

**AGENDA**  
**Agriculture & Extension Education Committee Meeting**  
**County Board Room**  
**810 Lincoln St, Kewaunee, WI**  
**Wednesday, August 5, 2020**  
**8:30 AM**

Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Review/Approval of Minutes of the July 1, 2020 meeting minutes
5. Public Input
6. Educator Reports – Written/Narrative with Q/A by committee
7. Department Head/Area Director Report – Rob Burke
  - a. Extension Updates and Developments; Interim Area Director Arrangements
  - b. Review county budget progress Year To Date
  - c. Kewaunee County 2021 Budget Preparation Process
  - d. Need to cancel/reschedule tentative Joint Meeting
8. Review and Set Future Committee Meeting Dates.
9. Adjourn

The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to do so. Persons with disabilities needing special accommodations to attend or participate should contact the County Administrator's Office at (920) 388-7164 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or any of its committees including: Finance & Public Property, Personnel, Advisory & Legislative, Health, Child Support, & Veterans Service, Human Services, Aging Services Unit Advisory, Extension Education, County Farm, & Zoning, Law Enforcement & Emergency Management, Land & Water Conservation, Highway & Solid Waste, Promotion & Recreation, and others may be present at this meeting to listen, observe, and participate. If a majority of any such committee is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

**MINUTES**  
**Agriculture & Extension Education Committee Meeting**  
**810 Lincoln St, Kewaunee, WI.**  
**Wednesday, July 1, 2020 - 8:30 AM**

Minutes

1. **Meeting Called to order** at 8:34 AM by Chairman Tom Romdenne
2. **Roll Call** - Committee members present: Tom Romdenne, Gary Paape, Chuck Wagner Excused; Matt Piesler. Also present: Rob Burke, Area Extension Director. Educators present (via Zoom): Aerica Bjurstrom, Jill Jorgensen, Renee Koenig, Laura Apfelbeck, FoodWise Coordinator for Door, Kewaunee, Manitowoc. Public Access: Remote via internet channel.
3. **Motion by Paape, second by Wagner to approve the agenda and minutes of June 3, 2020.** All aye, carried.
4. **Public Input** – None
5. **Educators Reports** –

Aerica Bjurstrom: Aerica reported on her work collecting alfalfa samples, and scissor clips. And responded to a question by Chuck regarding corn as a green or cover crop. Also updated on Dairy Worker Training revisions. Aerica submitted a media package to the National Association of County Agriculture Agents and was selected as the Wisconsin winner. She will have further consideration for the national winner.

Jill Jorgensen: Jill reported on the increasing number of programs and virtual meetings being done by 4-H groups. Many opportunities for club and county projects are emerging and coming to fruition. Jill partnered with a highly regarded horse clinician, Sara Novotny, to provide several clinics hosted by Kewaunee County 4-H. She also reported on her participation and support to generate a successful Social Distance Edition of the annual raffle for Kewaunee County 4-H.

Renee Koenig: Renee's report highlighted her work providing classes for Divorcing Parents and Families, which is court ordered. Also highlighted partnering with bi-lingual nutrition educators to offer programming in Literacy for Health and Well-being. This project addresses three of Kewaunee County's major health concerns – Obesity, physical inactivity, and social isolation. Fielded a question from Tom on school reopening plans around the county.

- Laura Apfelbeck, FoodWise Coordinator for Door, Kewaunee, and Manitowoc Counties gave a report via zoom on the project to distribute food items from the USDA to local food pantries. The project has been very successful in Kewaunee as well as elsewhere in the region.

6. **Department Head/Area Director Report-**
  - a. Burke informed the committee that his retirement from the UW will be effective August 31. Interim plans to assure continuity are being put in place. Judy

Knudsen who is currently the Area Extension Director for Brown County will serve as an interim.

