



# PORTAGE COUNTY

## AGRICULTURE & EXTENSION EDUCATION COMMITTEE AGENDA

ANNEX CONFERENCE ROOMS 1 & 2  
1462 STRONGS AVENUE  
STEVENS POINT, WI 54481

THURSDAY, OCTOBER 8, 2020  
7:00 PM

### 1. REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone : dial +1 312 626 6799, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 935 4092 6134, then press #

To attend this meeting by video: go to <https://zoom.us/join>, in the Meeting ID box enter: 935 4092 6134, then passcode: Extension

Or join directly using the following link: <https://uwmadison.zoom.us/j/93540926134?pwd=NkdhcEQ3SVN6OXNhL2dKWdVZdHJzd09>

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to [lisa.henriksen@wisc.edu](mailto:lisa.henriksen@wisc.edu). The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

**Face coverings are required for in-person attendance unless an exemption applies.**

### 2. CALL TO ORDER

### 3. PUBLIC NOTICE

**Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.**

### 4. APPROVAL OF MINUTES

5. **20-2313**            **REVIEW/APPROVAL OF MINUTES FROM SEPTEMBER 10, 2020**  
**DOCUMENTS:**            [9-10-20 AG & EXTENSION MINUTES - DRAFT.PDF](#)

### 6. REPORTS

7. **20-2314**            **REVIEW VENDOR INVOICE LIST**  
**DOCUMENTS:**            [UWEXT VENDOR INVOICE LIST 09.30.20.PDF](#), [P CARD.PDF](#)

8. **20-2315**            **AREA EXTENSION DIRECTOR REPORT**  
**DOCUMENTS:**            [OCTOBER 2020 AREA EXTENSION DIRECTOR REPORT.PDF](#)

9. **20-2316**            **EDUCATOR REPORT**  
**DOCUMENTS:**            [OCTOBER 2020 EDUCATOR REPORT.PDF](#)

### 10. DISCUSSION/POSSIBLE ACTION

11. **20-2317**            **DISCUSSION/POSSIBLE ACTION REGARDING SPECIAL MEETINGS (PORTAGE COUNTY ORDINANCE 3.1.47 & 3.1.48)**  
**-REQUEST FOR SPECIAL MEETING ATTENDANCE**  
**-APPROVAL OF ATTENDANCE OF SPECIAL MEETINGS**  
**-SPECIAL MEETING ATTENDANCE REPORTS**



# PORTAGE COUNTY

## AGRICULTURE & EXTENSION EDUCATION COMMITTEE AGENDA

THURSDAY, OCTOBER 8, 2020  
7:00 PM

ANNEX CONFERENCE ROOMS 1 & 2  
1462 STRONGS AVENUE  
STEVENS POINT, WI 54481

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12. **20-2318**      **DISCUSSION/POSSIBLE ACTION: AUTHORIZATION FOR CONTRACT BETWEEN PORTAGE COUNTY AND THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM FOR THE TERM OF JANUARY 1, 2021 TO DECEMBER 31, 2021.**

**DOCUMENTS:**      [2021 PORTAGE COUNTY CONTRACT.PDF](#), [UWEX AGENT SALARY CONTRACT SUMMARY 2021.PDF](#), [UW-EXTENSION CONTRACT RESOLUTION 2021.PDF](#)

13. **CORRESPONDENCE**

14. **FUTURE AGENDA ITEMS**

15. **NEXT MEETING DATE: NOVEMBER 12, 2020 7:00 PM**

16. **ADJOURNMENT**

17. **NOTICES**

Notice: Any person who has special needs planning on attending this meeting in-person or remotely should contact the Portage County Extension Office at 715-346-1316 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or a committee thereof, may be present at this meeting.



# PORTAGE COUNTY

## AGRICULTURE & EXTENSION EDUCATION COMMITTEE MINUTES

ANNEX CONFERENCE ROOMS 1 & 2  
1462 STRONGS AVENUE  
STEVENS POINT, WI 54481

THURSDAY, SEPTEMBER 10, 2020  
7:00 PM

### 1. REMOTE ATTENDANCE & COMMENT

To attend this meeting by telephone: dial +1 312 626 6799, after dialing the number you will then be asked to enter in a meeting number. Use the following meeting number: 924 6599 4227, then press #

To attend this meeting by video: go to <https://zoom.us/join>, in the Meeting ID box enter: 924 6599 4227, then passcode: Portage.

