

**AGENDA**  
**Agriculture & Extension Education Committee Meeting**  
**County Board Room**  
**810 Lincoln Street, Kewaunee, WI**  
**Wednesday, December 1, 2021**  
**Conference Room Near Main Entrance**  
**8:30 AM**

Agenda

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Review/Approval of Minutes of the November 3, 2021 meeting minutes
5. Public Input
6. Educators Reports – Written/Narrative/Q/A
7. Dog Claim damages
8. Department Head/Area Director Report – Judy Knudsen
  - a. Review and sign 2022 contract between Kewaunee County and Board of Regents of the University of Wisconsin System
  - b. Extension Updates
9. Review and Set Future Committee Meeting Dates.
10. 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.

**Contract Between Kewaunee County  
and  
Board of Regents of the University of Wisconsin System**

This contract is by and between Kewaunee County, State of Wisconsin (County), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (Extension) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
  - a. The term of this contract is one (1) year. The term shall run from January 1, 2022 through December 31, 2022, unless amended or terminated as set forth below.
  - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
  - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
  - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
  - b. Invoice the County semi-annually, by March 31<sup>st</sup> and September 30<sup>th</sup> for amounts due under this agreement.
  
3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
  - a. Pay to Extension the County share of up to \$120,757 for the period of January 1, 2022 through December 31, 2022 as allocated below.

Positions	Fee	FTE	Total
Regional Agriculture Extension Educator – Dairy emphasis	\$43,600	0.333	\$14,519
Human Development & Relationships Educator	\$43,600	1.0	\$43,600
Community Resource Extension Educator	\$43,600	0.333	\$14,519
First Educator Discount			(\$10,000)
<b>Subtotal</b>			<b>\$62,638</b>
4-H Program Educator - Vacant	\$43,600	1.0	\$43,600
Regional Agriculture Extension Educator – Crops emphasis - Vacant	\$43,600	0.333	\$14,519
<b>Final Total</b>			<b>\$120,757</b>

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
  
4. **General Conditions** This contract is established under the following conditions:
  - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.

- b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2022 through December 31, 2022, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31<sup>st</sup> and the second half of the total contract by September 30<sup>th</sup>. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply

with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By:   
County Representative

Date: 11/18/21 By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
Area Extension Director  
UW-Madison, Division of Extension

Date:

By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
Director of Financial Services  
UW-Madison, Division of Extension

Date:

By: \_\_\_\_\_  
On Behalf of Board of Regents of  
The University of Wisconsin System

Date:



## Extension

UNIVERSITY OF WISCONSIN-MADISON  
KEWAUNEE COUNTY

**Aerica Bjurstrom**

Agriculture Agent

Prepared for December 1, 2021

**Research** – I continue to collect data on the dairy-beef projects and have applied for (and received) a grant to conduct a soil and forage project on dairy farms. Copper sulfate is a commonly used solution in footbaths to control the spread of digital dermatitis on cow feet. The project will study the concentration and collection of copper in plant and soil materials. The project will start in spring of 2022 and conclude in the fall. I will share more details about the project once we are ready to start sampling and get results back from the labs.

**Farm visits** – I continue to visit farms and producers on a variety of topics. I worked with farms in Kewaunee and Door Counties in person on livestock and crop questions, a farm in Oconto County on a ventilation issue, and farms in Brown County on business/management questions. In addition, I recorded a new Five Minute Farm Focus video and will release it in early December.

I organized a tour of Kinnard Farms with Brown, Kewaunee, and Door County Extension committees. The tour consisted of a visit with owners Lee Kinnard and Jackie Stewart. We toured the barns, bio-digester area, and feedpad/manure storage. The tour was concluded with a meeting about regionalization of agriculture educators in the area.

**Program Planning** – Winter programming is in full swing. I am currently preparing for hosting Beef Quality Assurance on December 1, and private Pesticide Applicator Training (PAT) on January 13. I am also coordinating details with the state PAT office and Brown, Kewaunee, Door, and Manitowoc Counties. I am coordinating details with support staff in all four counties so they can proctor exams for people who choose to self-study at home. Because of vacancies, in this part of the state, this has created significant additional work for me this year, but moving forward past 2022, PAT examinations will not be conducted by local county Extension offices. I proctored an exam session in November and trained and held exams for green house workers. Other programs I am working on with groups are Badger Dairy Insight (series January – March), Manure Haulers 101, CAFO Update, and the Wisconsin Dairy & Beef Well-Being Conference (I am the co-chair).

