

Land Information, Conservation and University Extension Committee
Minutes of Wednesday – June 20, 2007
Land Resource Center Meeting Room
1106 E. 8th Street
Merrill, WI 54452

Members present: James Alber, Wayne Plant, Gail Schneider, Carl Short and Frank Saal (arrived at 10:30 a.m.)

Visitors: Art Lersch, Brenda Herrell, and Debbie Moellendorf

1. **Call to Order**

The meeting was called to order by Chair Jim Alber at 9:35 a.m.

2. **Approval of Minutes from the May 1, 2007 Committee Meeting**

Motion by Plant, second by Schneider to approve the minutes from the May 1, 2007 meeting. Motion carried, all ayes.

3. **Public Comment**

None

UW-Extension

4. **Review Extension budget monthly report**

Moellendorf reviewed the May revenue and expense report along with written explanation which was included in the committee's packet.

5. **2007 Budget Modifications – Review and Action**

Moellendorf explained the budget modification requesting as a result of new revenue that has been received for three program efforts (Teen Court, Success Skills (formerly called Life Skills) and CPAG).

Motion by Short, second by Schneider to approve the budget modification to increase Teen Court Revenue and corresponding expenditure account by \$1,400, Life Skills Revenue and corresponding expenditure account by \$300 and CPAG revenue and expenditure account by \$100. Motion carried, all ayes.

6. **Discuss/Action on Administrative Secretary Positions**

Moellendorf informed the committee that Val Nicholson retired on June 18th which creates a vacancy in an Administrative Secretary position within the department. This creates an opportunity for our department to step back and evaluate staffing needs to meet the needs of the public. Unfortunately, Brenda Janke is currently out on medical leave and Moellendorf feels the entire staff needs to be a part of this discussion along with the committee and Sue Buck, Central District Director. Chair Alber requested that we talk about item 11 a. Discuss Handling Food Preservation and Other General Family Living Questions with Changes in Support Staff at the same time. Committee members were in agreement. Supervisor Plant indicated that a priority should be to request Administrative and Legislative Committee remove the sunset from Becky Kludy's position for the end of the year. He also requested that we gather information from similar size counties to see what type of staffing they have in their Extension departments.

Motion by Alber, second by Plant to lay these items over to the July 17th meeting when Sue Buck, Central District Director and entire staff can be here for the discussion. Motion carried, all ayes.

7. **Report on Community Partner Advisory Group Second Meeting on May 24th**

Lersch provided an overview of the May 24th meeting that was attended by 14 members of the group. During the meeting, Lersch provided a basic demographic overview of the county and staff provided a broad overview of their current programming. Following this the group was asked to discuss what additional needs/issues they believe Extension have the ability to address or to help address in collaboration with other organizations in the next two years. Group members present indicated that they felt Extension is already doing many positive things in its services to the community to meet needs and felt that perhaps we needed to focus more on marketing what we do in various ways throughout the county. Staff have begun to discuss some strategies for marketing and will be developing a marketing plan to share at the next CPAG meeting to be held in late fall/early winter for their input/ideas.

10. Q & A on Community and Economic Development Educator Written Report

Chair Alber requested that move to item #10 on the agenda next. Art Lersch's written report was included in the agenda packet for the committee to review and placed on file. Per request of committee members, Lersch clarified his work with the Merrill Retail Council and the Tomahawk businesses on their "Shop Local" campaign.

8. Discuss Chancellor Wilson's Visit to Lincoln County on August 29th

Moellendorf indicated that Chancellor David Wilson will be coming to Lincoln County on August 29th to learn more about Extension's work here. At this time we are planning to begin at 9 a.m. and conclude with a farm visit around 2 p.m. Moellendorf extended an invitation to the entire committee to join us that day for this visit and a chance to dialogue with the Chancellor. She also requested that committee members let the office know names of other individuals who they believe should be invited to attend. Supervisor Plant indicated that he felt that all of the County Board Supervisors should be invited to attend that day. Supervisor Alber felt school administrators should also be invited.

Motion by Alber, second by Plant to provide committee members per diem and mileage for their attendance on August 29th. Motion carried, all ayes.

9. Q & A on Agriculture Development Agent Written Report

Tom Cadwallader's written report for April and May was included in the agenda packet for the committee to review and placed on file. Tom was unable to be at the meeting due to a Wisconsin School for Beginning Dairy and Livestock Farmers steering committee meeting being held in Madison today. Committee members had some questions regarding the Farmer's Market policies for participation and requested that Tom clarify the residency requirement at the next meeting.

11. Q & A on Family Living Educator Written Report

Moellendorf reiterated that Janke has been on medical leave since May 11th and has not been cleared by doctors to return to work as of today's meeting. Therefore, no written report was included in the agenda packet.

12. Q & A on Wisconsin Nutrition Education Written Report

Brenda Herrell and Karen Thell's written report was included in the agenda packet for the committee to review and placed on file. Herrell indicated that the majority of her time during the past month has been spent meeting with agency contacts to work on programming agreements for the new program year. Some of the changes for next year's program include more programming with Commission on Aging, less time spent at the WIC Clinics held in the Merrill area, and will need to determine what programming can be done at Washington Elementary School next year since have dropped below the required free and reduced lunch grant requirement.

a. Discuss/Action on WNEP County Agreement Letter for October 1, 2007-September 30, 2008

Herrell reviewed last year's county agreement letter and the proposed county agreement letter for the October 1, 2007 to September 30, 2008 program year. She highlighted the changes that have occurred in how the state is calculating physical space and indirect cost share through an outside consultant which recognizes more of the county's support they have been making to this program.

Supervisor Saal joined the meeting at 10:30 a.m.

Motion by Plant, second by Short to approve the WNEP County Agreement Letter for October 1, 2007 – September 30, 2008. Motion carried, all ayes.

13. Q & A on 4-H Youth Development Program Advisor Written Report

Amanda Kostman's written report was included in the agenda packet for the committee to review and place on file. Amanda is attending the State 4-H and Youth Conference in Madison this week so unable to be at today's meeting. Moellendorf indicated that as a result of the meeting Kostman had in May with the City of Merrill Municipal Judge and Clerk, they are beginning to refer qualified cases to Teen Court which has increased the number of cases being heard by Teen Court.

14. Q & A on 4-H Youth Development Agent/Department Head Written Report

Debbie Moellendorf's written report was included in the agenda packet for the committee to review and placed on file. Moellendorf highlighted her work with the Tomahawk Elementary and Middle Schools as they try to secure grants to begin after school programs during the upcoming school year. If the funding is received, schools have requested that Moellendorf provide assistance in curriculum resources, staff training and implementation of programs. Moellendorf also highlighted her efforts with the Merrill Social Norms project and will be bringing samples of the marketing materials to share at a future committee meeting.

15. Next Meeting Date will be July 17th at 9:30 a.m. – Sue Buck, Central District Director, will be attending this meeting.

Next meeting will be on July 17th at 9:30 a.m. To assist committee members and staff, the committee established Tuesday, August 14th at 9:30 a.m. and Tuesday, September 11th for future meeting dates.

16. Adjournment

Motion by Schneider, second by Plant to adjourn the meeting at 11 a.m. Motion carried, all ayes.

Minutes prepared by: Debbie Moellendorf