

**Agenda**  
Eau Claire County  
Extension Education Committee Meeting  
September 15, 2021 at 4:00PM  
Virtual meeting via WebEx

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m30e4a7efbdb6ba52c386af0a010f1126>

Meeting password: FdJp8YrYM33

Meeting number (access code): 1452 22 1607

Phone: 1-415-655-0001

For those wishing to make public comment, you must e-mail Kristi Peterson at [kristin.peterson@co.eau-claire.wi.us](mailto: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. Public Comment
4. Review/Approval of Committee Minutes – **Discussion/Action**
  - a. August 18, 2021
5. Quarter 2 financials – Discussion
6. Memorandum of Understanding between Extension Eau Claire County and the Eau Claire County Fair Committee – Discussion
7. Roles of County paid employees at the Extension office - Discussion
8. Area Extension Director Report - Catherine Emmanuelle
9. Scheduling of Future Meetings / Agenda Items
  - a. October 20, 2021
10. Announcements
11. Adjourn

**Minutes**  
Eau Claire County  
Joint Meeting Extension Education & F&B Committee Meeting  
August 18, 2021, at 4:00PM  
Virtual meeting via WebEx

1. Call to Order and confirmation of meeting notice at 4:01pm

Committee Members Present: Colleen Bates, Don Mowry, Heather Deluka, Melissa Christopherson, Steve Chilson, Jim Dunning, Stella Pagonis, Robin Leary and Gerald Wilke

Absent: Melissa Janseen

Others Present: Lyssa Seefeldt, Erika Gullerud, Norb Kirk, Amy Weiss, Addison Vang, Catherine Emmanuelle, Kristi Peterson, Lisa Vetch, Debbie Kitchen, and Leticia Papke

2. Public Comment – None
3. Review/Approval of Committee Minutes – **Discussion/Action**
  - a. July 21, 2021, Supervisor Bates motions for approval and Supervisor Christopherson seconds
4. Farm Technology Days Report – the event was a huge success
  - a. Lyssa Seefeldt – Agriculture Educator gave a presentation displaying the event successes
  - b. Colleen Bates – Wisconsin Extension Association (WEXA), President (WEXA is part of Wisconsin Counties Association)
5. Fair Committee Applicants– **Discussion/Action**
  - a. Fair Committee Chair Vetch provided an overview and recommendation for new members. One youth position is still available.
  - b. Application recommendations are Kyle Wathke and Danyelle Steinke. Supervisor Deluka moves to approve, Supervisor Christopherson seconds. All in favor
6. Budget Proposal [2022 Budget Workbook - Extension.xlsx \(eau-claire.wi.us\)](#)  
Supervisor Bates moves to approve the proposed budget and Supervisor Christopherson seconds. All in favor
7. Extension Eau Claire County and Eau Claire County Fair Committee MOU – Discussion  
Tabled for the September agenda
8. Eau Claire County and the Eau Claire County Friends of the Fair MOU – Discussion  
Tabled for the September agenda  
Supervisor Christopherson made a request to have more County support in upcoming years. Expressed a need to design a plan for sustainability.
9. Area Extension Director Report - Catherine Emmanuelle
  - a. Addison Vang, Community Educator introduced himself.