- b. Burke reported on the need to consider postponing until next year this year's joint Door-Kewaunee meeting because of a number of factors, including: 1) The COVID restrictions on meeting make travel from the farm yard to the barn difficult and impractical, also 2) there is still no Door County Ag Agent to partner with, and 3) the Superintendent is still very new (started in June) and should be provided some more time to settle in to her roll and provide a comprehensive report. The Committee decided to discuss this again at the next meeting and make a decision.
7. Next meeting dates: August 5, 8:30 a.m., September 2, and the tentative joint meeting on Thursday, September 10 1PM
8. **Call to adjourn by Chuck, second by Gary, all aye.** Meeting adjourned at 9:27 AM.

Respectfully submitted by:

*Rob Burke*

July 1, 2020

**Kewaunee County**  
**UNIVERSITY EXTENSION**  
**Revenue & Expenditures**  
**Year: 2020**  
**Month: June**

AcctYear  
 Ledger Type  
 Year  
 Format  
 Period  
 DesignerGL  
 Reverse sign?

NEXT ACTUAL 2020 PER 6 GFS 1  
 NEXT ACTUAL 2020 YTD 6 GFS 1  
 CURRENT ACTUAL 2019 YTD 6 GFS 1  
 NEXT REVISED 2020 YTD 13 GFS -1

