

**MINUTES**  
**Agriculture & Extension Education Committee Meeting**  
**810 Lincoln St, Kewaunee, WI**  
**Wednesday, May 8, 2019**  
**8:30 AM**

Minutes

1. **Meeting Called to order** at 8:35 am by Chairman Romdenne
2. **Roll Call** - Committee members present: Tom Romdenne, Gary Paape, Mary-Ellen Dobbins, Chuck Wagner. Educators present: Aerica Bjurstrom, Renee Koenig, Jill Jorgensen. Also present: Rob Burke, Area Extension Director. Erin Dahle.
3. **Motion by Wagner second by Dobbins to approve the agenda and approve the minutes of April 10, 2019**, all aye. Motion carried.
4. **Citizen Input** – None
5. **Awards and Recognitions Received by Kewaunee County Extension staff.** Erin Dahle was recognized on home alone web site development, Renee received an award for dealing with Farm Stress programming. Jill received award for excellence in volunteerism and Aerica for Dairy Team Facebook page with which Erin helped.
6. **Educators Reports** – Aerica reported on progress on the plantings and reviewed issue of the letter from Revolution Plastics. Renee reported on Opioid resources now available thru Extension. Home financial management and food security. Rural Safety day is May 22.
7. **Department Head/Area Director Report-**
  - a. Committee reviewed and approved committee rules and duties. Motion by Gary second by Chuck to approve with recommended changes. All aye.
  - b. Burke reported that for 2020 the Extension feels for educators will be \$41,500 resulting in an increase of only \$480 from 2019 costs.
8. **Travel Requests: none**
9. **Review and Set Future Committee Meeting Dates.** June 6<sup>th</sup> 8:30 AM
10. **Call to adjourn by Gary, second by Dobbins, all aye.** Meeting adjourned at 9:27 AM.

Respectfully submitted by:

*Rob Burke*

May 8, 2019

## **UW-Extension Committee**

**Purpose:** The UW-Extension Committee provides general oversight of the comprehensive range of services, and activities relating to UW-Extension services.

**Membership:** Four members appointed by the Board Chair and subject to confirmation by the Kewaunee County Board of Supervisors.

**Term:** The term is two years to correspond with the terms of office for Supervisors to the County Board. Membership on the committee is established at the organizational meeting held on or after the 3<sup>rd</sup> Tuesday in April of even numbered years.

**Meeting Date & Time:** To be determined by the Committee.

**Statutory Reference:** Extension Wis. Stat. §§59.56(3).

**County Departments Overseen:** UW-Extension

**Subcommittees/Boards/Commissions/Councils:**

### **Rules and Responsibilities:**

***Policy and General Oversight: (Policy and General Oversight is defined as all oversight afforded the Committee except where limited by the Wisconsin Constitution or Wisconsin State Statutes).***

Provide oversight and develop department policy for the UW-Extension office including oversight of all programs, ordinances and regulations.

Determine broad outlines and principles governing the administration of the UW-Extension office including operating procedures that ensure compliance with federal and state requirements.

### ***Financial Oversight***

#### ***Bills & Claims***

Audit all department bills and claims. Review dog damage and livestock claims. Also, monitor department fund accounts and balances as needed.

#### ***Additional Budget Authority***

Recommend requests, reports, or resolutions involving expenditures of county funds in excess of the budget and requiring an appropriation.

#### ***Transfer Requests***

Recommend to the Finance Committee requests for transfer of funds from contingency account to budget accounts up to \$20,000. Also recommend to Finance Committee expenditures from the Capital Improvement Fund up to \$20,000.00. Recommend to Finance Committee and the County Board, all transfers from the General Fund and all transfers from Contingency and Capital Improvement Funds exceeding \$20,000.

#### ***Maintenance, Repair & Improvements***

Approve recommendations for the maintenance, repairs, and capital improvements and sales of materials and equipment.

#### ***County Budget***

Review and approve the annual budget recommendation to the County Administrator.

#### ***Departmental Oversight***

Perform all other duties imposed by Law or the County Board.