10. Scheduling of Future Meetings / Agenda Items

- a. September 15, 2021 - Add fair report and MOU's

11. Announcements - none

12. Adjourned at 6:11pm

Respectfully Submitted,

Kristi Peterson  
Committee Clerk

21 - Ext

Fund	Account Description	Account No	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
100	COUNTY TAX LEVY	21-100-21-41110-000-000-000	276,669	276,669	69,167	69,167	0	0	138,334	50.00%
	<b>01-Tax Levy</b>	<b>Sum:</b>	<b>276,669</b>	<b>276,669</b>	<b>69,167</b>	<b>69,167</b>	<b>0</b>	<b>0</b>	<b>138,334</b>	<b>50.00%</b>
	SAFETY GRANT	21-100-21-43578-000-000-000	1,000	1,000	0	0	0	0	0	0.00%
	STATE POSTAGE GRANT	21-100-21-43690-000-000-000	994	994	0	0	0	0	0	0.00%
	<b>04-Intergovernment Grants and Aid</b>	<b>Sum:</b>	<b>1,994</b>	<b>1,994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	4-H PROGRAMS	21-100-21-46770-000-000-000	0	0	20	-20	0	0	0	0.00%
	EXTENSION/ DUPLICATING	21-100-21-46772-000-000-000	100	100	0	0	0	0	0	0.00%
	EXTENSION/ EDUCATIONAL PROGRAMS	21-100-21-46774-000-000-000	8,425	8,425	3,002	3,492	0	0	6,494	77.08%
	EXTENSION/ REFERENCE MATERIALS	21-100-21-46771-000-000-000	100	100	0	0	0	0	0	0.00%
	GARDEN RENT	21-100-21-46773-000-000-000	1,400	1,400	910	210	0	0	1,120	80.00%
	PESTICIDE TRNG FEES	21-100-21-46776-000-000-000	600	600	90	30	0	0	120	20.00%
	SCHOOL OUTREACH PRG GRT	21-100-21-46770-007-000-000	200	200	0	0	0	0	0	0.00%
	<b>06-Public Charges for Services</b>	<b>Sum:</b>	<b>10,825</b>	<b>10,825</b>	<b>4,022</b>	<b>3,712</b>	<b>0</b>	<b>0</b>	<b>7,734</b>	<b>71.45%</b>
	FAMILY & WELLNESS DONATIONS	21-100-21-48503-000-000-000	1,000	1,000	0	250	0	0	250	25.00%
	<b>09-Other Revenue</b>	<b>Sum:</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>25.00%</b>
	FUND BALANCE APPLIED	21-100-21-49300-000-000-000	6,400	8,074	0	0	0	0	0	0.00%
	<b>11-Fund Balance Applied</b>	<b>Sum:</b>	<b>6,400</b>	<b>8,074</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
	<b>Total Revenues:</b>	<b>Sum:</b>	<b>296,888</b>	<b>298,562</b>	<b>73,189</b>	<b>73,129</b>	<b>0</b>	<b>0</b>	<b>146,318</b>	<b>49.01%</b>

Fund	Account Description	Account No	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
100	EXTENSION/ SAL PERM-REGULAR	21-100-21-55600-111-000-000	-71,818	-71,818	-14,063	-16,698	0	0	-30,762	42.83%
	<b>01-Regular Wages</b>	<b>Sum:</b>	<b>-71,818</b>	<b>-71,818</b>	<b>-14,063</b>	<b>-16,698</b>	<b>0</b>	<b>0</b>	<b>-30,762</b>	<b>42.83%</b>
	EXTENSION/ ER HSA CONTRIBUTIONS	21-100-21-55600-153-000-000	-1,500	-1,500	0	-563	0	0	-563	37.50%