Benchmark  
 48.18%

Payroll:  
 47.31%

| Fund | L20   | L30 | L40 | Descr-L40                    | 2020 June ACTUAL | 2020 YTD ACTUAL  | 2019 YTD ACTUAL   | 2020 Budget REVISIED | Remaining Budget  | YTD Budget % * |
|------|-------|-----|-----|------------------------------|------------------|------------------|-------------------|----------------------|-------------------|----------------|
| 100  |       |     |     | <b>GENERAL FUND</b>          |                  |                  |                   |                      |                   |                |
| 100  | 55620 |     |     | <b>UNIVERSITY EXTENSION</b>  |                  |                  |                   |                      |                   |                |
|      |       |     |     | <b>Revenue</b>               |                  |                  |                   |                      |                   |                |
| 100  | 46779 | 467 |     | HEALTHIER LUNCHROOMS         | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 46779 | 468 |     | DAIRY SCIENCE GRANT          | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 46781 | 000 |     | UWEX-POSTAGE FROM STATE      | 0.00             | 0.00             | (1,500.00)        | (3,000.00)           | (3,000.00)        | 0.00%          |
| 100  | 48504 | 000 |     | DONATIONS-UW EXTENSION       | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
|      |       |     |     |                              | 0.00             | 0.00             | (1,500.00)        | (3,000.00)           | (3,000.00)        | 0.00%          |
|      |       |     |     | <b>Expenditures</b>          |                  |                  |                   |                      |                   |                |
| 100  | 55620 | 000 | 121 | WAGES-REGULAR                | 6,667.20         | 40,987.86        | 40,443.84         | 86,674.00            | 45,686.14         | 47.29%         |
| 100  | 55620 | 000 | 122 | WAGES-OVERTIME               | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 55620 | 000 | 125 | WAGES-TEMPORARY EMPLOYEES    | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 55620 | 000 | 150 | AGENT CONTRACTS              | 0.00             | 0.00             | 57,781.00         | 114,500.00           | 114,500.00        | 0.00%          |
| 100  | 55620 | 000 | 151 | SOCIAL SECURITY              | 461.06           | 2,877.07         | 2,810.30          | 6,631.00             | 3,753.93          | 43.39%         |
| 100  | 55620 | 000 | 152 | RETIREMENT                   | 450.02           | 2,771.16         | 2,649.02          | 5,850.00             | 3,078.84          | 47.37%         |
| 100  | 55620 | 000 | 153 | WORKMEN'S COMPENSATION       | 12.30            | 77.00            | 67.98             | 160.00               | 83.00             | 48.13%         |
| 100  | 55620 | 000 | 154 | HEALTH INSURANCE             | 2,825.34         | 16,941.99        | 23,068.56         | 48,214.00            | 31,272.01         | 35.14%         |
| 100  | 55620 | 000 | 155 | DENTAL INSURANCE             | 115.84           | 694.72           | 678.00            | 1,383.00             | 688.28            | 50.23%         |
| 100  | 55620 | 000 | 156 | HEALTH REIMBURSEMENT ACCOUNT | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 55620 | 000 | 225 | TELEPHONE                    | 105.31           | 451.32           | 545.50            | 1,200.00             | 748.68            | 37.61%         |
| 100  | 55620 | 000 | 296 | CONTRACTED SERVICES          | 1,500.00         | 3,000.00         | 1,500.00          | 2,500.00             | (500.00)          | 120.00%        |
| 100  | 55620 | 000 | 311 | POSTAGE                      | 425.26           | 1,858.01         | 2,029.31          | 3,700.00             | 1,841.99          | 50.22%         |
| 100  | 55620 | 000 | 312 | OFFICE SUPPLIES              | 15.81            | 263.18           | 487.68            | 1,500.00             | 1,236.82          | 17.55%         |
| 100  | 55620 | 000 | 313 | PRINTING                     | 218.00           | 872.00           | 1,239.00          | 3,000.00             | 2,128.00          | 29.07%         |
| 100  | 55620 | 000 | 319 | BULLETINS                    | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 55620 | 000 | 322 | SUBSCRIPTIONS                | 0.00             | 0.00             | 64.95             | 150.00               | 150.00            | 0.00%          |
| 100  | 55620 | 000 | 324 | MEMBERSHIP DUES              | 0.00             | 265.00           | 300.00            | 405.00               | 140.00            | 65.43%         |
| 100  | 55620 | 000 | 332 | TRAVEL EXPENSES              | 336.27           | 551.75           | 2,299.74          | 6,200.00             | 5,648.25          | 8.90%          |
| 100  | 55620 | 000 | 336 | TRAINING                     | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 55620 | 000 | 341 | SUPPORT FEES                 | 0.00             | 500.00           | 500.00            | 1,500.00             | 1,000.00          | 33.33%         |
| 100  | 55620 | 000 | 348 | EDUCATIONAL MATERIALS        | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
| 100  | 55620 | 000 | 533 | EQUIPMENT RENTAL & LEASES    | 150.70           | 1,191.64         | 1,501.47          | 3,200.00             | 2,008.36          | 37.24%         |
| 100  | 55620 | 000 | 813 | OUTLAY                       | 0.00             | 0.00             | 0.00              | 0.00                 | 0.00              | 100.00%        |
|      |       |     |     |                              | 13,283.11        | 73,302.70        | 137,966.35        | 286,767.00           | 213,464.30        | 25.56%         |
|      |       |     |     |                              | <b>13,283.11</b> | <b>73,302.70</b> | <b>136,466.35</b> | <b>283,767.00</b>    | <b>210,464.30</b> |                |





**Extension**  
**UNIVERSITY OF WISCONSIN-MADISON**  
**KEWAUNEE COUNTY**

**Aerica Bjurstrom**  
Agriculture Agent  
Prepared for August 5, 2020

UW-Madison continues to require Extension personnel to work from home, so my methods of reaching my audience has changed to exclusively online for the foreseeable future. Extension professionals are not to meet with any clients in person and must adhere strictly to the UW-Madison's quarantine guidelines. The Zoom online meeting platform is UW-Madison's preferred method of communication, therefore anytime "Zoom" is referenced in this report, it means it was an online video meeting.

- Weekly Zoom with the Dean of Extension
- Weekly Zoom with Area 12 (Door, Kewaunee)
- Monthly Emergency Operations Center Brief
- Monthly program planning Zoom  
Every other week Dairy Workers' Training Workgroup Zoom
- Every other week Zoom updates and correspondence with program area
- Monthly Master Gardener Program Zoom
- July - August program planning: Beat the Heat fact sheet/webinar series, Dairy-Beef Cross Fact Sheet/Webinar series

**Reporting** – Extension educators need to report weekly on work they've been doing, plus COVID-19-specific work. I spend approximately 1-3 hours a week working on reporting into the Extension's online system. I also report weekly to the USDA on the crop progress report.