Or join directly using the following link:

<https://uwextension.zoom.us/j/92465994227?pwd=MjRnSDNac2k2M1pCRkVqYWQ0L0gydz09>

Due to COVID-19 and the potential risk to members of the public who attend meetings in-person, any person who plans to attend the meeting remotely, but wishes to comment on an agenda item can send their comments via email to [lisa.henriksen@wisc.edu](mailto:lisa.henriksen@wisc.edu). The deadline for sending comments by email is 48 hours prior to the start of the meeting. Emailed comments will be delivered to committee members at least 24 hours prior to the meeting. Remote comment by the public during the meeting will be at the discretion of the Chair.

**Face coverings are required for in-person attendance unless an exemption applies.**

### 2. CALL TO ORDER (7:02 PM)

Members Present: ANDAY, B. JACOWSKI, C. GUSSEL, D. MARTINSON AND M. JACOWSKI

Staff Present: Sherry Daniels, Denise Rocha, Connie Creighton, Jason Hausler, Lisa Henriksen

Others Present:

### 3. PUBLIC NOTICE

**Members of the public who wish to address the Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.**

### 4. APPROVAL OF MINUTES

#### 5. 20-2129 REVIEW/APPROVAL OF MINUTES FROM AUGUST 13, 2020.

**Documents:** [8-13-20 AG & EXTENSION MINUTES - DRAFT.PDF](#)

A motion was made by Supervisor B. Jacowski, seconded by Vice-Chair C. Gussel, to approve. The motion carried by unanimous vote.

### 6. REPORTS

#### 7. 20-2130 REVIEW VENDOR INVOICE LIST

**Documents:** [UWEXT VENDOR INVOICE LIST 08.31.20.PDF](#), [AUGUST P CARD.PDF](#)

#### 8. 20-2155 EXTENSION PRELIMINARY BUDGET & CONTRACT

**Documents:** [2021 PORTAGE COUNTY CONTRACT DRAFT.PDF](#), [2021 UW-EXTENSION BUDGET.PDF](#)

Hausler reported that the 2021 Portage County Extension Contract will have a 2% increase for educator fees. This increase was offset by cuts to other parts of the Extension budget to



# PORTAGE COUNTY

## AGRICULTURE & EXTENSION EDUCATION COMMITTEE

ANNEX CONFERENCE ROOMS 1 & 2

1462 STRONGS AVENUE

STEVENS POINT, WI 54481

THURSDAY, SEPTEMBER 10, 2020

### MINUTES

7:00 PM

remain budget neutral for 2021. Another change of the Extension contract is the additional clarification of who is considered an Extension volunteer.

9. **20-2131** **AREA EXTENSION DIRECTOR REPORT**  
**Documents:** [SEPTEMBER 2020 AREA EXTENSION DIRECTOR REPORT.PDF](#)
10. **20-2132** **EDUCATOR REPORT**  
**Documents:** [SEPTEMBER 2020 EDUCATOR REPORT.PDF](#)
11. **DISCUSSION/POSSIBLE ACTION**
12. **20-2161** **DISCUSSION/POSSIBLE ACTION REGARDING SPECIAL MEETINGS (PORTAGE COUNTY ORDINANCE 3.1.47 & 3.1.48)**  
**-REQUEST FOR SPECIAL MEETING ATTENDANCE: NONE**  
**-APPROVAL OF ATTENDANCE OF SPECIAL MEETINGS: NONE**  
**-SPECIAL MEETING ATTENDANCE REPORTS: NONE**
13. **20-2162** **DISCUSSION/POSSIBLE ACTION: REQUESTING THE STATE SENATE TO CONVENE IN EXTRAORDINARY SESSION FOR WATER QUALITY FUNDING**  
**Documents:** [MEMO FOR RESOLUTION.PDF](#), [RESOLUTION FOR SENTATE TO CONVENE EXTRAORDINARY SESSION FOR WATER QUALITY FUNDING.PDF](#)

A motion was made by Supervisor B. Jacowski, seconded by Vice-Chair C. Gussel, to approve recommendation and forward to County Board after the correction of the county name in final clause of the resolution. Committee asked to forward it on to the County Board as a addendum to the September 15, 2020 agenda. The motion carried by unanimous vote.

14. **CORRESPONDENCE: NONE**
15. **FUTURE AGENDA ITEMS: NONE**
16. **NEXT MEETING DATE: OCTOBER 8, 2020 7:00PM**

### 17. **ADJOURNMENT (7:33 PM)**

A Motion Was Made By Supervisor B. Jacowski, Seconded By Supervisor Martinson, To Adjourn. The Motion Carried By Unanimous Vote.

### 18. **NOTICES**

Notice: Any person who has special needs planning on attending this meeting in-person or remotely should contact the Extension Office at 715-346-1316 as soon as possible to ensure that reasonable accommodations can be made.

Notice: A quorum of the Portage County Board of Supervisors, or a ny committee thereof, may be present at this meeting.



