

<p>Notice of Public Meeting</p> <p>September 8, 2021 3:30 pm County Board Room</p>	<p>AGRICULTURE & EXTENSION EDUCATION COMMITTEE</p>	
<p><i>Oversight for Extension Department</i></p>		

AGENDA

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Public Comment (Maximum agenda item of 30 minutes with a maximum of five minutes per speaker)
5. Approve Minutes: July 7, 2021 Ag and Extension Education Committee
6. Correspondence
7. Extension Office 2022 Budget Recommended by Finance / Review and Action
8. Educator / AED Reports
 - 4-H Youth Development - Dawn VandeVoort
 - Area Extension Director – Judy Knudsen
9. Financial Accounts / Voucher List
10. Next Regular Meeting: November 10, 2021, 3:30 pm, County Board Room
11. Meeting Per Diem Code: _____
12. Adjourn

This meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in person.

To attend the meeting via compute, please click the link below:

<https://us02web.zoom.us/j/83135351775?pwd=LzBnempaZlBnZVJvTE15M1hOZmxmQT09>

To connect via phone: 1-312-626-6799

Webinar meeting ID: 831 3535 1775

Passcode: 826869

Deviation from the order shown may occur

**Minutes of the
DOOR COUNTY AGRICULTURE AND EXTENSION EDUCATION COMMITTEE
Wednesday, July 14, 2021, 3:30 pm
County Board Room, Government Center, Sturgeon Bay**



1. The meeting was called to order by Supervisor Gauger at 3:31 p.m.
2. Roll call:

<u>Supervisors:</u> Beth Gauger, Chair Vinni Chomeau (<i>Excused</i>) Kara Counard Todd Thayse Dale Vogel	<u>Extension Educators:</u> Dawn VandeVoort	<u>Others Present:</u> Ken Pabich, County Administrator Judy Knudsen, Interim AED
--	--	---
3. Motion by Supervisor Thayse, seconded by Supervisor Vogel to approve the agenda. All voting aye. Motion carried.
4. Public comment: None.
5. Approve Minutes: Motion by Supervisor Counard, seconded by Supervisor Thayse to approve minutes of the May 12, 2021 Agriculture and Extension Education Committee. All voting aye. Motion carried.
6. Correspondence:
Thank you letter from Rebecca Wiepz, Superintendent of the Peninsular Agricultural Research Station, for payment of \$8,750.00 for professional horticulture consultation services provided by the station for period of July 1, 2021 through December 31, 2021.
7. Educator / AED Reports:

4-H Youth Development – Dawn VandeVoort:

 - Working on Door County Fair preparations. Entries have increased in some project areas and declined in other areas. Is working on displays to promote 4-H. Prepared video encouraging people to come to the fair. Video highlighted 4-Hers who talked about projects they would enter at the fair.
 - Partnered with Extension 4-H colleagues in Northeast Wisconsin to develop mental health awareness project kits which will be distributed at the fair.
 - Worked with local library system to create video for summer library program.
 - Was part of team of Extension colleagues from Wisconsin that shared information on the 4-H Thriving Model at the National 4-H Positive Youth Development Academy.

Interim Area Extension Director – Judy Knudsen shared:

 - Regional agriculture staffing strategy. At this time Door, Kewaunee, and Brown will constitute a region with a Dairy Educator (Aerica Bjurstrom) and Crops Educator (to be hired). Manitowoc County will hire a 1.0 FTE Dairy Educator and unsure what Calumet County will do.
 - Reviewed draft of 2021 budget.
 - Other
 - Hiring: Plan to hire Human Development and Relationships Educator. Need to replace .5 FTE FoodWise Educator who resigned and will hire 1.0 Crops Educator to serve Door, Kewaunee and Brown Counties.
 - Discussed holding joint meeting with Kewaunee County Extension Education and Agriculture Committee in the fall perhaps with tour. Also mentioned inviting Brown County Planning, Development and Transportation Committee to meeting. Agenda items could include but are not limited to discussion of position expectations, programming, marketing etc. related to the Agriculture Staffing Strategy.
8. Financial Accounts/Voucher List – Reviewed accounts.

9. Next meeting date **Wednesday, September 8, 3:30 pm, County Board Room.**
10. Meeting Per Diem Code: **#714.**
11. Adjourn: Motion by Supervisor Vogel, second by Supervisor Thayse to adjourn the meeting. Motion carried. All voting aye. Meeting adjourned at 4:10 p.m.

