

**Draft**  
**Buffalo County Minutes**

**Committee/Board:** Agriculture and Extension Education Committee

**Date of Meeting:** January 2, 2018

**Electronic and Hardcopy Filing Date** January 3, 2018

**Members present:** Mr. Scott Smith, Mr. Don Black, Mr. David Danzinger, and Mr. Dennis Bork

**Others present:** Mr. Doug Kane, Ms. Sonya Hansen, Ms. Pat Malone, Ms. Annie Lisowski, Ms. Mary Wood, Mr. Carl Duley and Ms. Roxane Weisenbeck

The meeting was called to order at 7:50 a.m. by chair, Mr. Smith.

**Certify Open Meeting requirements have been met by posting and notification:** Open meeting requirements have been met by posting and notification.

**Public Comments regarding Agenda Items:** There were no members of the public present to comment on agenda items.

**Adopt Agenda:** Motion by Mr. Black and second by Mr. Danzinger to adopt agenda as presented. Carried.

**Review/Discussion/Action regarding the December 4, 2017 AEEC Minutes:** Motion by Mr. Bork, second by Mr. Danzinger to approve the minutes as presented. Approved.

**Review/Discussion/Action – 2018 Buffalo County UW-Extension Agents 136 Contract:** AED Malone presented the revised contract to the committee. The group reviewed the revisions. There are still some concerns regarding the contract. Mr. Danzinger asked Ms. Hansen if she thought the contract should be signed. Ms. Hansen has reviewed the contract with the county's corporation counsel. She recommended the committee sign the contract and work on the MOU to clarify concerns the committee has. Motion by Mr. Bork, second by Mr. Black to approve the 2018 UW-Extension 136 contract. Carried.

**Review/Discussion/Action – Memorandum of Understanding (MOU) with UW-Extension:** The committee discussed the MOU. There were a few general recommendations made. These include aligning the time for dissolving the arrangement in the MOU with the time in the contract (60 days versus 90 days). They would like to see sections that include the AED's responsibilities under the MOU and the University's responsibilities. Specifically, what will the university provide under this arrangement. They would also like some clarification about how the county administers Extension programs. There are also questions about the plans of work. Members and staff are encouraged to make comments and suggestions so we can discuss the MOU at the March committee meeting.

**Review/Discussion/Action – Department Head/Manager Roles and Responsibilities:** Ms. Malone shared the summary document based on the discussion she had with the staff regarding the department head transition. As of 1/1/18, Ms. Lisowski, Mr. Duley, and Ms. Wood no longer have official department head responsibilities and had their department head stipends cut. The document describes roles and responsibilities as we move forward. The document is open to adjustment as needed as we move forward.

- a. **Administrative Assistant Position Description Review:** The position description for the Administrative Assistant has been modified to reflect the changes in department head responsibilities and to better describe roles and responsibilities (on file). Motion by Mr. Black, second by Mr. Bork to approve position description as presented. Carried. Ms. Hansen will bring the new position description forward in the process.

**Review/Discussion/Action – Dates and topic ideas for Area Extension meeting:** The group discussed the next Area 9 meeting. After discussion, the meeting is set for February 28, 9 a.m. to Noon in Arcadia. Suggested topics include MOU's and educator reports – what is being worked on and what resources are needed.

**Review/Discussion – UW System Restructure update:** Ms. Malone updated the committee on the UW-System restructure. UW-Extension appointed a committee to work with UW-Madison on needed changes. Some key questions include the status of tenure, performance evaluation, and the names for centers and institutes since those words have specific legal context on the UW-Madison campus.

**Review/Discussion /Action – UW-Extension & Fair Intern Expense Account Clarification:** Mr. Duley led the group in a discussion of the Fair intern expense account. The Fair intern account has existed for a number of years, but only recently was it pointed out that the office budget did not have an expense line for the account. It hasn't been an issue impacting the budget, but they have added the expense account line so they can properly record income and expenditures associated with the program. They want to carryover remaining funds to the 2018 budget. Motion by Mr. Black, second by Mr. Bork to carry over remaining funds from the UW-Extension and Fair intern account to the 2018 budget. Carried.

**Review/Discussion /Action – Buffalo County Fair Changes:** Ms. Lisowski provided the committee with an update on the changes that are occurring with the Buffalo County Fair. Pepin County has had issues with their Fair for a number of years. A major concern was increasing the competition for their youth participants. Ms. Marie Ritscher and Ms. Lisowski met with the Buffalo County Fair board to discuss including Pepin County in the Buffalo County Fair. The Fair board changed language in rule #1 that will allow members in Pepin County youth organizations and Pepin County adults to participate in the Buffalo County Fair. They have scheduled a joint meeting to discuss the roles and responsibilities of staff and to work through other important details. They also discussed what the administrative role with the fair board should be as we move forward. After their next meeting, they will work on a joint meeting to draft a new MOU with the fair board. Mr. Scott Smith will be involved as county liaison with the fair board.

**Review/Discussion – Reality Check:** Due to the length of the meeting, Ms. Wood just shared the impact report, which summarizes the impact that the Reality Check program has had on participants and volunteers over a number of years (on file). She also invited committee members to attend the program and volunteer if they can. Reality Check is scheduled for March 29<sup>th</sup> in the Durand High School from about 7:30 a.m. to 3:00 p.m.

**Review/Discussion/Action – Set next meeting date and time:** The next AEEC meeting is scheduled for Tuesday, March 6<sup>th</sup> at 7:45 a.m.

**Public Comments Not Relating to the Agenda:** None

**Adjournment:** There being no comments on non-agenda items, Smith declared the meeting adjourned at 9:55 a.m.

Respectfully submitted,

Patricia Malone  
Area Extension Director