



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

October 5, 2016

**The following documents are included in the packet for the
Ag/Extension Education & Fair Committee Meeting on
Tuesday, October 11, 2016:**

- 1) Cover Sheet
- 2) Agenda
- 3) Draft minutes from the September 13, 2016 meeting
- 4) County Library Reports
- 5) Educator Reports for: Jay Dampier (Community Resource & Economic Development), John de Montmollin (4-H Youth Development), Katie Gellings (Family Living), Nav Ghimire (Agriculture Agent) and Amanda Miller (WNEP Coordinator).
- 6) Draft of Program Specialist Program Descriptions



**AGRICULTURE, EXTENSION EDUCATION & FAIR
MEETING NOTICE**

**Date: Tuesday, October 11, 2016 – 10:00 a.m.
Green Lake County Government Center, Training Room
571 County Road A, Green Lake, Wisconsin**

AGENDA

Committee Members:

Joanne Guden,
Chairperson
Bob Schweder, Vice-
Chairperson
Patti Garro
Katie Mehn
David Richter

Mailing Address:
**Green Lake County
UW-Extension
PO Box 3188
Green Lake WI 54941-
3188
920-294-4032
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1. Call to Order/Pledge of Allegiance
2. Certification of Open Meeting Notice
3. Approval of Agenda
4. Approval of the September 13, 2016 Minutes
5. Public Comments – 3 Minute Limit
6. Public Appearances
7. County Library Services Report – Linda DeNell, Caestecker Public Library, Green Lake and Laura Fultz, Interim Director, Berlin Public Library
 - a. Submitted Monthly Report
8. Correspondence
9. **FAIR – 2016**
 - a) 2016 Fair – Discussion/Approval
 - b) 2017 Fair – Discussion/Approval
 - c) 2017 Fair Contracts – Discussion/Approval
 - d) Electrical Upgrade – Discussion/Approval
 - e) Informational Handouts – Discussion/Approval
10. **UW-EXTENSION**
 - a) Educator Report – Katie Gellings, Family Living Educator
 - b) Educators' Summary of Monthly Reports & Relevant Trainings, Meetings & Programs
 - c) nEXT Generation of UW-Extension – Committee Discussion
 - d) Fringe Calculation Follow-up – Discussion
 - e) Position Description Update – Discussion/Approval
 - f) Approval of Educator Out of County Days – Discussion/Approval
 - g) Committee Discussion
 - h) Vouchers: Agriculture, Extension Education & Fair – Discussion/Approval
11. Future Agenda Items
12. Next Regular Meeting Date – Tuesday, November 8, 2016
13. Adjournment

Kindly arrange to be present; if unable to attend, please notify our office.

Sincerely,



Jay Dampier
Green Lake County UW-Extension
Community Resource & Economic Development Educator/Department Head

*An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities
in employment and programming, including Title IX and ADA requirements.*

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance should contact the UW-Extension Office at 294-4032 no later than Noon on the day preceding the meeting.



The meeting of the Green Lake County Agriculture, Extension Education and Fair Committee was called to order by Chairman, Joanne Guden, at 10:00 a.m., on Tuesday, September 13, 2016 in the Training Room of the Green Lake County Government Center in Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joanne Guden, Chairman
Patti Garro
Katie Mehn
David Richter
Bob Schweder

Staff Present: Jay Dampier
John de Montmollin
Katie Gellings
Kathy Ninneman
Kim Zills
Amanda Miller

Absent: Nav Ghimire

Others Present: Will Andreson, North Central Regional Director; Harley Reabe, County Board Chairman; Linda DeNell, Caestecker Library, Green Lake; Tony Daley, Berlin Journal newspapers; Richard Swanke, Pullers Inc.

AGENDA

Motion/second (Garro/Richter) to approve the agenda as presented. Motion carried.

MINUTES

Motion/second (Richter/Garro) to approve the August 9, 2016 meeting minutes. Motion carried.