**Forage Programming** – I am continuing the Alfalfa Persistency project work and collecting samples from two farms. I collect samples at each harvest and submit to the forage lab in Marshfield. I will collect samples for 2-3 more cuttings depending on weather.

I am in the beginning planning stages of Corn Dry Down. I plan to hold the event this year providing it is approved by the University. I will need to maintain COVID-19 safety protocols according to the University. The corn silage dry down event is an important and popular event held by Extension and many farmers depend on the event to help them determine the correct time to harvest silage. Corn is on schedule this year to start harvest around September 1, but the majority of it will start right after Labor Day.

**Corn Dry Down Planning** – I am starting to plan corn dry down for early September.

**Dairy Workers' Training revision** – The Dairy Workers' Training series of learning modules are being revamped to include a new look, material, and videos. I am working with a small subgroup focusing on Cattle Handling. I originally wrote the module in 2008, and am working now with the Animal Well Being Specialist and another county agent to revise and update the module. Once travel and on-farm bans are lifted, we will work with a Kewaunee County farm to film the new videos that will be included in the revised module.

**Media and social media program promotion** – I am working with another county agent to keep the Dairy Team social media account updated with program promotion from around the state. We have developed a consistent look for all COVID-19 posts, program series posts, and we are promoting programs happening in all parts of Wisconsin related to dairy. The increased traffic on the page has increased page followers to over 800. I am also responsible for posts on the Wisconsin Beef Information Center and the Kewaunee County Extension Agriculture page. I post on each of those pages 2-3 times per week depending on the topic.

**Farm Meetings** – I've been meeting with farm owners on various topics on a limited basis. I require approval to travel to farms or meet in person with farmers, so I have been following the correct protocols to assure I am following COVID-19 policies set by the University.

**Writing and Program Planning** – I have spent most of my work time in July writing articles and fact sheets. I completed an article for the Wisconsin Cattlemen's for their fall newsletter and am currently working on two more articles for agriculture media. Besides corn dry down, I am also working with a group of educators to plan a series of webinars through the end of the year focusing on farm finances, crop quality/inventory, and herd management.

**Epsilon Sigma Phi (ESP)** – ESP is an organization for Extension professionals all over the country. I am on the Wisconsin Board of Directors and participated in a Zoom this month. In addition, I serve on two ESP committees and participated in Zooms for each of those committees. ESP offers professional opportunities and scholarships to Extension colleagues.



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON  
KEWAUNEE COUNTY

Renee Koenig, MS  
Associate Professor, Human Development & Relationships Educator  
Report for August 2020

Each month, I report on a few of my work activities and I select programs to highlight. This month, I am providing a “menu” of the educational programs and activities that are a part of my annual Plan of Work document. Although I do not teach every class on the list below each month in its entirety, I do update curricula and provide lessons to consumers monthly. I recently updated my website which includes details about the programs below:  
<https://kewaunee.extension.wisc.edu/family-living/>

### **Menu of Educational Programs in 2020**

#### **Classes and Workshops (In Person and Online)**

[Aging Mastery Program](#)  
[Co-Parenting](#)  
[Home Alone: Preparing Children for Self-Care](#)  
[Money Matters and Managing Money During Tough Times](#)  
[Powerful Tools for Caregivers of Special Needs Children](#)  
[Raising a Thinking Child: Problem-Solving and Social Emotional Learning](#)  
[Resilient Farm Families](#)  
[Strong Bodies Wisconsin](#)  
[Taking Care of You for Stress Management \(Master Training for Trainers\)](#)  
[Trauma Informed Caregiving](#)  
[Youth Mental Health First Aid](#)