Judy Knudsen, Recording Secretary

Account	Account Description	2021 Amended Budget	2021 Actual Amount	2021 Estimated Amount	2022 Dept Requested	2022 Co Admin/Fi Dir Recomm
Fund 100 - General Fund						
REVENUE						
Department 30 - U.W. Extension						
46749	UW Postage Allocation	.00	2,352.25	.00	.00	.00
	Department 30 - U.W. Extension Totals	\$0.00	\$2,352.25	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$0.00	\$2,352.25	\$0.00	\$0.00	\$0.00
EXPENSE						
Department 30 - U.W. Extension						
Sub-Department 5108 - U. W. Extension						
51101	Salary & Wages	42,759.32	18,763.31	25,409.00	46,613.00	47,677.00
51101.300P R	S&W Vac/PTO Vacation	2,470.80	1,682.96	.00	.00	.00
51101.320P R	S&W Holiday Holiday	464.88	286.08	.00	.00	.00
51102	Salary & Wages Part Time	880.00	.00	880.00	880.00	880.00
51201	Social Security	3,563.00	1,486.03	2,076.00	3,633.00	3,714.00
51202	Retirement	3,084.00	1,399.43	1,684.00	3,030.00	3,099.00
51203	Dental Insurance	1,278.00	639.12	638.00	1,278.00	1,278.00
51204	Health Insurance	24,480.00	13,248.00	11,232.00	24,480.00	24,480.00
51206	Workers Compensation	89.00	39.42	49.00	91.00	93.00
52101	Professional Services	17,500.00	17,500.00	.00	17,500.00	17,500.00
52206	Telephone	500.00	39.49	466.00	500.00	500.00
52301	Repair & Maintenance	600.00	.00	600.00	600.00	600.00
52302.0003 0	SC-Software UW Extension	.00	.00	.00	.00	355.00
52401	Contracted Services	126,990.00	16,415.00	110,575.00	106,267.00	106,267.00
52401.0518 7	Cont Serv-Add'l Educ Supp Cont Serv-Add'l Educ Supp	1,500.00	100.00	1,400.00	1,500.00	1,500.00
52402	Membership Dues	790.00	140.00	650.00	790.00	790.00
53102	Postage	1,500.00	938.92	561.00	1,500.00	1,500.00
53106	Office Supplies	3,345.00	763.48	2,581.00	3,345.00	3,345.00
53109	Publication&Subscription	1,181.00	204.00	977.00	1,181.00	1,181.00
53140	Gasoline, Oil & Antifreez	600.00	.00	600.00	600.00	600.00
54101	Conference Fees & Training	525.00	.00	525.00	1,124.00	1,124.00
54102	Training Mile,Meals,Lodge	599.00	.00	599.00	5,000.00	5,000.00
54201	Committee Conf & Training	120.00	.00	.00	.00	.00
55101.100	IS Chgs-General Fd General Fund	800.00	.00	800.00	800.00	800.00

Account	Account Description	2021 Amended Budget	2021 Actual Amount	2021 Estimated Amount	2022 Dept Requested	2022 Co Admin/Fi Dir Recomm
Fund	100 - General Fund					
	EXPENSE					
	Department 30 - U.W. Extension					
	Sub-Department 5108 - U. W. Extension					
55106	Printing	1,000.00	.00	1,000.00	1,000.00	1,000.00
55107	Leased Copying	4,500.00	1,826.23	2,673.00	4,500.00	4,500.00
59153	Operational Travel Exp	5,000.00	87.36	4,912.00	.00	.00
	Sub-Department 5108 - U. W. Extension Totals	<u>\$246,119.00</u>	<u>\$75,558.83</u>	<u>\$170,887.00</u>	<u>\$226,212.00</u>	<u>\$227,783.00</u>
	Department 30 - U.W. Extension Totals	<u>\$246,119.00</u>	<u>\$75,558.83</u>	<u>\$170,887.00</u>	<u>\$226,212.00</u>	<u>\$227,783.00</u>
	EXPENSE TOTALS	<u>\$246,119.00</u>	<u>\$75,558.83</u>	<u>\$170,887.00</u>	<u>\$226,212.00</u>	<u>\$227,783.00</u>
Fund	100 - General Fund Totals					
	REVENUE TOTALS	\$0.00	\$2,352.25	\$0.00	\$0.00	\$0.00
	EXPENSE TOTALS	\$246,119.00	\$75,558.83	\$170,887.00	\$226,212.00	\$227,783.00
Fund	100 - General Fund Totals	<u>(\$246,119.00)</u>	<u>(\$73,206.58)</u>	<u>(\$170,887.00)</u>	<u>(\$226,212.00)</u>	<u>(\$227,783.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$0.00	\$2,352.25	\$0.00	\$0.00	\$0.00
	EXPENSE GRAND TOTALS	\$246,119.00	\$75,558.83	\$170,887.00	\$226,212.00	\$227,783.00
	Net Grand Totals	<u>(\$246,119.00)</u>	<u>(\$73,206.58)</u>	<u>(\$170,887.00)</u>	<u>(\$226,212.00)</u>	<u>(\$227,783.00)</u>



Agriculture and Extension Education Committee Report July - August 2021 Dawn VandeVoort, 4-H Youth Development Educator

Supporting 4-H Volunteers and 4-H Clubs:

