

# Richland County Agriculture and Extension Education Committee

## Minutes

November 7, 2018 - 1:00 p.m.

Dean's Conference Room, UW-Richland

Present: Brewer, Wegner, Nelson, Williamson (phone), Saxe, Hady, and Craddock

- I. Meeting was called to order by Chairperson Brewer at 1:00 p.m.
- II. Saxe gave proof of notification.
- III. Motion by Wegner, seconded by Nelson, to approve the agenda. Motion carried.
- IV. Motion by Nelson, seconded by Wegner, to approve the October 2018 minutes. Motion carried.
- V. Public input-none
- VI. Unfinished Business
  - a. Interim 4-H Youth Development Educator and related staffing:  
4-H Coordinator position has been posted. Currently there are two applicants. The application process will close on November 9. The committee decided to go ahead even if there is a small pool of applicants. Timeline: Preliminary interviews – November 30. Final interviews - December 19. Ag and Extension Committee will conduct a brief meeting on December 19, then go into closed session for interviews.  
  
Adam Hady reported that starting on January 1, the Extension Agricultural Agent position will be 50% Richland County and 50% in Crawford County. Brewer asked about his schedule. Hady said he plans to have set days in each county with some flexibility. The schedule is to be determined.  
  
Saxe reported that Amanda Coorough, FoodWise Educator, has accepted a new position as a Human Development and Relationships Extension Educator in Sauk and Columbia Counties. Her last day in Richland County will be November 16. Sonya Lenzendorf will fill in during the interim.
  - b. Budget – County board approved budget at the last meeting.
  - c. Staff retreat – Decision to postpone the staff retreat until spring.
- VII. New Business
  - a. 2019 Educator Contracts – Saxe shared proposed contracts. Motion by Nelson, second by Wegner to accept the 2019 Extension Educator contract. Contract signed by Brewer, Nelson and Wegner.
  - b. Copier Lease – Bidding process will be handled by Barb Scott in the IT Department. Extension staff like the current copy machine. Customer service has been excellent.
- VIII. Upcoming Educator Activities/Out of County Requests:  
Hady – Swine Symposium, November 9 in Arlington  
Wunnicke and Craddock – Extension Staff Meeting, December 5 & 6 in Madison
- IX. Approval of Repairs/Purchases over \$1,000 - None.
- X. Expenditures: Office, Agent, Soils, Program and Pesticide accounts – Motion by Nelson, seconded by Wegner, to pay all accounts. Motion carried.
- XI. AED Update—Saxe reported on updates with the merger with Madison. The new name will be “Division of Extension”. Discussion on signage. The University (Madison) will cover the cost of the sign located on Hwy 14.
- XII. Agent Report – Craddock shared impacts of 4-H program on Richland County youth during 2018. Board members viewed 4-H record books highlighting 4-H member's educational activities as well as their participation in community service and leadership programs. Craddock also shared National 4-H Week promotional efforts including the Discover 4-H Open House planned and conducted by the 4-H ambassadors.
- XIII. Next meeting – December 19 at 9:00 a.m. at the Extension Office
- XIV. Motion to adjourn by Wegner and seconded by Nelson. Motion carried.

Minutes submitted by: Karleen Craddock