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PORTAGE COUNTY, WI  
PURCHASE CARD STATEMENTS

P 1  
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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9345	****5184	Denise Worzalla-Rocha	5310	09062020	New	2020/09	70.00
GL Effective Date: 09/06/2020		Invoice Date: 09/06/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36621	Daniels-Online Conference	One Time Pay Vendor		08/12/2020	08/14/2020	09/23/2020	70.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
11000000	53999	P Card Processing			Y-Apprv N	70.00	
9350	****7294	Lisa Henriksen	5310	09062020	Released	2020/09	133.87
GL Effective Date: 09/06/2020		Invoice Date: 09/06/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36643	Envelopes	One Time Pay Vendor		08/18/2020	08/19/2020	09/23/2020	10.18
36644	Owl Pellets for Camp in a Ba	One Time Pay Vendor		08/09/2020	08/10/2020	09/23/2020	39.99
36645	4-H Clover Masks	One Time Pay Vendor		08/21/2020	08/24/2020	09/23/2020	83.70
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
11531000	53100	Office Supplies			N	N	10.18
11534000	53412	Educational Materials/Supplies			N	N	123.69

\*\* END OF REPORT - Generated by Henriksen, Lisa \*\*

# EXTENSION PORTAGE COUNTY BUDGET STATUS REPORT

Budget Year 2020

Accrual Date: September 30, 2020

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	% USED
11531000 UW - Administration	\$ 102,584.00	\$ 72,881.27	\$ -	71.00
11531010 UW - Admin Educational Prgms	\$ (1,723.00)	\$ 55.09	\$ -	-3.20
11532000 UW - Agriculture Agent	\$ 45,913.00	\$ 22,343.19	\$ 19,750.00	91.70
11532010 UW - Ag Educational Prgms	\$ (3,171.00)	\$ 19,214.90	\$ -	-606.00
11532020 UW - Horticulturist	\$ 2,833.00	\$ 89.28	\$ -	3.20
11533000 UW - Resource Agent	\$ 42,908.00	\$ 19,950.01	\$ 19,750.00	92.50
11533010 UW - Resource Educational Prgms	\$ 261.00	\$ 32.59	\$ -	12.50
11534000 UW - 4-H Agent	\$ 43,445.00	\$ 21,636.01	\$ 19,750.00	95.30
11534010 UW - 4-H Educational Prgms	\$ 1,901.00	\$ 785.66	\$ -	41.30
11534020 UW - Summer Agent	\$ 43,729.00	\$ 20,188.02	\$ 19,750.00	91.30
11535000 UW - Family Living Agent	\$ 1,170.00	\$ 69.88	\$ -	6.00
11535010 UW - Fam Liv Educational Prgms	\$ (66,526.00)	\$ (10,083.98)	\$ -	15.20
Revenue Total	\$ 350,224.00	\$ 187,419.16	\$ 79,000.00	76.10
Expense Total	\$ 283,698.00	\$ 177,335.18	\$ 79,000.00	90.40
Grand Total				

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PORTAGE COUNTY, WI  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

ACCOUNTS FOR:  
110 General

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11531000 UW - Administration							
46770 UW Extension Fees	-200	0	-200	-66.78	.00	-133.22	33.4%
48900 Other Miscellaneous Revenues	-5,339	0	-5,339	-3,025.00	.00	-2,314.00	56.7%
51105 Salaries/Wages (Full-time)	57,893	0	57,893	41,532.43	.00	16,360.57	71.7%
51305 FICA & Medicare Taxes	4,429	0	4,429	3,083.88	.00	1,345.12	69.6%
51505 Retirement - County Share	3,908	0	3,908	2,804.37	.00	1,103.63	71.8%
51510 Health Insurance - County Sha	9,238	0	9,238	9,476.32	.00	-238.32	102.6%
51515 Life Insurance - County Share	54	0	54	39.60	.00	14.40	73.3%
51520 Disability Insurance - County	116	0	116	86.40	.00	29.60	74.5%
51530 Worker's Compensation	81	0	81	57.85	.00	23.15	71.4%
52170 Reference/Background Checks	42	0	42	.00	.00	42.00	.0%
52210 Telephone	738	0	738	448.39	.00	289.61	60.8%
52475 IT Contracted Services	340	0	340	.00	.00	340.00	.0%
52480 Computer Services - County IT	22,379	0	22,379	16,784.28	.00	5,594.72	75.0%
53100 Office Supplies	1,800	0	1,800	303.73	.00	1,496.27	16.9%
53130 Postage & Shipping	5,339	0	5,339	1,029.39	.00	4,309.61	19.3%
53140 Photocopying & Printing	800	0	800	154.86	.00	645.14	19.4%
53207 Subscriptions	243	0	243	101.00	.00	142.00	41.6%
53208 Membership & Association Dues	50	0	50	50.00	.00	.00	100.0%
53220 Advertising	50	0	50	20.55	.00	29.45	41.1%
53236 Training - Department	518	0	518	.00	.00	518.00	.0%
53305 Mileage	105	0	105	.00	.00	105.00	.0%
TOTAL UW - Administration	102,584	0	102,584	72,881.27	.00	29,702.73	71.0%
11531010 UW - Admin Educational Pgms							
48900 Other Miscellaneous Revenues	-2,313	0	-2,313	-310.78	.00	-2,002.22	13.4%
52210 Telephone	590	0	590	365.87	.00	224.13	62.0%
TOTAL UW - Admin Educational Pgms	-1,723	0	-1,723	55.09	.00	-1,778.09	-3.2%
11532000 UW - Agriculture Agent							
52210 Telephone	148	0	148	91.90	.00	56.10	62.1%
52215 Cellular Services	490	0	490	422.20	.00	67.80	86.2%
52595 UW Contracted Services (State	39,500	0	39,500	19,750.00	19,750.00	.00	100.0%