- Door County Fair recap: The 2021 Door County Fair is in the books, and was a good experience overall. The Junior Fair exhibit total was good, despite the inability for our 4-H groups to meet in person for a majority of the past year. It was a different year in the judging area because the judging experience was not face-to-face as it had been in previous years. The in-person judging format will hopefully return in 2022 because it really adds a valuable learning opportunity for the youth exhibitors.
 - 4-H Promotion Booth: Every year, I create a booth with resources to help promote the 4-H program and encourage youth to sign up. This year, I focused on the theme of “Find Your Spark in 4-H” to align with the sparks portion of the 4-H Thriving Model. (This theme is also going to be the topic of the upcoming National 4-H Week.) Inside the booth, I included information that fairgoers could take home about the different 4-H clubs, projects, and other key cornerstones of 4-H participation. I also had around 200 activity kits that I distributed throughout the week – each kit included supplies for hands-on learning at home related to STEM, art, and mindfulness.
- Re-Enrollment & New 4-H Year Preparations: With the end of summer and beginning of the school year, it’s time to start preparing for the new 4-H year. Part of preparations include creating packets of re-enrollment materials for returning families, communicating with families who are interested in joining 4-H and creating many promotional materials for the start of the 4-H year. I created and staffed a display (based off the booth at the fair) at the Southern Door Elementary/Middle School Open House at the end of August. This was a good opportunity to answer questions about 4-H and visit with families about the benefits of joining 4-H.



Outreach Programs & Efforts

- Extension Office Promotional Displays for Door County Fair: To help raise visibility of Extension and our resources, I created two displays that were used at the fair – one for food preservation and another for horticulture resource sharing. Each display





was near the corresponding exhibit areas, and included many handouts, fact sheets, and business cards with weblinks to Extension resources. The tables received fairly good interaction from fairgoers; many of the handouts were replenished multiple times and we ran out of several horticulture publications.



- Explore 4-H program: Another outreach program that we started in 2020 has started planning for 2021. The “Explore 4-H” program was developed by a team of 12 colleagues across the state as a way to introduce 4-H to families and also provide a 4-H experience in an online format. We conducted six weeks of hands-on learning at home over Zoom and introduced families to the history and traditions of 4-H. It was a big success, and we’ve begun planning for this fall’s edition. We will again be offering a six-week experience, with a mix of online and in-person meetings. Registration is out now, and will be open through mid-September. The program runs from early October to mid-November.

Program Development:

- Positive Youth Development Program Needs Assessment: As part of our commitment to providing high-quality, relevant programs and resources in Door County, we conduct needs assessments regularly. I created an online survey to assess needs and issues in our community related to youth and shared it initially with school district administrators and youth-serving agencies. I intend to follow up the online survey with in-person interviews in fall. I hope that the feedback from the community stakeholders will help provide some insights into needs that Extension can assist with over the next few years.
- Civil Rights Compliance Training & Efforts: Every four years, Extension conducts internal Civil Rights reviews on the local county offices. We are asked to look at our program efforts and ensure that we are reaching all audiences and especially making all reasonable efforts to provide resources to protected classes. Our office will be reviewed in 2022, so we have begun the process of gathering documentation and participating in orientations to prepare us for the review. We will be starting to dig into the Census data and school district data over the next year to analyze who lives in our communities and where our programs are not reaching. During August and in the upcoming months, I will be looking introspectively at the Youth Development programming that I have been offering and will be offering to ensure it is inclusive and reaches new audiences. I also feel this effort of preparing for our Civil Rights review will align with the county DEI resolution and analyzing our office and programs.

DOOR COUNTY AGRICULTURE & EXTENSION COMMITTEE
VOUCHER LISTING: September 8, 2021
July-August 2021 transactions

Acct #	Vend #	Vendor	Description	Expense	Revenue
53106	2973	Dawn VandeVoort	Supplies	\$ 49.93	
2126	2973	**Dawn VandeVoort	Promo Booth Signs & Supplies	\$ 51.16	
52402	37621	Wisconsin Counties Assn.	2021 WEXA Dues	\$50.00	
53106	15069	Staples Advantage	Supplies	\$ 337.17	
53109	14011	UW Madison Accounting	Dog Lab Kit	\$ 4.00	
53140	NA	Hwy. Dept.	Gas - County Vehicles	\$ 53.00	
		RECEIPTS			
2126		***receipts	Blackbaud Fund Grant		\$ 16.00
2126		***receipts	StrongBodies Program Fees		\$ 30.00
2126		***receipts	4-H Signs		\$ 60.00
52401. 05187		receipts	DC Fair Assistance (Dawn)		\$ 1,000.00
55107		receipts	Printing - Stock Horse of WI		\$ 336.22
55107		receipts	Printing - Door County Fair		\$ 245.22
		***non county budget funds			
			TOTAL:	\$ 545.26	\$ 1,687.44