

Notice of Public Meeting  <b>July 8, 2020</b> <b>3:30 pm</b>	<b>AGRICULTURE &amp; EXTENSION EDUCATION COMMITTEE</b>	
<i>Oversight for Extension Department</i>		

### AGENDA

1. Call Meeting to Order
2. Establish a Quorum ~ Roll Call
3. Adopt Agenda / Properly Noticed
4. Approve Minutes: June 10, 2020 Ag and Extension Education Committee minutes
5. Correspondence
  - Thank you letter from PARS
6. Educator Report
  - A. 4-H Youth Development - Dawn VandeVoort (written)
  - B. Dept. Head/Area Director Report – Burke
    - Introducing office support staff
    - AED Transition and Succession Plan
    - UW, Extension COVID-19 Return to Work Planning, meeting and travel restrictions on educators statewide
    - Draft 2021 County Budget Request
7. Discussion: Extension Committee Tour of PARS for August meeting?
8. Financial Accounts / Voucher List
9. Next Meeting Date (*if necessary*): Wednesday, August 12, 2020; Time: \_\_\_\_\_
10. Meeting Per Diem Code: \_\_\_\_\_
11. Adjourn

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely or in-person in the Peninsula Room (C121) 1<sup>st</sup> floor Government Center (*please note public in-person has limited capacity and is on a first come, first served basis*).

**To attend the meeting via computer:**

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e10256b95e7c46088251922f616b1f705>

Event password: July8agext2020

**To connect via phone:**

**Phone number stays the same every time.**

**Call 1-408-418-9388**

**Access Code: 146 216 9774**

*Deviation from the order shown may occur*

Posted by \_\_\_\_\_

**Minutes of the  
DOOR COUNTY AGRICULTURE AND EXTENSION EDUCATION COMMITTEE  
Wednesday, June 10, 2020, 3:37 pm  
County Board Room, County Government Center, Sturgeon Bay**



1. The meeting was called to order by B. Gauger at 3:37 p.m.
2. Roll call:
 

<u>Committee:</u> Beth Gauger Vinni Chomeau Kara Counard Todd Thayse Dale Vogel	<u>Extension Educators:</u> Dawn VandeVoort	<u>Others Present:</u> Rob Burke, AED/Dept. Head Ken Pabich, County Administrator
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3. Motion by T. Thayse, seconded by K. Counard, to approve the agenda. All aye. Motion carried.
4. Approve Minutes: Motion by K. Counard, seconded by T. Thayse to approve the minutes of the May 13, 2020 Ag. and Extension Education Committee. All aye. Motion carried.
5. Correspondence: None
6. Educator Reports:
 

**4-H Youth Development – Dawn VandeVoort:** Dawn reported on “Camp at Home” boxes and other distribution of at-home kits that help provide educational activities appropriate for Safer At Home restrictions. Reported on alternative activities to attending the Fair in person.

**Department Head/Area Director – Rob Burke:** Open positions are all still on hold. The University is very concerned about the financial impact of the shutdown and Covid-19 on state and university funding and budgets in this current calendar year. An abundance of caution now will help avoid layoff of educators and administrators. Burke will investigate possibility of meeting for a tour of PARS.
7. Financial Accounts / Voucher List – Reviewed voucher list.
8. Next meeting date(s): **Wednesday, July 8, 3:30 pm, Chambers Room.** August 12 if necessary.
9. Meeting Per Diem Code: **#610**
10. Adjourn: Motion T. Thayse, second by D. Vogel, to adjourn the meeting. All aye. Meeting adjourned at 4:16 pm.

Rob Burke, Recording Secretary



June 22, 2020

Door County Extension Office  
Attn: Office Chair  
421 Nebraska Street  
Sturgeon Bay, WI 54235

RE: Memorandum of Understanding Payment

Dear Office Chair:

Thank you for your Check 674628 in the amount of \$8,000.00 for payment of the professional horticultural consultation services provided by our Station for the period of July 1, 2020 through December 31, 2020.

We appreciate your continued support of our Station's services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rebecca J. Wiepz'. The signature is written in a cursive style.

Rebecca J. Wiepz  
Superintendent



## Agriculture and Extension Education Committee Report June 2020 Dawn VandeVoort, 4-H Youth Development Educator

### Supporting 4-H Volunteers and 4-H Clubs:

- Planning for a Return to Safe In-Person Programs: As we start to work towards a potential return to in-person program (in limited numbers), I have been learning about the process for planning for these opportunities. Extension staff have been required to take trainings to learn about the policies for gathering size, how to apply for in-person events to occur, and what safety precautions are needed. I met with Club Leaders to talk through the process and how we can work together to provide safe programs in the future.
- Creating a Comprehensive Volunteer Orientation Program: During June, I worked with a team of colleagues from across the Extension organization to review and discuss transitioning portions of our Volunteer Orientation program to an online course platform. The new orientation will allow for volunteers to learn about Extension and the basics of volunteering for our programs in a self-study course. Our 4-H orientation will remain in its current format (in-person and through video conference) to ensure that human connection during training. Our team continues to meet to review, edit and determine content for the new orientation course.

### Providing Educational Support to Families during COVID-19:

- Summer Activities to Go! – Normally during this time of the summer, I'd be visiting the library branches across the county to teach fun, hands-on learning experiences around the Summer Library Reading theme. To continue providing the learning and resources to families, I began working in June to develop "Summer Activities to Go" for no-contact pickup at the library branches. The Activities to Go will include many resources that were included in my Summer Camp and Cloverbud Day Camp in a Box kits and will encourage families to explore nature and use University-backed and developed resources. In June, I promoted the concept to libraries and began assembling the packets to be delivered to branches in early-July.

### Supporting 4-H Members and Youth with the Door County Fair:

- 4-H Food Stand Video: Even though we won't be able to gather in person and enjoy the delicious treats at the 4-H Food Stand during the fair, we will be able to still share the experience with fair goers through social media. Each food stand is being asked to create videos featuring their signature items and demonstrate how to make them at home. We will be making videos to demonstrate how to make the popular milkshakes and root beer floats from the 4-H Dairy Bar. In June, I worked on the approval process to be able to record the videos with the help of a 4-H family. Stay tuned for the great demonstration videos!
- Youth Exhibitor Project Showcase: I have been working with Sara Mueller, Door County Fair Secretary to ensure that we have an opportunity for youth to showcase their 4-H, FFA and School projects during fair week. Sara and I developed a series of Google Forms to capture photos and information about the youth and their projects. We will turn that information and the photos into videos or slideshows that will be shared on the Fair's social media and website during fair week. It will be great to see the work of our youth and honor them for all their hard work even without the in-person fair experience.