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PORTAGE COUNTY, WI  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
53206 Dues	145	0	145	195.00	.00	-50.00	134.5%
53207 Subscriptions	85	0	85	52.00	.00	33.00	61.2%
53230 Conference & Reg(In State)	400	0	400	.00	.00	400.00	.0%
53236 Training - Department	40	0	40	.00	.00	40.00	.0%
53305 Mileage	4,400	0	4,400	1,787.12	.00	2,612.88	40.6%
53306 Meals	50	0	50	.00	.00	50.00	.0%
53307 Parking	20	0	20	.00	.00	20.00	.0%
53310 Lodging	275	0	275	.00	.00	275.00	.0%
53412 Educational Materials/Supplie	360	0	360	44.97	.00	315.03	12.5%
TOTAL UW - Agriculture Agent	45,913	0	45,913	22,343.19	19,750.00	3,819.81	91.7%
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11532010 UW - Ag Educational Pgms							
43586 State Grants - State Conserva	-40,000	0	-40,000	.00	.00	-40,000.00	.0%
46770 UW Extension Fees	-8,800	0	-8,800	-6,418.60	.00	-2,381.40	72.9%
48900 Other Miscellaneous Revenues	-6,609	0	-6,609	-111.30	.00	-6,497.70	1.7%
52100 Professional Services	300	0	300	.00	.00	300.00	.0%
52511 Laboratory Fees	2,505	0	2,505	143.00	.00	2,362.00	5.7%
52571 Transportation Services	850	0	850	.00	.00	850.00	.0%
53130 Postage & Shipping	200	0	200	35.94	.00	164.06	18.0%
53140 Photocopying & Printing	1,187	0	1,187	940.04	.00	246.96	79.2%
53230 Conference & Reg(In State)	1,000	0	1,000	495.00	.00	505.00	49.5%
53412 Educational Materials/Supplie	12,471	0	12,471	2,425.08	.00	10,045.92	19.4%
53474 Catering Expenses	1,200	0	1,200	3,940.74	.00	-2,740.74	328.4%
57200 Grants & Donations to Other O	32,525	0	32,525	17,765.00	.00	14,760.00	54.6%
TOTAL UW - Ag Educational Pgms	-3,171	0	-3,171	19,214.90	.00	-22,385.90	-606.0%
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11532020 UW - Horticulturist							
51120 Seasonal	2,395	0	2,395	.00	.00	2,395.00	.0%
51305 FICA & Medicare Taxes	183	0	183	.00	.00	183.00	.0%
51530 Worker's Compensation	3	0	3	.00	.00	3.00	.0%
52210 Telephone	148	0	148	89.28	.00	58.72	60.3%
53305 Mileage	104	0	104	.00	.00	104.00	.0%
TOTAL UW - Horticulturist	2,833	0	2,833	89.28	.00	2,743.72	3.2%
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11533000 UW - Resource Agent							

