

Agenda

Eau Claire County

Extension Committee

Date: May 27, 2020 at 3:00PM

Virtual meeting via WebEx

Events:<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m53a2613a208d3c7520b8b6437fd2a3af>

Dial In: 1-415-655-0001

Meeting Number: 920 715 846

Meeting Password: mkBerdxX263

For those wishing to make public comment, you must e-mail Kristi Peterson at kristin.peterson@co.eau-claire.wi.us at least **30 minutes prior to the start of the meeting**. You will be called on during the public session to make your comments.

1. Call to Order and confirmation of meeting notice
2. Roll Call
3. Welcome and Introductions
4. Public Comment
5. Election of Eau Claire County Extension Committee Chair and Vice Chair–
Discussion/Action
6. Review/Approval of Committee Minutes – **Discussion/Action**
 - a. a. February 26th, 2020
7. Appointment of an Extension Committee Member to Fair Committee–
Discussion/Action
8. Review County Extension Committee resources
9. Report on Financials
10. Area Extension Director Report/ Catherine Emmanuel
 - a. COVID-19 Division of Extension update
 - b. Budget impact of Covid19 to Extension Department
 - c. Vacant positions update
 - d. Update on Area activity
 - e. Area 6 Meeting with oversight committees/staff

11. Update on Wisconsin Extension Association (WEXA); Visitors Board – Supervisor Bates
12. Educator Report - Rachel Hart-Brinson 4-H Educator
13. Fair Committee Bylaw update – **Discussion/Action**
14. Committee suggestions for future meetings
 - a. 2019 Annual Report Review
 - b. Accomplishments
 - c. Did we meet our goals?
 - d. Strategic Planning and the budget
15. Announcements
 - a. Karl Martin permanent Dean of Extension
 - b. Online Series for County Government in June
16. Scheduling of Future Meetings / Agenda Items
17. Adjournment

MINUTES

Eau Claire County

• *Extension Education Committee* •

Date: February 26, 2020

Time: 4:00 pm

Location: *Room 103*

Agriculture & Natural Resource Center

227 1 St W Altoona, WI 54720

Members Present: Heather Deluka, Colleen Bates, Don Mowry and Melissa Janssen

Members Absent: Tami Schraufnagel

Others Present: Kristi Peterson, Joseph Malual, Yia Lor, Erika Gullerud (arrived at 4:34 pm) and Catherine Emmanuelle

1. Call to Order and confirmation of meeting notice
 - a. Supervisor Mowry called the meeting to order at 4:00pm
2. Public Comment
 - a. No one from the public was present
3. Review / Approval of Committee Minutes - Discussion / Action
 - a. January 8, 2020

ACTION: Supervisor Janssen motions to move, Bates Seconds passes 4-0
4. Introduction – Yia Lor, Human Development & Relationships Educator
 - a. Yia introduced herself and shared some of her work and future
5. Quarterly Financials - Office Coordinator
 - a. Quarter 4 financials were provided
 - b. Twice a year provide grant updates. 2nd and 4th quarter
6. Wisconsin Extension Association (WEXA) – Discussion/Action
 - a. Resolution 1920_107 was reviewed

ACTION: Deluka moves to approve, Janssen second passes 4-0
7. Board of Visitors update – Supervisor Bates

Please note:

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-6945 (FAX) 715-839-1669 or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

- a. Deans position is posted, and candidates are being interviewed
8. Area Extension Director update
- a. Joseph Malual has accepted a new position as a State Specialist in Illinois (this was discussed at the beginning of the agenda)
 - b. Extension and UW Madison continue to organize together
 - c. Extension staff set Area 6 meetings via zoom and in person as well as possible August/September Committee meeting with Area.

Add agenda item of Announcements from Supervisors

9. Scheduling of Future Meetings / Agenda Items
- a. Wednesday March 25, 2020 at 4:00pm

10. Adjourn at 5:28 pm

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Eau Claire County - Extension

Quarterly Department Report - Summary

For Period Ending: Q1, 2020

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Date Ran: 4/21/20

21 - Extension

Fund	Revenue:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Tax Levy	277,987	277,987	69,497	0	0	0	69,497	25.00%
	04-Intergovernment Grants and Aid	2,988	2,988	0	0	0	0	0	0.00%
	06-Public Charges for Services	16,100	16,100	2,485	0	0	0	2,485	15.44%
	09-Other Revenue	1,000	1,000	0	0	0	0	0	0.00%
	11-Fund Balance Applied	11,700	11,700	0	0	0	0	0	0.00%