PUBLIC COMMENTS – None.

PUBLIC APPEARANCES – None.

COUNTY LIBRARY SERVICES REPORT – LINDA DENELL

Submitted monthly reports on file. DeNell gave a brief verbal report.

CORRESPONDENCE

Nothing.

FAIR RECAP

Zills didn't have a lot to report, besides some invoices that have come in and contracts for next month. Garro reported that she has spoken with Swanke and Zills regarding some fair improvements and changes.

YOUTH EXHIBIT COMMITTEE

de Montmollin met with the Youth Exhibit Committee after the fair. The following are recommendations.

1. Exhibit Entry Deadline – the (Y.E.C.) is recommending that the words “no appeals,” be included with the fair entry deadline. ***Motion/second (Garro/Richter)*** to include the words “no appeals” to the entry deadline which also states “no exceptions.”
2. Adoption of Bylaws – tabled to next meeting until the Corporation Counsel has had a chance to look them over.

3. Pen Fees – Recommendation from the Y.E.C. to not implement pen fees for exhibitors. No action taken. Chairman Reabe commented that if a pen fee was implemented in the future that the committee should consider establishing a scholarship fund for youth in financial need.

CHANCELLOR SANDEEN TOWN HALL MEETING

Dampier condensed the Chancellor's town hall meeting video for the committee members to view.

EDUCATORS' SUMMARY OF MONTHLY REPORTS & RELEVANT TRAININGS, MEETINGS & PROGRAMS

Written monthly reports on file for Dampier, de Montmollin, Gellings, and Miller were reviewed. Dampier, de Montmollin, Gellings, Ghimire and Miller gave brief verbal reports of their present programming.

INTRODUCTION OF NEW INTERIM NORTH CENTRAL REGIONAL DIRECTOR

Guden welcomed Will Andreson, new North Central Regional Director, as of July 1. Andreson began working as an extension educator for 14 years in Iron County, four years as department head and two years as co-department head.

His goal is to visit all 19 counties in the North Central Region by the middle of October. He has enjoyed meeting all of the county partners and building relationships. He is hoping that everyone can remain patient and strong during this transition.

BUDGET DISCUSSION: FRINGE CALCULATION

Dampier distributed a "UW-Madison Research and Sponsored Programs Notice 2016-2" to the committee. Supervisor Richter questioned why the 50% increase when counties are seeing a 30-35% increase. Andreson explained the fringe calculation was due to retirements and health insurance.

nEXT GENERATION OF UW-EXTENSION

de Montmollin gave an update on the nEXT Generation needs assessment survey that was distributed to all 72 counties and tribal nations. de Montmollin added 64 of the 72 counties responded with 257 individual responses. This information will be used in determining the gap between current programming and future programming.

The 4-H work group is finalizing their current programming assessment survey which will shortly be distributed to all county 4-H programs.

EDUCATOR OUT OF STATE TRAVEL

Ghimire will be traveling to Sacramento, CA, September 26-28 for the Journal of Extension Committee. All expenses are paid through JOE, except for his time out of the office.

Gellings was elected president-elect to Epsilon Sigma Phi and one of the responsibilities is to attend the ESP National Conference. She will be traveling to Cape May, NJ, October 24-28 for the ESP National Conference. All travel expenses are paid through a scholarship that she received and the Wisconsin Chapter of Alpha Sigma Phi.

Motion/second (Richter/Garro) to approve Ghimire and Gellings out of state travel.

POSITION DESCRIPTION UPDATE

Dampier gave the Committee an "original version" of the position description for the Program Specialist. He is currently working on separating the two position descriptions and will bring it to the committee next month.

APPROVAL OF EDUCATOR OUT OF COUNTY DAYS

Motion/second (Mehn/Schweder). Approved.

COMMITTEE DISCUSSION

Guden wrote and mailed a thank you to the Amish auction board.