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PORTAGE COUNTY, WI  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52210 Telephone	148	0	148	101.68	.00	46.32	68.7%
52595 UW Contracted Services (State)	39,500	0	39,500	19,750.00	19,750.00	.00	100.0%
53207 Subscriptions	50	0	50	.00	.00	50.00	.0%
53230 Conference & Reg(In State)	650	0	650	.00	.00	650.00	.0%
53236 Training - Department	40	0	40	.00	.00	40.00	.0%
53305 Mileage	1,550	0	1,550	98.33	.00	1,451.67	6.3%
53307 Parking	20	0	20	.00	.00	20.00	.0%
53310 Lodging	200	0	200	.00	.00	200.00	.0%
53412 Educational Materials/Supplie	750	0	750	.00	.00	750.00	.0%
TOTAL UW - Resource Agent	42,908	0	42,908	19,950.01	19,750.00	3,207.99	92.5%
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11533010 UW - Resrce Educational Pgms							
48900 Other Miscellaneous Revenues	-500	0	-500	.00	.00	-500.00	.0%
53140 Photocopying & Printing	261	0	261	32.59	.00	228.41	12.5%
53412 Educational Materials/Supplie	500	0	500	.00	.00	500.00	.0%
TOTAL UW - Resrce Educational Pgms	261	0	261	32.59	.00	228.41	12.5%
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11534000 UW - 4-H Agent							
52210 Telephone	148	0	148	103.85	.00	44.15	70.2%
52482 Computer Services - Other IT	500	0	500	500.00	.00	.00	100.0%
52595 UW Contracted Services (State)	39,500	0	39,500	19,750.00	19,750.00	.00	100.0%
53206 Dues	0	0	0	115.00	.00	-115.00	100.0%
53207 Subscriptions	50	0	50	.00	.00	50.00	.0%
53230 Conference & Reg(In State)	400	0	400	180.00	.00	220.00	45.0%
53236 Training - Department	0	0	0	45.00	.00	-45.00	100.0%
53305 Mileage	1,900	0	1,900	633.94	.00	1,266.06	33.4%
53307 Parking	20	0	20	.00	.00	20.00	.0%
53310 Lodging	200	0	200	.00	.00	200.00	.0%
53412 Educational Materials/Supplie	727	0	727	308.22	.00	418.78	42.4%
TOTAL UW - 4-H Agent	43,445	0	43,445	21,636.01	19,750.00	2,058.99	95.3%
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11534010 UW - 4-H Educational Pgms							

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PORTAGE COUNTY, WI  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

ACCOUNTS FOR: 110 General	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
46770 UW Extension Fees	-500	0	-500	.00	.00	-500.00	.0%
48900 Other Miscellaneous Revenues	-1,975	0	-1,975	-73.52	.00	-1,901.48	3.7%
53140 Photocopying & Printing	2,051	0	2,051	859.18	.00	1,191.82	41.9%
53412 Educational Materials/Supplie	2,325	0	2,325	.00	.00	2,325.00	.0%
TOTAL UW - 4-H Educational Pgms	1,901	0	1,901	785.66	.00	1,115.34	41.3%
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11534020 UW - Summer Agent							
51120 Seasonal	3,245	0	3,245	.00	.00	3,245.00	.0%
51305 FICA & Medicare Taxes	248	0	248	.00	.00	248.00	.0%
51530 Worker's Compensation	7	0	7	.00	.00	7.00	.0%
52170 Reference/Background Checks	10	0	10	.00	.00	10.00	.0%
52210 Telephone	148	0	148	89.28	.00	58.72	60.3%
53305 Mileage	190	0	190	.00	.00	190.00	.0%
TOTAL UW - Summer Agent	3,848	0	3,848	89.28	.00	3,758.72	2.3%
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11535000 UW - Family Living Agent							
52210 Telephone	148	0	148	92.02	.00	55.98	62.2%
52595 UW Contracted Services (State	39,500	0	39,500	19,750.00	19,750.00	.00	100.0%
53207 Subscriptions	50	0	50	.00	.00	50.00	.0%
53230 Conference & Reg(In State)	650	0	650	15.00	.00	635.00	2.3%
53236 Training - Department	200	0	200	.00	.00	200.00	.0%
53305 Mileage	1,800	0	1,800	322.00	.00	1,478.00	17.9%
53306 Meals	100	0	100	.00	.00	100.00	.0%
53307 Parking	30	0	30	9.00	.00	21.00	30.0%
53310 Lodging	275	0	275	.00	.00	275.00	.0%
53412 Educational Materials/Supplie	976	0	976	.00	.00	976.00	.0%
TOTAL UW - Family Living Agent	43,729	0	43,729	20,188.02	19,750.00	3,790.98	91.3%
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11535010 UW - Fam Liv Educational Pgms							
48900 Other Miscellaneous Revenues	-290	0	-290	-78.00	.00	-212.00	26.9%
52170 Reference/Background Checks	90	0	90	.00	.00	90.00	.0%
53140 Photocopying & Printing	1,170	0	1,170	147.88	.00	1,022.12	12.6%
53412 Educational Materials/Supplie	200	0	200	.00	.00	200.00	.0%
TOTAL UW - Fam Liv Educational Pgms	1,170	0	1,170	69.88	.00	1,100.12	6.0%