### **Meeting/Locations:**

Beef Quality Assurance – December 1, Kewaunee County Fairgrounds

Private Pesticide Applicator Training – January 13, Kewaunee County fairgrounds & January 14 at Brown County Extension

Annual CAFO Update - January 15/16 (Online)

**Media** – I was on Midwest Farm Weekly in November talking about cold weather care of calves and upcoming programming in the area. You can see the story here:

<https://www.wearegreenbay.com/midwest-farm/get-important-trainings-and-certifications-on-your-schedule-now/>

**Farm Technology Days Projects** – I continue to work with Farm Technology Days committees to finish final projects and work with on-going projects. Some of the projects I am work on are:

- Working with a local vendor to create an outdoor sign for the Dana Farm Recreational Shelter.
- Worked with a vendor/purchased five skate assist devices to help beginner skaters at Dana Farm ice skating rink.
- Working on creating a sign for the interior of the Dana Farm Recreational Shelter explaining the building/rink donation to the county.
- Working with the scholarship committee to release the Annual Second-Half Scholarship on December 1.
- Worked with Promotion and Recreation Department to get signs mounted to the Legacy Show Pavilion.

The committee will meet in December to discuss options with remaining funds.



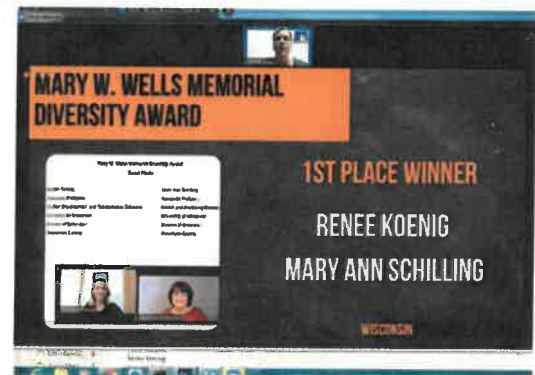
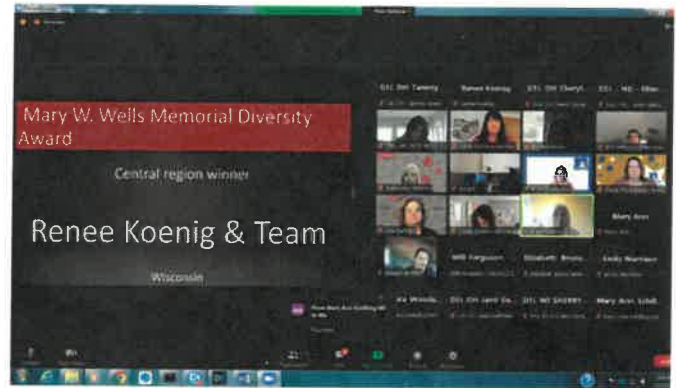


Renee Koenig, MS  
Associate Professor, Human Development & Relationships Educator

Report for December 2021

### First Place National Award –

This past year, I completed a narrative application to be considered for a regional and national award from the National Extension Association of Family & Consumer Sciences (NEAFCS). This is a highly competitive process with hundreds of applications from University educators in nearly every state. In November, the NEAFCS honored me with a first place national award and regional award during the virtual conference (the conference was originally scheduled to take place in Grand Rapids, MI but was changed to a virtual conference due to ongoing spread of Covid.) The award is the Mary W. Wells Memorial Diversity Award. My colleague, Mary Ann Schilling from Waushara County UW-Extension was recognized with me for our work. I developed a new opportunity for older people to become Mastery Makers who are leaders in implementing the Aging Mastery Program. The program aims to reduce ageism. Ageism is defined as the stereotyping, prejudice, and discrimination against people on the basis of their age. Research has shown that ageism has a negative impact on the health and well-being of older adults. The Mastery Makers are a critical addition to advancing the Aging Mastery Program from an individual wellness program to an anti-ageism movement.



At the Luxemburg class in November, there were 16 participants who completed the 10-modules of the Aging Mastery Program and three co-facilitators who were recognized as local Mastery Makers. I also presented on the topic of “Alleviating Ageism” at the Kewaunee Rotary meeting in November.

### Mental Health First Aid Training-

In November, I taught a course with my colleague from Pierce County on the steps to address a potential mental health crisis. We had 22 adult learners complete the course. They learned important skills including: Assess for Risk of Suicide or Harm, Listen Non-Judgmentally, Give Reassurance, Encourage Appropriate Professional Help and Encourage Self-Help.

**Kewaunee County Health Needs Assessment and Survey –** I am continuing to collect data on the perceived health needs for the Public Health Department’s 5-year Community Health Improvement Plan (CHIP). The survey has been completed by 148 respondents. We will meet with members of the community in December to begin implementing a plan to address unmet needs.

### Research on Money Management Curriculum -

In November, I started a research project with UW-Madison’s Center for Financial Capability. We will be researching the effectiveness of a curriculum that Extension Educators offer to individuals who are learning to improve their financial skills and basic money management.