VOUCHERS

Motion/second (Richter/Garro) to approve the vouchers for Ag/Extension Education and Fair as presented totaling \$41,987.78. Motion carried.

FUTURE AGENDA ITEMS

- nEXT Generation
- nEXT Generation Resolutions
- Program Specialist position description update.
- If anyone has an agenda item, please contact Dampier.
- Next regular meeting date: Tuesday, October 11, 2016 in the Training Room at 10:00 a.m.

ADJOURNMENT

Motion/second (Mehn/Schweder) to adjourn at 11:01 a.m. Motion carried.

*Respectfully submitted,
Kathy Ninneman, Program Specialist*

DRAFT

Green Lake County Libraries Activities Report for October 2016

Berlin – We have been very busy during the month of October here at the Berlin Public Library! For children, we have had our fall evening and morning story times start off with a great group. Two Berlin High School athletes came to our evening story time to help kick off homecoming week. Additionally, the kid's craft of the month had great success as well with lots of kids leaving the library with beautiful fall sun catchers. We look forward to our next kid's craft of the month on October 21. The Clay Lamberton Kindergarten classes had their fall visit, and we are so happy to have such an enthusiastic group get their library cards!

Our monthly adult Pinterest Craft Classes have garnered a lot of buzz and registrations for our upcoming craft classes have reached the maximum! We are very happy with the turn out. The library had Jim Rice come to the library to present "Why We Love the Packers!", which received a lot of compliments for his knowledgeable performance.

The Friends of the Berlin Library just completed a very successful book sale and bake sale, and we all look forward to using the donated money for special upcoming activities to benefit the library.

The Berlin Library and our patrons are looking forward to our upcoming programs – Incredible Bats on November 5 at 10am, Arm Knitting Class on October 29 at 10am, and many others. We hope to continue to increase our patronage at our programs and keep smiles on our patrons' faces.

Green Lake – The new sidewalk is finished and construction of our new lower level meeting room is slated to begin Monday the 10th. It will be a busy autumn at the library.

As for programs, we welcome Katie Gellings of UW-Extension back on October 11th for a 6:30 p.m. program on making applesauce. We have a concert with guitarist Bill Hill coming up on Thursday evening the 20th. And we are pleased to welcome author and veterinarian Bill Stork to the library on Sunday, October 23rd for a 2:00 p.m. presentation and book signing. The Packers do not play that Sunday, so we are hoping for a good turnout to hear Wisconsin's version of James Herriot.

Markesan – Markesan Public Library is adjusting to the fall traffic flow from the summer traffic flow. After school we have upwards of 15-20 people in the library for a couple of hours. Considering we only have seating for about 30, this means that sometime people are sitting on the floor in groups. By and large they are a quiet group, though they do keep us busy with reference questions, on line research, and checking out material. Some of other services continue to be significant, such as providing fax machines. It seems that more and more people need to fax in time sheets and other business forms. There is no other public place in town that provides this service. We are looking ahead to our Fall Make and Take workshops and our involvement with the Chamber's Homespun Holiday in November. Book discussion continue with "The boy who harnessed the wind" for the month of October. Story hour is in full swing and there is always a flurry of activity when children arrive and leave with a full tote bag of new books for the week. Some children make sure they go to say hi to the fish every week, while some make sure they climb the step stool to get a tiny sip of water, all by themselves!

Princeton - Halloween is in the air at the Princeton Library! We have three pumpkin events coming up this month, including two carving events and a glow-in-the-dark pumpkin decorating program. We are also welcoming back Rebekah Weiss from the AVES Wildlife Alliance on October 20; she will be showing off some rehabilitated native Wisconsin birds. Storytime returns this month as well with a new date and time: Thursdays at 10 am, and we'll be showing a kids' movie on October 14.