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PORTAGE COUNTY, WI  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 09

ACCOUNTS FOR:  
110 General

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL General	283,698	0	283,698	177,335.18	79,000.00	27,362.82	90.4%
TOTAL REVENUES	-66,526	0	-66,526	-10,083.98	.00	-56,442.02	
TOTAL EXPENSES	350,224	0	350,224	187,419.16	79,000.00	83,804.84	

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PORTAGE COUNTY, WI  
YEAR-TO-DATE BUDGET REPORT

P 6  
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FOR 2020 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	283,698	0	283,698	177,335.18	79,000.00	27,362.82	90.4%

\*\* END OF REPORT - Generated by Henriksen, Lisa \*\*



**Extension**

UNIVERSITY OF WISCONSIN-MADISON  
PORTAGE COUNTY

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## October 2020 Educator Update

### FoodWise Education - Kelly Hammond, Penny Schmitt & Hannah Wendels

- Direct education: Team has completed a pilot hybrid social media/Zoom education series with WIC Fit Families called *5 Weeks with FoodWise*. Over 12 families participated in a private group for 5 weeks, which included customized videos, content and discussion time on families eating healthy on a budget.
- Fall Virtual class schedule has been released and is available on Facebook and via the [Portage County Extension Website](#).
- Strong bodies classes continue to be offered virtually, 3 days a week, via Zoom.
- FoodWise, along with local coalition PCCAN, has had conversations with Hunger Task Force of Wisconsin, Hunger Solutions of Minnesota, the Wisconsin Department of Health Services and the Farmers Market Association of Wisconsin on a state-wide proposal to improve access and funding for Foodshare users at Farmers Markets across the state. New partnerships have been developed to transition this locally-led effort to a state-wide program.
- Hammond has started preparing for maternity leave, starting early November, as well as a transition to 80% FTE starting Oct 1. Wendels will be transiting to 100% FTE. Jason Hausler and Jill Sanders will step in to support the team during maternity leave.

### 4-H Positive Youth Development Programming - Connie Creighton

- Facilitated four 4-H Clubs Zoom meetings, one club face-to-face outdoor COVID safe meeting, and a face-to-face outdoor 4-H Adult and Teen Leader Association meetings. 4-H Clubs are finishing up the 2020 4-H year and planning for the 2021 4-H year by brainstorming how to hold officer elections, recruit new 4-H members, and planning next year's club calendar.
- Currently wrapping up the 2020 fair season.
- Planned and developed October 4-H programming: Virtual pumpkin carving beginner and intermediate classes and virtual 4-H members, family members, and adult pumpkin carving, decorating contest.



Pictured: Members of the Tomorrow River Voyagers 4-H Club doing litter pickup on their assigned Adopt A Highway stretch in Amherst.

## **Agriculture Education - Ken Schroeder**

- Myself and three colleagues convened 3 statewide professional development zoom sessions in September on Understanding Research Design and Interpretation for Agriculture and Horticulture Agents/Educators throughout the state.
- Assisted Farmers of Mill Creek and Farmers for Tomorrow Watershed Councils in writing grants for continued project funding from the DATCP Producer-Led Watershed Protection program. The grant requests totaled \$40,000 for each group. These funds will support the on-going efforts to educate farmers on the benefits of conservation practices in improving soil and water quality. Funds also provide cost-share benefits to farmers adopting conservation practices.
- Served as in-the-field interviewer for the DATCP Producer-Led webinar featuring the Farmers for Tomorrow River lead farmer Matt Hintz.
- Provided educational support for the Farmers for Tomorrow Watershed Council cover crop field day September 21st. Focus was on benefits and opportunities of using multi-species cover crops following a small grain crop and the available manure nutrient testing program.



## **Community, Natural Resources & Economic Development Education - Nathan Sandwick**

- Prepared a summary report of a community survey and helped identify key group discussion topics to support an Extension-coordinated community design effort that now has over a dozen professional community planners and designers from three states volunteering their time and expertise to serve a small Northern Wisconsin community that suffered significant losses of downtown buildings to fires last year.
- Helped Extension's affordable housing study group establish a shared sense of priorities and current focus through two team planning sessions held in September.
- Responded to inquiries about current supports for broadband development in underserved areas of Portage County, offered to support efforts among groups of neighbors to get broadband, connected with colleagues at UW Center for Cooperatives and UW Law & Entrepreneurship Clinic that could help, and shared

information about a new WEDC/PSC program to provide additional technical assistance to communities pursuing funding for broadband development.

