

Land Information, Conservation and University Extension Committee  
Minutes of Wednesday, October 10, 2007  
Land Resource Center Meeting Room  
1106 E. 8<sup>th</sup> Street  
Merrill, WI 54452

Members present: James Alber, Frank Saal, Wayne Plant, Gail Schneider, Carl Short

Visitors: Amanda Kostman, Debbie Moellendorf, Brenda Herrell, Art Lersch, Tom Cadwallader, Kelly Alber and Diane Hanson

1. **Call to Order**  
The meeting was called to order by Chair James Alber at 9:30 a.m.
2. **Approval of Minutes from the September 11, 2007 Committee Meeting**  
**Motion** by Schneider, second by Plant to approve the minutes from the September 11, 2007 meeting. Motion carried, all ayes.
3. **Public Comment**  
None

UW-Extension

4. **Review Extension budget monthly report**  
Moellendorf reviewed the September revenue and expense report along with written explanation which was included in the committee's packet.
5. **2007 Budget Modifications – Review and Action**  
**Motion** by Plant, second by Alber to approve the 2007 Budget Modification to increase the UWEX Non-Profit Assessment Expenditure and Revenue accounts by \$1,498.70 to reflect the expenses and corresponding reimbursement the department has received for this project. Motion carried, all ayes.
6. **Q & A on Agriculture Development Agent Written Report**  
Tom Cadwallader's written report for September was included in the agenda packet for the committee to review and placed on file.
  - a. **Extension Guyana Project Update**  
Cadwallader presented an overview of a project that UW-Extension has taken on to help the country of Guyana modernize its extension service. UW-Extension administration is supporting the project because it provides an excellent professional development opportunity for UW faculty and staff at both the county and administration levels. There is no cost to the UW or the counties and since the cost is being picked up by the Guyana government and the US Agency for International Development. Cadwallader will be joining Dean Klemme for the next phase of the project from October 24-November 9. Other teams of faculty and staff from Wisconsin will go down to Guyana over the next year or so.
7. **Q & A on Community and Economic Development Educator Written Report**  
Art Lersch's written report for September was included in the agenda packet for the committee to review and placed on file.
  - a. **Americorp Project Update**  
Lersch reported that the first AmeriCorps VISTA left the program primarily due to personal financial hardships. He informed the committee that VISTAs receive a minimal monthly stipend of between \$835 and \$890. VISTAs, he stated cannot work or attend school during their term of service. He said that Extension and

Comunidad Hispana are looking to recruit someone to fill the position by late December 2007.

**b. Leadership Lincoln County Update**

Lersch provided the committee with a brief summary of this year's Leadership Lincoln County program. He said that 10 participants are registered for this year. He also reported that most of this year's participants were recruited into the program by last year's graduates. Lersch also stated that changes were made to the program's curriculum, including what will be taught at the retreat, based primarily on feedback obtained from 2006-07 graduates. He provided the committee with a brief summary of leadership principles that will be taught during the October 19 - 20 retreat at Treehaven.

**8. Q & A on Family Living Educator Written Report**

Brenda Janke's written report for September was sent to committee members in a separate mailing for their review and placed on file. Janke explained to the committee that she received doctor's permission to return to work at 50% FTE level on 9/1 for six weeks. This has since been extended into December. She is currently working 2 full days one week and 3 full days the alternate week to achieve the 50% level. She went onto explain that the .1 FTE specialist position that she had with the State Family Living Education program has ended. Currently, Moellendorf and Janke are exploring options for the 25% FTE grant funded position that she has had to work on the Social Norms project and how to handle this for the remainder of the year.

**a. Handling Food Preservation and Other General Family Living Questions with Changes in Support Staff**

Janke explained that prior to her being hired, the Family Living Educator position was reduced from full time to a half time position. Until this year we had three full-time support staff, including one person who had experience and interest in this area. As the Family Living Educator, she was able to provide resources for this support staff person to use in answering food preservation, food safety and other general family living questions when she was not available. All along, Janke had some concerns about liability due to a support person answering safety related questions but felt it was the best way to meet the needs/requests of county residents. With the reduction to two full-time support staff people who do not have experience in this area or the time to research answers, we feel it is no longer possible for support staff to field these questions. Therefore, felt the committee members needed to be made aware of this and ask them for suggestions or input, as they may hear some clientele questions about their needs not being met. Committee members felt that it was important for questions to be handled and responded to with accurate information or referred to hotlines if available. They also felt that it was appropriate to communicate that as a result of the reduction in staff, individuals may need to wait for a response until the Family Living Educator is in. Based on discussion today, Janke will work with support staff and Department Head to develop a protocol for handling questions and bring this back to the committee at a later date.

**9. Q & A on Wisconsin Nutrition Education Written Report**

Brenda Herrell and Karen Thell's written report for September was included in the agenda packet for the committee to review and placed on file. Herrell indicated that the month of September was the end of the fiscal year for the grant and spent time doing end of the year reports. She also indicated that the program has received word that they are fully funded for the 2007-08 grant year so they are proceeding with programming. Programming WNEP is doing at the "After the Bell" program and Head Start have been well received.

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

Amanda Kostman's written report for September was included in the agenda packet for the committee to review and placed on file. Kostman indicated that the start of the new 4-H year is going well, including the ambassador program and older youth trips and award selections. Teen Court continues to be busy with cases. She will be co-teaching with youth from Lincoln County at both the North Central Regional Volunteer Forum and the State Youth as Partners in Civic Leadership conference this month.

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

Debbie Moellendorf's written report for September was included in the agenda packet for the committee to review and placed on file. Moellendorf highlighted her efforts in supporting after school programming in the county and progress on Social Norms project. She also invited committee members to attend the upcoming "Lighted Schoolhouse" events to be held on October 18<sup>th</sup> at both the Washington Elementary School and Prairie River Middle School programs.

**a. Letter from HCE Regarding Chancellor's Visit and Response**

Moellendorf explained that she received a letter from the Home and Community Education (HCE) regarding them not being included in the list of invites for the Chancellor's Visit. Several of the committee members were unfamiliar with this group that Janke serves as an Advisor too, so Janke explained who the group is and the type of projects they are involved in carrying out. Committee members felt that the response letter Moellendorf sent on behalf of the department was appropriate. Chair Alber indicated that perhaps it would be good to have representatives of HCE come to a future committee meeting to share more about their group and what they do.

**12. Next Meeting Date – November and December**

Next meeting of the committee will be on Wednesday, November 7, 2007 at 9:30 a.m. for UW-Extension department. The committee will be meeting with the Land Information and Conservation department on Tuesday, December 4, 2007 at 9:30 a.m. Based on discussion, the Extension department will not meet separately with the committee in December but rather add any items to the December 4<sup>th</sup> meeting.

UW-Extension staff left at this point of meeting and Diane Hanson joined the meeting for the remaining items.

**Land Information and Conservation**

**13. Review and Take Action on Contract with Laser Mapping Specialists, Inc. for LIDAR Project**

Hanson reviewed the contract with Laser Mapping Specialists, Inc. for the LIDAR project.

**Motion** by Alber, second by Plant to approve contract with Laser Mapping Specialists, Inc. for the LIDAR project. Motion carried, all ayes.

**14. Adjournment**

**Motion** by Schneider, second by Plant to adjourn the meeting at 10:55 a.m. Motion carried, all ayes.

Minutes prepared by: Debbie Moellendorf and Diane Hanson