The fundraising committee has also been very busy; we have a comedy night coming up on October 22. We have also been raising funds at the Flea Market with our 50/50 raffle every week. On December 7, we are organizing a ladies' luncheon at Tuscumbia Golf Course. We are also currently planning monthly events for 2017. If you would like to consider donating, now is the time. We have a \$5000 matching grant for the month of October. You can also check out our online giving page on GoFundMe.com - search for Princeton Library.

This report briefly describes work completed during September 2016 within the Community Natural Resources and Economic Development (CNRED) Program. During the reporting period, I made 42 direct educational / professional contacts.

Organizational Development and Capacity Building

Strategic Plan: Chamber of Commerce I am continuing to facilitate strategic planning processes for two chambers of commerce operating within the county. Work I conducted this month included one session facilitation as well as session planning for the next month.

TREDC Strategic Planning work This month I worked with the Waushara County CNRED Educator in developing and refining a strategic planning process for Tri-county Economic Development Corporation (Green Lake, Marquette and Waushara). My colleague is leading this phase in the project, and I am providing support.

Economic knowledge and capacity

Green Lake Library Resilient Communities I was invited to lead a discussion in the library's series called, "Thursday Morning Conversations." A good mix of community leaders and engaged citizens participated in the one-hour discussion which covered topics such as small town economics, barriers to change, and community resilience.



Community Design Wisconsin Team I facilitated a meeting between the Princeton Chamber of Commerce Board and a UW-Extension Land Use & Community Development Specialist. We explored the idea bringing a volunteer team of planning and design professionals into Princeton to help you discover the community's short-, medium-, and long-range visions of the future. Unlike a traditional strategic planning process, the Community Design Team approach concentrates public engagement into a 3-day event. The event or "visit" consists of a flurry of interactive activities that encourage the exchange of ideas while generating the energy needed for implementation.

Natural Resource Stewardship

Lawn Care / Water Quality During this reporting period, I worked on completing the participants' lawn care reports which will be sent next month, along with additional resources such as the Lawn Care Water Quality Almanac.

Tree Care Program I delivered a presentation at the Markesan Public Library entitled, "Tree care: Proper planting, pruning and preventing pests". The presentation was well received by participants. Participants included a family and city workers with responsibility in urban tree care.



Educational Programming, Outreach and Promotion

Intercounty Coordinating Committee (ICC) I participated in the annual ICC Education planning meeting in Portage, WI. During the meeting the 2016-2017 education program for ICC was set and hosting counties assigned.

Research and Studies Committee In my role as Secretary of the Research and Studies Committee, I am providing administrative support for the Department Symposium. Specifically, I am also leading the evaluation planning component of the symposium. The theme this year is, "Cultivating self-sustaining and innovative communities."

Professional Development

2016 Fall Town & Village Workshop I helped take registration at this program and in return had workshop fees waived. I learned about how WI towns and villages budget and listened to the legislative update presentation.

Administration

Civil Rights Reporting I worked on mandated civil rights reporting for the CNRED program area in Green Lake County.

Position Descriptions During the reporting period, additional work was done in the development of the Program Specialist position descriptions and I am working to ensure consistency between the position descriptions and the annual review evaluation criteria.

Newspaper articles

- "Education and Wisconsin's Workforce." Berlin Journal Newspapers. September 22, 2016 by Jay Dampier

Out of County Days

- 1.0 Tenure Advisory Group Meeting, Stevens Point, WI
- 0.5 Intercounty Coordinating Committee Meeting, Columbia County, WI
- 0.5 2016 Fall Town & Village Workshop, WI Towns Association, Ripon, WI

Planned out-of-county days for next month.

