jayna Hintz Department Director; Angie Ulness, Agricultural Educator.
3. **Approval of Agenda.** Motion made by Supervisor Lee Engelbrecht and seconded by Supervisor Paul Hansen to approve the December 21, 2023, agenda. Motion carried all voting aye.
4. **Public Comment** – None.
5. **Minutes.** Motion made by Supervisor Paul Hansen and seconded by Supervisor Lee Engelbrecht to approve the October 19, 2023, meeting minutes. Motion carried all voting aye.
6. **Correspondence** – None.
7. **Program Highlight** – Angie Ulness, UW Extension Agricultural Educator presented current areas of work and focus.
8. **Department Director Report:**

Shared update on posting to hire a Work Study position through UWGB- Manitowoc Campus for the Spring semester.

Budget review and progress year to date were shared. Extension stayed within budget; breakdown of each educator’s budget use was shared.

A newsletter highlighting educators’ work was provided and a few areas called out.
9. **Next Meeting:** Thursday, February 15, 2024
10. **Adjournment:** Motion made by Supervisor Paul Hansen, seconded by Supervisor Lee Engelbrecht. Meeting adjourned at 5:17 p.m.

Recorded by Jayna Hintz, Department Director