EXTENSION/ HOSP & HEALTH INS	21-100-21-55600-154-000-000	-34,749	-34,749	-8,717	-8,717	0	0	-17,434	50.17%
EXTENSION/ LIFE INSURANCE	21-100-21-55600-155-000-000	-22	-22	-6	-6	0	0	-12	54.00%
EXTENSION/ RETIREMENT EMPLR SHARE	21-100-21-55600-152-000-000	-4,848	-4,848	-953	-1,127	0	0	-2,080	42.90%
EXTENSION/ SOCIAL SECURITY	21-100-21-55600-151-000-000	-5,494	-5,494	-935	-1,108	0	0	-2,043	37.19%
<b>03-Payroll Benefits</b>	<b>Sum:</b>	<b>-46,613</b>	<b>-46,613</b>	<b>-10,610</b>	<b>-11,521</b>	<b>0</b>	<b>0</b>	<b>-22,131</b>	<b>47.48%</b>
4-H PROGRAMS/ DATA PROCESSING	21-100-21-55641-214-000-000	-500	-500	0	0	0	0	0	0.00%
EXTENSION/ CELLULAR PHONE	21-100-21-55600-226-000-000	0	0	-20	0	0	0	-20	0.00%
EXTENSION/ CONTRACTED SERVICES	21-100-21-55600-200-000-000	-143,760	-143,760	0	-64,684	0	0	-64,684	44.99%
EXTENSION/ TELEPHONE	21-100-21-55600-225-000-000	-2,160	-2,160	-660	-600	0	0	-1,260	58.33%
GARDENS/ GROUNDS MAINTENANCE	21-100-21-55620-246-000-000	-750	-750	0	0	0	0	0	0.00%
<b>04-Contracted Services</b>	<b>Sum:</b>	<b>-147,170</b>	<b>-147,170</b>	<b>-680</b>	<b>-65,284</b>	<b>0</b>	<b>0</b>	<b>-65,964</b>	<b>44.82%</b>
EXTENSION/ MEMBERSHIP DUES	21-100-21-55600-324-000-000	-800	-800	-380	0	0	0	-380	47.50%
EXTENSION/ OFFICE SUPPLIES	21-100-21-55600-310-000-000	-1,800	-1,800	-291	-32	0	0	-323	17.95%
EXTENSION/ PESTICIDE TRNG SUPPLIES	21-100-21-56712-300-000-000	-250	-250	0	-255	0	0	-255	102.00%
EXTENSION/ POSTAGE & BOX RENT	21-100-21-55600-311-000-000	-200	-200	0	0	0	0	0	0.00%
EXTENSION/ PRINTING & DUP	21-100-21-55600-313-000-000	-1,500	-1,500	-70	-13	0	0	-82	5.48%
EXTENSION/ STATE POSTAGE	21-100-21-55615-311-000-000	-1,394	-1,584	-170	-103	0	0	-273	17.25%
EXTENSION/ SUPPLIES	21-100-21-55601-300-000-000	-7,947	-7,947	-227	-5,008	0	0	-5,235	65.87%
EXTENSION/ TRAVEL-REGULAR	21-100-21-55600-330-000-000	-3,140	-3,140	0	-31	0	0	-31	1.00%
EXTENSION/ TRAVEL-TRAIN & CONF	21-100-21-55600-340-000-000	-1,988	-1,988	-339	-654	0	0	-993	49.96%
FAMILY & WELLNESS/ SUPPLIES	21-100-21-55610-300-000-000	-1,000	-1,940	0	0	0	0	0	0.00%
GARDENS/ REPAIR & MAINT SUPP	21-100-21-55620-370-000-000	-650	-650	-105	-177	0	0	-282	43.43%
SAFETY GRANT/ SUPPLIES	21-100-21-55606-390-000-000	-5,500	-6,000	0	0	0	0	0	0.00%
SCHOOL OUTREACH PROG/ SUPPLIES	21-100-21-55613-390-000-000	-1,200	-1,244	-607	354	0	0	-254	20.41%
<b>05-Supplies &amp; Expenses</b>	<b>Sum:</b>	<b>-27,369</b>	<b>-29,043</b>	<b>-2,190</b>	<b>-5,919</b>	<b>0</b>	<b>0</b>	<b>-8,109</b>	<b>27.92%</b>
EXTENSION/ OFFICE EQUIPMENT	21-100-21-55600-813-000-000	-3,918	-3,918	-980	-980	0	0	-1,959	50.00%
<b>09-Equipment</b>	<b>Sum:</b>	<b>-3,918</b>	<b>-3,918</b>	<b>-980</b>	<b>-980</b>	<b>0</b>	<b>0</b>	<b>-1,959</b>	<b>50.00%</b>
<b>Total Expenditures:</b>	<b>Sum:</b>	<b>-296,888</b>	<b>-298,562</b>	<b>-28,523</b>	<b>-100,402</b>	<b>0</b>	<b>0</b>	<b>-128,925</b>	<b>43.18%</b>
<b>Net Surplus/(-Deficit) - Extension</b>		<b>\$0</b>	<b>\$0</b>	<b>\$44,666</b>	<b>-\$27,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,425</b>	

**21 - Ext**

Fund	Revenue:	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
100	01-Tax Levy	276,669	276,669	69,167	69,167	0	0	138,334	50.00%
	04-Intergovernment Grants and Aid	1,994	1,994	0	0	0	0	0	0.00%
	06-Public Charges for Services	10,825	10,825	4,022	3,712	0	0	7,734	71.45%
	09-Other Revenue	1,000	1,000	0	250	0	0	250	25.00%
	11-Fund Balance Applied	6,400	8,074	0	0	0	0	0	0.00%

<b>Total Revenue - Extension</b>	<b>\$296,888</b>	<b>\$298,562</b>	<b>\$73,189</b>	<b>\$73,129</b>	<b>\$0</b>	<b>\$0</b>	<b>\$146,318</b>	<b>49.01%</b>
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Fund	Expenditures:	Orig Budget 2021	Adj Budget 2021	Q1 2021	Q2 2021	Q3 2021	Q4 2021	YTD 2021	% of Budget
100	01-Regular Wages	-71,818	-71,818	-14,063	-16,698	0	0	-30,762	42.83%
	03-Payroll Benefits	-46,613	-46,613	-10,610	-11,489	0	0	-22,099	47.41%
	04-Contracted Services	-147,170	-147,170	-680	-65,284	0	0	-65,964	44.82%
	05-Supplies & Expenses	-27,369	-29,043	-2,190	-5,919	0	0	-8,109	27.92%
	09-Equipment	-3,918	-3,918	-980	-980	0	0	-1,959	50.00%