- 1.0 All staff training (staff from 9 bank branches) on Generations for First National Bank, Waushara County
- 2.0 CRD Symposium: Cultivating self-sustaining and innovative communities. Tomahawk, WI



Contacts

| Phone | E-mail | Face to Face |
|-------|--------|--------------|
| 36 | 48 | 87 |

Major Programming Efforts

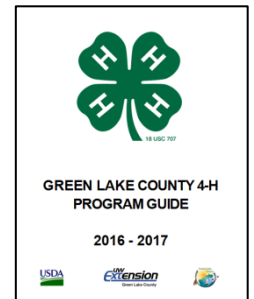
Green Lake County 4-H General Leaders Meeting

I facilitated a meeting for the Green Lake County 4-H General Leaders on September 1, 2016. 4-H Club General Leaders provide leadership and day to day management of 4-H Clubs. Specific responsibilities include, but are not limited to: youth recruitment, managing the online data base for club enrollment, scheduling monthly club meetings, providing the youth executive board with support in planning the club annual calendar, monthly activities, being fiscally responsible for club finances, and completing the annual club charter renewal paperwork.

The September 1, 2016 meeting focused on two major following topics:

Distribution of the 2016-17 Green Lake County 4-H Program Guide

The Green Lake County 4-H Program Guide was designed to provide an overview of the Green Lake County 4-H program and explain enrollment process for both new and returning 4-H members and volunteers. Every Green Lake County 4-H member receives a copy of the enrollment guide.



Green Lake County 4-H Charters

The 4-H Charter is a legal document that indicates a 4-H Club or Group is organized in accordance with the policies and objectives of the Wisconsin 4-H program. It authorizes the club or group to use the 4-H Name and Emblem for educational purposes in accordance with laws and regulations established by Congress and the U.S. Department of Agriculture. All Green Lake County 4-H Charters are due November 1, 2016.

Green Lake County 4-H Leaders' Association

Organized at the county level, the 4-H Leader Association works closely with the 4-H Youth Development Educator. The club or group brings together volunteers to serve as a venue for volunteer leader training and an organizing mechanism in providing volunteer and financial support for county level educational opportunities for 4-H members and 4-H volunteers. I attended the Green Lake County 4-H Leader's Association on Thursday, September 1, 2016 where the bylaws were changed and elections were conducted.

Green Lake County 4-H Archery Project

I met with Green Lake County 4-H Archery Project Board of Directors on September 19, 2016 to help them get organized for the upcoming year. The group established a tentative schedule for shooting and also set educational requirements for 4-H members.

Green Lake County 4-H Horse Council

I attended the Green Lake County 4-H Horse Council meeting on September 12, 2016. The meeting's agenda included program planning and the election of the executive board. My educational role centered on helping the Horse Council Executive Board facilitate a process to gather input from both youth and adults in planning their programs for the year.



Green Lake County 4-H Ambassadors

The Green Lake County 4-H Ambassadors are a group of older 4-H members who promote 4-H throughout Green Lake County. I attended the Green Lake County 4-H Ambassador meeting on Sunday, September 11, 2016 where the group held their elections and planned for their upcoming year.

Elections Results



Sami Becker
President



Kennedy Hoch
Vice President



Calob Congdon
Secretary



Sophie Shaffer
Treasurer

Did you know... Civil Rights Policy

Cooperative Extension, a division of the University of Wisconsin-Extension, part of the federal land-grant system and federal extension system, a partner with the National Institute of Food and Agriculture (NIFA) of USDA, and a recipient of NIFA funding and other federal funds, complies with federal civil rights, equal opportunity and nondiscrimination laws, related to USDA departmental rules and regulations.

The United States Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. In accordance with United States Department of Agriculture Civil Rights regulations 7 CFR 15 which effectuates Title VI of the Civil Rights Act of 1964, any recipient of federal financial assistance, regardless of the amount, is subject to civil rights reviews.

In Cooperative Extension, compliance with civil rights laws in the area of educational programs assures that every customer and colleague is treated with fairness, equality, and respect and that we are inclusive and have adequate diversity. The Green Lake County UW-Extension Office will be reviewed on Thursday, November 10, 2016.