### **Human Development and Relationships Education - Sherry Daniels**

- Completed the Financial Coach Training for UWSP students involved in the Financial Literacy Association. It was necessary to convert the training to virtual learning. This training is now a requirement for every student seeking a Financial Literacy Certificate.
- Daniels completed a 3-day training to bring Triple P Parenting to Portage County. Now working to get accredited so I can deliver this evidence-based program, along with my community partners, United Way and CAP Services.
- Daniels was interviewed for 45 minutes on Wisconsin Public Radio (WPR), answering questions on financial solutions for families during COVID (potential 30,000 listenership).
- Working with Staywell Wisconsin I did a podcast on Financial Wellness during COVID. There were 1,473 participants when it went live, but any state employee can listen to the recording and get credit towards earning a \$150 gift card for completing the state wellness program.
- Daniels delivered a training at the 2020 National Extension Association of Family & Consumer Sciences (NEAFCS) Virtual Annual Conference. It was a joint presentation on how to deliver evidence-based training via virtual platforms.
- Continued holding virtual StrongBodies classes every Monday, Wednesday, and Friday, with Penny, FoodWise. Twenty-eight community members are enrolled and attend on a regular basis.

### **Area Director Update - Jason Hausler**

- Presented at the Portage County Board of Supervisors meeting on September 15th, highlighting the 2019 Portage County Extension report and updating the Board on current initiatives.
- Supported colleagues with professional development opportunities related to the “7 Habits of Highly Effective People”, along with learning more about working with Plain Faith communities (Amish and Mennonites).
- Continued participation on the Deans COVID-19 Task Force, as well as the Programming/Workplace subcommittee, to ensure safe practices are followed as we engage with in-person programming.
- Finalized the 2021 Extension contact with the Dean’s Office, which is now ready to move forward pending budget adoption by the Board of Supervisors.

RESOLUTION # \_\_\_\_\_

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE PORTAGE BOARD OF SUPERVISORS:

**RE: Authorization for Contract between Portage County and the Board of Regents of the University of Wisconsin System for January 1, 2021 through December 31, 2021.**

**WHEREAS**, in order to comply with the Portage County Purchasing Ordinance 3.7.11 Contracts and Leases, all leases or contracts for services exceeding \$25,000 must have governing committee approval, furthermore, any contract over \$100,000 must also be approved by resolution of the County Board; and

**WHEREAS**, Portage County (County), pursuant to the authority vested in the Agriculture and Extension Education Committee by Sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes, and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin-Extension, Cooperative Extension Division (Extension) agrees to conduct Cooperative Extension programs in Portage County; and

**WHEREAS**, Extension provides educational programs in agriculture, community and economic development, family living and 4-H youth development to meet local needs which engage people and their communities in positive change where they live and work; and

**WHEREAS**, as a result of Extension programming Portage County receives the additional benefit of inclusion in the federal grant funded FoodWise program; and

**WHEREAS**, Extension agrees to provide staff with specialist support, research, technology, grant writing, publications, program evaluation, and professional development to carry out Extension programming in the county.

**FISCAL NOTE:** The professional services included in this contract are budgeted by the County for the 2021 fiscal year. The County share has been budgeted so this resolution is not a budget adjustment and needs a majority vote for passage.

**NOW, THEREFORE BE IT RESOLVED** by the Portage County Board of Supervisors that the agreement between Portage County and Board of Regents of the University of Wisconsin System attached hereto is authorized, ratified and endorsed for the fiscal period of January 1, 2021 through December 31, 2021. A Contract Summary form is also attached.

Dated this 10<sup>th</sup> day of November, 2020.