Total Revenue - Extension	\$309,775	\$309,775	\$71,982	\$0	\$0	\$0	\$71,982	23.24%
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Fund	Expenditures:	Orig Budget 2020	Adj Budget 2020	Q1 2020	Q2 2020	Q3 2020	Q4 2020	YTD 2020	% of Budget
100	01-Regular Wages	-77,501	-77,501	-14,458	0	0	0	-14,458	18.65%
	03-Payroll Benefits	-48,256	-48,256	-9,631	0	0	0	-9,631	19.96%
	04-Contracted Services	-144,730	-144,730	-1,160	0	0	0	-1,160	0.80%
	05-Supplies & Expenses	-39,288	-39,288	-5,559	0	0	0	-5,559	14.15%

Total Expense - Extension	-\$309,775	-\$309,775	-\$30,807	\$0	\$0	\$0	-\$30,807	9.94%
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Net Surplus/(-Deficit) - Extension	\$0	\$0	\$41,175	\$0	\$0	\$0	\$41,175
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EAU CLAIRE COUNTY JUNIOR FAIR COMMITTEE RULES AND BY-LAWS

The Eau Claire County Junior Fair Committee (hereinafter “Committee”) consists of volunteer who provide hands-on assistance in the production of the annual Eau Claire County Junior Fair (“Fair”). The Committee is a working committee with oversight of this committee by the UW-Extension Committee and works with and represent UW Extension, Eau Claire County, and the USDA sponsored youth development 4-H program.

BY-LAWS:

A. MEMBERSHIP OF THE COMMITTEE:

The Committee will consist of Two (2) non-voting members and Eleven (11) voting members created from the following:

1. The 4-H Youth Program Coordinator as a non-voting member.
2. The Fair Coordinator as appointed by the Friends of the Fair, as a non-voting member.
3. One (1) member of the Eau Claire County Board of Supervisors, as appointed by the County Board Chair.
4. One (1) member who is either an FFA or agricultural teacher (active or retired); a FFA Alumni; or a member of a livestock group such as Wisconsin Simmental Association or Wisconsin Pork Producers
5. Two (2) members who are employed by a business or a representative of a youth service agency or organization that provides services to youth such as the Boys & Girls club, YMCA, Boy Scouts, Girl Scouts, etc.
6. Two (2) members who are citizens at large and who have an interest in the fair.
7. One (1) member who is a member of the Friends of the Fair, other than the Fair Coordinator.
8. One (1) member who is a member of the 4-H Leaders Association.
9. Three (3) youth members, of which one must represent exhibits other than livestock, i.e. photography, arts & crafts, etc.

B. TERMS OF MEMBERS:

1. Members, other than youth members, will be appointed for a two-year staggered term. Terms will begin on September 1st and end on August 31st. Five of the members will begin their terms in even years, and the remaining six will begin their terms in odd years. If and when vacancies occur the person appointed to fill the term of the departing member will fill out the term of the member who left and then will need to be re-appointed consistent with the staggered term of the member who left the committee.

2. Youth members will be a minimum of 14 years of age when appointed will serve a one (1) year term. Youth members may reapply for appointment up to and including the year they turn 17.
3. All members of the Committee with the exception of the County Board member, will be appointed by nomination and confirmation of the UW Extension Committee. Nominations for the year will open on May 1st of each year and appointments will be made at the August Extension meeting so that those who are appointed are able to begin their term on September 1st.

C. **MEETINGS:**

1. The Committee will hold a minimum of one (1) meeting per month.
2. The meetings will comply with the Wisconsin Open Meetings Law and will post notice of the date, time, place, and agenda of the meeting on the Eau Claire County website and the UW-Extension website.
3. Meetings will be conducted according to Roberts Rules of Order and follow the published agenda.
4. The Committee will determine the date, time and location of the following month's meeting as an agenda item for the current meeting.
5. Committee members are encouraged to attend all meetings. If a member misses more than three (3) meetings during a calendar year the committee may take action to remove the member from the Committee.
6. Annually, after the conclusion of the annual fair and during the September meeting, the Committee as part of its agenda will elect a Chair and a recording Clerk from its members. The function of the Chair will be to establish the agenda for the meeting, and to conduct the meetings according to Roberts Rules of Order and consistent with the published agenda. The recording clerk will take the minutes from the meeting, record the results of votes on motions, type the minutes and distribute them to all Committee members. Copies of the approved minutes will be stored at the offices of the UW Extension as a public record.

D. **REPORTING:**

The Committee will designate a member to at least one time per month report the activities of the Junior Fair Committee to the Extension Education Committee. The report can either be in person or by written report. The Extension Education Committee can change the frequency of the reporting.

E. **AMENDMENTS:**

These by-laws may be amended by a majority vote of the total members of the committee. Prior to taking the vote the moving member must provide a written copy of the proposed amendment to all the members of the committee and the matter must have been placed on the agenda for consideration at a properly noticed meeting.