Days Outside Green Lake County

| | | |
|------------------|-----------------------------|------------------------------|
| October 19, 2016 | Colors Program Presentation | Columbia County UW-Extension |
|------------------|-----------------------------|------------------------------|

This report briefly describes the work that was completed within the Family Living Program in September of 2016. During the reporting period, the educator made 104 direct educational and professional contacts.

Educational Programming, Networking and Outreach in the Local Community

Community Health Action Team (CHAT) – ThedaCare, Berlin

I was selected to serve on the Community Health Action Team (CHAT) in Berlin through ThedaCare. CHAT catalyzes, through education and collaboration, creative projects and opportunities having the potential to significantly and measurably improve community health. Our team will work on creating and implementing projects within Green Lake County that help residents reach a state of complete physical, mental, social and spiritual well-being, not merely the absence of disease or infirmity.



ThedaCare™

Pickle Power (and relishes too) – Caestecker Public Library

On the evening of September 22, I held a pickle and relish food preservation demonstration at Caestecker Public Library. I demonstrated how to water boiling bath can both dill pickles and bread and butter pickles, as well as a zucchini relish. There were six individuals in attendance, and three individuals, who could not attend the program, stopped to talk to me, ask questions, and pick up information prior to the program starting.

Crock Pot Cooking Workshop – Green Lake County Food Pantry

I held the first of two crock pot cooking workshops at the Green Lake Food Pantry. Due the limited size of the room in which I teach at the food pantry, I am offering two workshops at a participant capacity of five individuals each workshop. This will allow for the possibility of 10 individuals receiving the free crock pot after attending the workshop, as part of the community health grant I received from ThedaCare. There were three Green Lake County Food Pantry participants who took part in the first workshop. I am hopeful that the second workshop will fill to capacity.

Networking within UW Extension and Professional Development Opportunities

I made 43 contacts within the UW Extension system during the month of September. I continue to have a number of professional meetings scheduled with colleagues and mentors to continue to network and learn from my fellow Extension educators. I expect these meetings to continue to assist in my growth within my role in Green Lake County.

'Reducing Rural Cancer Disparities Together' Cancer Clear & Simple Facilitator Training – Wisconsin Dells

The Reducing Rural Cancer Disparities Together project is a partnership between UW Extension Family Living Programs and the University of Wisconsin Carbone Cancer Center, and is funded by the National Institute of Food and Agriculture Rural Health and Safety Education Grants. Individuals who live in rural areas experience disparities in their quality of life and health, including cancer. Cancer incidence is lower in rural United States overall, yet rural Americans are more likely to be diagnosed at later stages, have poorer access to care and receive poorer quality of care relative to their urban counterparts. Thirty-three counties in Wisconsin have cancer incidence and cancer mortality rates that exceed the state average. Green Lake County is one of the 33 counties; therefore I received funding to attend the Cancer Clear & Simple Facilitator Training on September 28. I am required to teach the Cancer Clear & Simple series twice within Green Lake County over the next 9 months, and I am looking forward to scheduling those sessions.



Newspaper Articles

“Preserving Acid Foods with a Steam Canner.” Berlin Journal Newspapers. September 19, 2016. By Katie Gellings, Family Living Educator

Out of County Days

- 2 Out of county days for September (Family Living Program North Central Region In-service in Stevens Point – 1; Cancer Clear and Simple Training in Wisconsin Dells – 1)
- 8 Out of county days scheduled for October (Family Living Educator Training – Building Capacity for a Healthier Wisconsin in Madison – 3; Epsilon Sigma Phi (ESP) National Conference in Cape May, New Jersey – 5)

Nav Ghimire, Green Lake County, Agriculture Agent, September 2016.

Educational Contacts

In the month of September, a total of 26 educational contacts were made with extension clients. Of the total contacts, face to face contacts were 14 (meetings, walk-in, farm visits). Remaining contacts were phone calls, emails, and mailings. Of the total contacts, females were 5. The main areas of concern during that period were cover crops, corn silage moisture testing, vegetable disease and insects, and home horticulture.