PORTAGE COUNTY AGRICULTURE AND EXTENSION EDUCATION COMMITTEE

Date: October 8, 2020

\_\_\_\_\_  
Matt Jacowski, Chair

\_\_\_\_\_  
Charles Gussel, Vice Chair

\_\_\_\_\_  
Anton Anday

\_\_\_\_\_  
Barry Jacowski

\_\_\_\_\_  
Daniel Martinson

# Portage County Contract Summary Form

1. County Department: University of Wisconsin - Madison, Division of Extension
2. Department Administrative Point of Contact:  
Jason Hausler, 1462 Strongs Avenue, Stevens Point, WI 54481, 715-533-8006
3. Contracted Business of Agency Name and Address:  
Board of Regents of the University of Wisconsin System  
1860 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706
4. Business Point of Contact:  
Chris Whalen, Office of Budget & Fiscal Operations, UW-Madison Division of Extension,  
623 Extension Building, 432 N. Lake Street, Madison, WI 53706-1498;  
608-263-0758
5. Description of the purpose and nature of the contract (one paragraph general description of the nature of the services and products involved): The contract is a Purchase of Service agreement in which the County agrees to purchase services delivered by the Cooperative Extension Department of Agriculture & Natural Resources (Commercial Vegetable Production, Vegetable Crop Nutrient Requirements, Irrigation Management, Horticulture Education, Land Use Education, Sustainability Resources) and the Department of Youth, Family & Community Development (Youth & Adult Leadership Development, 4-H Community Club Program, Prevention Education for Youth, Community Service & Volunteerism, Career Education Managing Family Finances, Promoting Healthy Food and Lifestyle Choices, Strengthening Family Relationships, Community Leadership Development, Local Government Education, Community and Economic Development). The agreement specifies the dollar amount the County will pay for contracted educational services. It specifies billing terms, their amounts and timing.
6. Justification (What conditions mandate that this work be done): This contract is for Portage County pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes, and Board of Regents of the University of Wisconsin System. It continues the funding partnership between Extension and Portage County Government.
7. Amount of the contract: \$161,320
8. Term of the contract: January 1, 2021 through December 31, 2021
9. Contract start date: January 1, 2021
10. Source of funding (describe whether it is from appropriated funds, contingency funds, grant funds or otherwise): Funding is appropriated funds approved for the Portage County Extension 2021 fiscal year budget.
11. Type of contract (new, amended or renewal): New
12. Type of award (by bidding, requests for proposals, or direct negotiation. If direct negotiation or RFP, explain why the bidding process was not utilized): This is not a service where a bidding process is used.
13. Does the contract require subcontracts: No
14. Does the contract require work from other county departments: No
15. Has the contract been approved by the County Executive and Finance Department (where necessary):  
N/A
16. Does the contract comply with county purchasing policy: Yes
17. Does the contract comply with county finance policy: Yes
18. Does the contract comply with county ethics policy: Yes
19. Where is the original contract filed (signing and filing of contracts is the responsibility of the department): The original, fully executed contract is filed in Munis.
20. If necessary, has a budget adjustment form been submitted to Finance: N/A

## Certification of Summary

The foregoing information has been reviewed and is hereby certified as accurate and correct.

\_\_\_\_\_  
Department Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Administrator (if different than Dept. Leader)

\_\_\_\_\_  
Date

**Contract Between Portage County  
and  
Board of Regents of the University of Wisconsin System**

This contract is by and between Portage County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

**Whereas**, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines. The broad disciplines currently include the Department of Agriculture & Natural Resources and the Department of Youth, Family & Community Development that oversee programmatic and academic functions;

**Whereas**, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

**Whereas**, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

**Whereas**, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

**Whereas**, the parties need to define their respective rights and responsibilities;

**Now therefore**, the parties agree as follows:

1. **Term, Amendment & Termination.**
  - a. The term of this contract is one (1) year. The term shall run from January 1, 2021 through December 31, 2021, unless amended or terminated as set forth below.
  - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
  - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.a. shall be prorated

(i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
  - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
  - b. Invoice the County semi-annually, by March 31<sup>st</sup> and September 30<sup>th</sup> for amounts due under this agreement.
  
3. **County Responsibilities.** In consideration of the programs that Extension provides to County under this contract, the County agrees to:
  - a. Pay to Extension the County share of up to \$161,320 for the period of January 1, 2021 through December 31, 2021 as allocated below.

Positions	Fee	FTE	Total
4-H Program Coordinator	\$42,330	1.0	\$42,330
Human Development and Relationships Extension Educator	\$42,330	1.0	\$42,330
Agriculture Extension Educator	\$42,330	1.0	\$42,330
Communities Extension Educator	\$42,330	1.0	\$42,330
First Educator Discount			(\$10,000)
<b>Subtotal</b>			<b>\$159,320</b>
Professional Development	\$500	4	\$2,000
<b>Final Total</b>			<b>\$161,320</b>

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
  
4. **General Conditions** This contract is established under the following conditions:
  - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
  
  - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by

Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b. of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2021 through December 31, 2021, Extension shall bill the County for the total amount under Section 3.a. of this contract. The County will be billed for the first half of the total contract by March 31<sup>st</sup> and the second half of the total contract by September 30<sup>th</sup>. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful

discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: \_\_\_\_\_  
**County Representative**

Date:

By: \_\_\_\_\_  
**Area Extension Director  
UW-Madison, Division of Extension**

Date:

By: \_\_\_\_\_  
**County Representative**

Date:

By: \_\_\_\_\_  
**Director of Financial Services  
UW-Madison, Division of Extension**

Date:

By: \_\_\_\_\_  
**On Behalf of Board of Regents of  
The University of Wisconsin System**

Date: