



Agriculture & Extension Education Committee

Wednesday, October 13, 2021 – 7:15 p.m.

UW Extension

Conference Room

3506 N. Highway 51, Building A, Janesville, WI 53545

1. Call to Order
2. Adoption of Agenda
3. Citizen Participation, Communication and Announcements

Division of Extension:

4. Review of Extension Bills
5. Staffing update
 - Regional Crop Educator
 - Regional Dairy Educator
 - Health and Well-being Educator update
 - Office manager update
6. Discussion and possible action of the 4-H office assistant
7. FoodWise program update

Fairgrounds:

8. Review of Fairgrounds Maintenance Bills and Contracts
9. Fairgrounds
10. Fair Board Report
11. Comments from the Committee
12. Adjourn

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF SEPTEMBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
56-5600-0000-63100	Office&Misc Exp		09/30/2021	CAMBER DAVIDSON,JILL A	STRONGBODIES SUPPLY REIMBURSE	256.00
		P2101801	09/02/2021	UNIVERSITY OF WISCONSIN EXTENS	LAURA BUSINESS CARDS	30.50
56-5600-0000-63300	Travel		09/30/2021	CAMBER DAVIDSON,JILL A	JILL TRAVEL SEPTEMBER	50.40
		P2101662	09/02/2021	WALWORTH COUNTY UW EXTENSION	TRACTOR SAFETY MILEAGE REIMBUR	17.36
56-5600-0000-64200	Training		09/30/2021	CAMBER DAVIDSON,JILL A	CAMBER HEALTH CONF REGISTRAT	295.00
		P2100936	09/30/2021	US BANK	WPY 4H CONFERENCE VANDERVEEN	102.99
UW-Extension PROG TOTAL						752.25

I have reviewed the preceding payments in the total amount of **\$752.25**

Date: Dept Head _____

Committee Chair _____

Memorandum

To: Agriculture and Extension Committee members

From: Chrissy Wen, Area Extension Director

Cc: Josh Smith, Rock County Administrator

Date: September 7, 2021

Re: Vacant Support Position proposal

In December 2020, our part-time county support staff resigned. At that time, I made the choice not to rehire it immediately, then we entered the COVID shutdown which further postponed rehiring the position. It's never easy when a vacancy occurs, however, when they do it provides an opportunity to pause, reimagine, and hire based on current and future needs. Having some space to consider the diverse needs of the entire office, and after many conversations with staff, I discovered that the best fit for our office is to hire a position that will provide focused support to the 4-H program.

Rock County 4-H is one of the largest county programs in Wisconsin. There have been many improvements to the 4-H program over the past year, which means we need to adapt and evolve how we support our participants. To meet current and future needs, I'm proposing filling the vacancy with a .4 FTE 4-H office associate. The position would shift from being a county employee to a UW employee. This is an important change because it would allow direct access to all Extension resources that support county 4-H programs and the ability to make basic program-related decisions on behalf of Extension 4-H. The overall authority of the Rock County 4-H program will remain with Laura Vander Veen, the 4-H Program Educator.

The funding for this position will continue to come from the county and the position would be included on the annual contract that Extension has with Rock County, similar to the educators. The estimated cost to the county will be \$18,000, this is slightly less than what the position currently costs. This would have no impact on the 2021 budget and, if approved, will be included in the revised contract along with the regional agriculture positions.

Under this plan, the position will work directly under Laura. Responsibilities will include providing basic support to 4-H volunteers, clubs, and groups; manage communications to 4-H membership; work with the 4-H Online database; answer general questions; and provide direct

support to Laura. Lifting the day-to-day tasks from Laura's plate will provide her space and time to focus more energy on expanding 4-H to diverse and underserved young people throughout Rock County, volunteer management, and expanding educational opportunities for youth.

I have included this plan in my 2022 budget preparations and have shared this plan with Josh Smith during our preliminary department budget meeting. Due to the immediate need, I would like to ask the committee to consider approving this position in advance of considering it during the budget process.

Thank you and please feel free to reach out with questions, ideas, and/or concerns. I can be reached at 262-379-9431 or christine.wen@wisc.edu.



Extension
UNIVERSITY OF WISCONSIN-MADISON

An EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requirements.

**COMMITTEE REVIEW REPORT W/DESCRIPTION
FAIRGROUNDS**

October-21

R&M Services 1818280000 62400

P2100730 9/16/2021 GFL SOLID WASTE MIDWEST LLC TRASH SERVICE \$125.35

R&M Supplies 1818280000 63500

P2100192 9/2/2021 HOME DEPOT/GEFCF SUPPLIES FOR FAIRGROUNDS \$173.17
P2101823 9/2/2021 BROWN OIL CO INC DIESEL DYED GAS AND UNLEADED GAS \$1,118.46
P2100284 9/16/2021 US BANK FAIRGROUNDS R&M \$162.32
P2101903 9/23/2021 BOBCAT OF JANESVILLE 20W50 MOTOR OIL \$61.05

FAIRGROUNDS PROG TOTAL \$1,640.35