#### **Educational Resources and Teaching Guides for Professionals and Consumers**

[Behavioral Health for Resilient Communities](#)  
[eParenting® High Tech Kids](#)  
[Extension Responds to COVID-19](#)  
[Food Preservation and Safety and Starting a Food Business](#)  
[Parenting Newsletters \(Common Ties, Just In Time Parenting, The Foghorn\)](#)  
[Money As You Grow](#) Book Readings and Guides  
[Mindful Money Moments](#)  
[Parenting Behind the Behavior video lessons](#)  
[Parenting the Preschooler Fact Sheets](#) for Parents and Child Care Workers  
[Raising Caring Kids](#)  
[Text Messages for Co-Parents](#)

#### **Partnerships and Collaborations**

Libraries, Schools, Literacy Partners, HCE, ADRG, Sheriff, Family Courts, Human Services, VIP, Churches, Banks, Businesses, FISC, Health Providers, Food Pantries, Lakeshore CAP, FSC

#### **Research Focus**

Co-Parenting Education for Resilient Wisconsin Families





Extension  
UNIVERSITY OF WISCONSIN-MADISON  
KEWAUNEE COUNTY

## Kewaunee County 4-H Youth Development Extension Update

Jill Jorgensen, 4-H Youth Development Educator

August 2020



**Program Planning Guidance:** In mid July they moved our program guidance to allow to move to “small-group” meetings and activities of 10 or fewer people that allow social distancing. While virtual/online program delivery remains the approved method, volunteers can now work with your 4-H or PYD Educator to develop plans and seek organizational approval. Staff is trained on safety procedures and volunteers are required to go through the safety planning in order to hold the programs. Plans will need to be created using the Extension template and shared with the 4-H Program Educator who then uploads them for further multi-step organizational approval. I worked with volunteers to put together some of the first approved programs in the state and they started in mid-July. The horse project was one of the first to work on getting together a plan that would work to hold practice nights, drill team

practice, and even a proposed clinics. Some of the others approved have been socially distant fundraisers and meetings. The rabbit hopping project was just approved in late July to begin with their plan in place as well. As I worked with the adult and youth leaders, they have been creative and innovative while keeping safety as a top priority.

**Canvas Volunteer Training Development Team:** I am a member of a statewide, multi-program area team that is working on moving a training to be delivered in a Canvas online course for volunteers. Moving the course to this format will readily provide volunteers an opportunity to take the course at a time and place that works well for them. In addition, I am learning how to work in this new system which will ultimately enable me to use this in other places.

**Virtual County Project and Club Meetings:** I continue to facilitate and provide opportunities for club and county projects to meet in virtual settings. There are several projects, clubs, the Leaders Association, Banquet Committee, Awards Committee, and the Teen Association that I have been continuing to meet and provide educational opportunities. The number of groups meeting virtually has continued to increase. As previously mentioned, the directives due to Covid-19 brought an opportunity to collaborate, meet, and teach in different ways. I will continue working with volunteers and community partners to offer meetings and educational experiences for young people and volunteers in Kewaunee County. We also have offered other counties to join our offerings as appropriate.

**Annual Volunteer Training – Pivot to meet current needs:** I continue to work with a small group of colleagues to create the Annual Leader Training for the upcoming year. However, we have pivoted in the last month to move the training topic on Youth Adult Partnerships to 2021 and for this fall provide training on to have 4-H club experiences leading into the fall. We are developing strategies for virtual, hybrid, and in person meetings. This is a current need of We want to help volunteers feel prepared with options for the 4-H community club program. Continued guidance on club activities and leadership will need occur due to the changes in our communities due to state and local directives. A main training in Fall that all chartered clubs and projects are required to send adult and youth leaders. Additionally, quarterly activities, podcasts, challenges, and training will take place as relevant. This encourages ongoing learning and keeps the topic front and center for clubs and projects.

**Covid Protocols Video:** I was asked to provide the voice to the UW Madison Division of Extension online training video for *COVID-19 Training for Extension Partners, Volunteers, and the Public* due to my work creating other trainings and videos. The video is an introduction to Covid-19 basics and will be shared in numerous places in Extension and with community partners.