<b>Total Expense - Extension</b>	<b>-\$296,888</b>	<b>-\$298,562</b>	<b>-\$28,523</b>	<b>-\$100,370</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$128,893</b>	<b>43.17%</b>
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<b>Net Surplus/(-Deficit) - Extension</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,666</b>	<b>-\$27,241</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,425</b>
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## DRAFT: MEMORANDUM OF UNDERSTANDING between Extension Eau Claire County and the Eau Claire County Fair Committee

### **Purpose**

This Memorandum of Understanding establishes the guidelines for collaboration between Extension Eau Claire County (referred to as Extension) and the Eau Claire County Fair Committee (referred to as Fair Committee). The purpose of this MOU is to define the roles, relationships, and obligations of the parties as it relates to the Eau Claire County Fair.

### **Introduction**

Extension Eau Claire County is an education arm of Eau Claire County and is part of UW-Madison Division of Extension and the Land Grant University's Cooperative Extension System and the United States Department of Agriculture. The educators with Extension Eau Claire County cooperate with the Fair Committee to support the education associated with the Eau Claire County Fair.

The Fair Committee is a working committee comprised of citizen volunteers that provide hands-on assistance in producing a well-run, family-oriented and sustainable fair for all. As members of a county committee, volunteers must comply with all federal, state and county non-discrimination laws and policies. The Eau Claire County Fair is conducted on land owned by the county and marketed as the "Expo Center."

The 4-H Name and Emblem is a Federal trade mark and can be used only as authorized by land grant universities' Extension 4-H state offices and their local 4-H employee designees. Criminal misuse of the 4-H name and emblem is prohibited by 18 U.S.C. 707. The primary consideration for granting authorization to use the 4-H Name and Emblem is for the educational and character-building purposes of the 4-H program to serve the educational needs and interests of 4-H youth.

### **ROLES AND RESPONSIBILITIES**

**Joint responsibilities: Extension and the Fair Committee mutually agree to work together to:**

1. Provide open communication and leadership to achieve the mission and goals of this partnership.
2. Each entity acknowledges that they are responsible for the reporting and filing associated with their organization.
3. Use the official and approved logo and identifying mark for each partner on all communications and promotional materials in equal size. See the 4-H Name and Emblem use guide here: [4-H Name and Emblem – Wisconsin 4-H](#)
4. Work collaboratively to update the Fair Book, annually.
5. Uphold the policies of the Eau Claire County Fair as outlined in the Eau Claire County Fair Premium Book and Wisconsin Administrative Code ATCP 160 County and District Fairs.

**Extension agrees to:**

1. Allow the Eau Claire County Fair to use the 4-H Name and Emblem in accordance with the federal law, regulations, and guidelines regarding use of the 4-H Name and Emblem. The emblem may be used for marketing, communication pieces including letters, postcards, etc.
2. Advise the Fair Committee on programming, Fair Book updates, and other topics as a non-voting member on the Fair Committee.
3. Provide educational programming in accordance with the "Roles and Responsibilities" document on Fairs at the EC County Fair.
4. Promote exhibition at the EC County Fair to youth enrolled in the 4-H program and families who participate in Extension programming.
5. Facilitate sign up of youth enrolled in Cloverbuds and Exploring for face-to-face judging.

**Junior Fair Committee agrees to:**

1. Provide structure, guidelines, and policies to run the Eau Claire County Fair in support of Positive Youth Development.

**Meetings and Reporting**

To accomplish these objectives, partners will meet/confer regularly for the purposes of program planning, monitoring, and evaluating outcomes.

**Termination or Amendments**

1. This agreement becomes effective upon the document being signed and filed with the relevant parties.
2. The 4-H Educator and the Fair Committee Chair will meet to review this Memorandum of Understanding. This meeting shall occur between the end of the Fair and November 1.
3. This agreement shall be for a five (5) year period and will be renewed upon mutual agreement of the parties. The terms of the MOU may be amended during the five (5) year period upon mutual agreement of the parties as evidenced in writing.
4. Termination Clause: If either party wishes to withdraw from this agreement at any time outside of the five-year period, notification needs to be provided to the other party by November 1, with a final decision by November 30.

**Authorized Signatures**

\_\_\_\_\_  
UW-Madison, Division of Extension

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eau Claire County  
Drafted: 5/10/2021

\_\_\_\_\_  
Date