

Vernon County Agricultural and Extension Education Committee

Meeting Minutes – November 9, 2017

11:00 a.m. – Erlandson Office Building - 1st Floor Conference Room

Chairman Kevin Larson called the meeting to order at 11:00 a.m. in the 1st Floor Conference Room of the Erlandson Building. Present were: Larson, Mitchell, Easterday (joined late), Pulvermacher, and Traastad.

The public meeting notice was e-mailed to the Vernon County Computer Department and faxed to the County Clerk on November 1, 2017.

The next meeting date for the committee is set for December 14, 2017 at 11:00 a.m. in the 2nd floor conference room.

No visitors from the public were in attendance.

Larson moved, Mitchell reviewed the October Office Operation Expenses of \$1056.28 and Teen Court Expenses of \$797.62. **Motion carried.** Traastad noted that mileage was included for Bill Halfman, Monroe County Ag Educator, as he worked with a farmer near Readstown. Also, noted that \$361.54 of monthly expenses will be taken from the Ho-Chunk funds for Strong Women program.

The October Highlights were given for brief review by committee. Staff will review these when they give program reports.

Traastad reviewed a draft copy of the 2018 contract proposed between UW-Extension and Vernon County. It reflects purchasing the three services of 4-H Program Coordinator, Youth & Family Educator, and Ag Extension Educator. The total cost for Vernon County is \$111,209.00 which is the figure used when preparing the department's 2018 county budget.

Discussion was held, and with general consensus, members approved the draft of the contract. It will be on the December meeting agenda for final approval.

Traastad read a letter from Randy Hartung, President of Grape Growers Association, stating they will revisit with the committee when the new Ag Educator is hired. They will work with Mr. Saxe and new hire to evaluate the best use of the resources for Vernon County grape producers. Traastad commented that this is one way of working with a Producer Association similar to Breed Groups & Cattlemen Association in the future.

Colleen Pulvermacher reported briefly on activities as reflected in the handout, and explained what is involved in terms of annual tax reporting and charter renewals for our 14 4-H clubs, serving over 500 youth in Vernon County. In preparing to leave UW-Extension, Colleen is

organizing files and writing a detailed transition report for the new staff member coming on board and for the liaison who will cover 4-H Youth Development issues in the interim.

Traastad's report on October Department Head work included finalizing annual report summarizing Agriculture program support given by staff and herself. Also, talked about future job descriptions and handed out generic and currently posted descriptions for other counties. Two descriptions were given for each position and she emphasized committee needs to think through what programs they'd like to see these positions cover.

Traastad also proposed the support staff positions for this department be changed to Senior Administrative Assistant. This would be a two grade change reflecting the additional and changing duties of the work in this department over the past several years. It will also reflect the responsibilities and work that will be required of support staff due to changing UW-Extension staff and roles in new area structure. Traastad will bring budget figures to December's committee meeting for additional discussion.

Traastad reported on October Family Living program work on the COMPASS Great Rivers Needs Assessment Regional Project. Focus groups were held in Hillsboro, October 19th, and in Viroqua, October 26th. Currently, along with Beth Johnson, am writing summaries of the data collected.

Traastad also reported the Strong Women program in Viroqua and Westby will be closed and the instructor will teach a similar program under her business offerings. The Strong Senior program will continue in Chaseburg with UW-Extension partnering and giving oversight by Monroe County Family Living Educator.

Easterday moved, Mitchell seconded to adjourn the meeting. **Motion carried.**

Minutes submitted by: Karen Ehle-Traastad