

Vernon County Agricultural and Extension Education Committee

Meeting Minutes – December 14, 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, Ofte, Pulvermacher, Traastad, and Saxe.

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

The next meeting date for the committee is set for January 11, 2018 at 11:00 a.m. in the 2nd floor conference room.

No visitors from the public were in attendance.

Mitchell moved, Ofte seconded to approve the November Office Operation Expenses of \$1714.47. **Motion carried.** Mitchell moved, Ofte seconded to approve the Teen Court Expenses of \$775.00. **Motion carried.**

The November Highlights were given for brief review by committee. Staff noted special activities.

Craig Saxe shared a copy of the 2018 contract proposed between UW-Extension and Vernon County, to purchase the three services of 4-H Program Coordinator, Youth & Family Educator, and Ag Extension Educator. He also shared a newly revised copy of the contract that had changes made by state UWEX.

Discussion was held and committee members would like to see the new version of the contract proposed. Craig Saxe will bring the latest version to the January 2018 meeting for committee consideration.

Draft copies of the Memorandum of Understanding (MOU) were handed out to the committee. This is a draft copy that the committee can consider for one year. Then a final version will be written for agreement to cover office and program operations between the county and UW-Extension.

Colleen Pulvermacher reported on Teen Court transition changes, recommended by the Teen Court Advisory Board, as the project coordinator, Jonel Kiesau, has need for family medical leave. The board recommends Chuck Mulvaney-Kemp to serve as the Teen Court Coordinator assistant to ensure the program continues. Funding for the Teen Court remains \$750/month. There is a written addendum to the purchase of service contract on file.

Traastad led discussion on future job descriptions for the committee to consider. When the additions or changes they would like to see are made to the UW-Extension descriptions for 4-H Coordinator, Ag Educator and Youth Family Educator, the positions can then be posted. The descriptions could be finalized at the January meeting. Then Saxe could take the changes and additions to the state for completion and posting.

Also, discussion held on what 4-H Coordinator position could cover. Pulvermacher recommended minor changes to the 4-H Coordinator Generic position description.

Traastad asked members to look at the Ag description written in 2014 and reconsider what they feel is important for input at the January 2018 meetings.

Traastad discussed the proposed grade increases for the UW-Extension support staff. This change would be a two-grade change reflecting the additional and changing duties of the work in the department the past several years. It also will reflect the responsibilities and work required due to UW-Extension staff roles changing. Traastad was told by Personnel Coordinator changes could be made by home committee if there was enough money in the 2018 budget to cover these reclassifications. Traastad reviewed budget figures and found the increase could be absorbed in the “part-time help” monies budgeted for in the 2018 budget.

Larson wanted to check if this could be done or if it had to go to the entire county board for approval.

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

Minutes submitted by: Karen Ehle-Traastad