Tri-County Produce Auction

The auction is promoting sale of products needed for Halloween decoration such as pumpkins, hay, and corn stalks. With the season ending for the produce sale, growers have started to bring chrysanthemum flowers in the auction. The last day of the auction for this year is October 25th.



Fig 1: Pumpkins and Hay sale in Tri-County Produce Auction

Cover Crops

Farmers in Green Lake County area were planting cover crops and the best date of planting the seed is before September 15th. As a result of increasing soil health concern in the area, some farmers asked me to visit their farms, observe the soil type, standing crop of corn and provide advice on the seed rate and best cover crop mix. The best cover crop mix that I advise was radish, vetch, rye, and clover. Few farmers also asked me to visit their farms to see why their cover crop seeds could not germinate on time even seeds were planted with all best practices.



Fig 2: A farmer in Markesan showing his piece of land where cover crop was not germinated.

Corn Silage Testing

Agent Nav Ghimire in collaboration with Waushara County Extension conducted corn silage moisture testing for Dairy farmers in Markesan. The samples were tested for moisture in Marshfield soil lab and the results were conveyed to farmers.



Fig 4: Corn Silage Moisture testing in Markesan.

Journal of Extension Board of Directors Meeting in California

Agent attended two days Journal of Extension Board of Directors meeting in which a total of 18 people participated from around the nation.

Out of County Days:

October 18-20 - Agriculture and Natural Resource Extension Conference. Oshkosh
Out of county days – 3 days



Wisconsin Nutrition Education Program

Fond du Lac and Green Lake Counties

Dairy Group – Fox River Industries

Recently, Kris Schaeffer, a WNEP nutrition educator, conducted two - 1 hour classes at Fox River Industries in Berlin. Group 1 had 6 participants of varying ages and genders. Group 2 had 5 participants. The participants at Fox River Industries have differing degrees of developmental delays. Some participants can read and speak well while others cannot. The subject of the lesson was the Dairy group. The main focus was what foods are in the Dairy group, how much the participants need to eat to be healthy, and what the Dairy group foods do for their bodies.

Two activities were done with each group. The purpose of the first activity was to reinforce what was taught in the lesson, and the purpose of the second activity was to serve as an evaluation of what was learned.

Activity 1: A large poster of a black and white Holstein cow was taped to the wall. Each of the 6 (5) participants was given a sheet of waxed paper with 15 food picture stickers on it. Five of the stickers were of Dairy group foods. Each participant approached the cow individually and attached stickers from his/her sheet that s/he believed were Dairy group foods. When all 6 (5) participants had finished, the activity was reviewed by the group.

Results: Group 1 - 27 of possible 30 Dairy group stickers were placed on the cow. (90% correct)
An additional 5 stickers of non-Dairy group foods were also attached to the cow.
(8% incorrect)

Group 2 - 18 of possible 25 Dairy group stickers were placed on the cow. (72% correct)
No additional non-Dairy group stickers were placed on the cow.

Activity 2: Thirteen Delicious Decision cards were placed in a row on a table. Five of the cards were pictures of food from the Dairy group; 8 cards were non-Dairy group foods. Again, each participant approached the table individually and placed a marker under any picture s/he believed was a Dairy group food.

Results:

0 = non-Dairy group food pictures X = Dairy group food pictures

| | Food Pictures | | | | | | | | | | | | |
|---|---------------|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0 | X | 0 | 0 | 0 | X | 0 | X | X | 0 | 0 | X | 0 |
| Number of Markers – Group 1 – 6 participants | 1 | 4 | 2 | 1 | 2 | 3 | 2 | 4 | 4 | 1 | 1 | 4 | 2 |
| Number of Markers – Group 2 – 5 participants | | 4 | | | 1 | 4 | 1 | 4 | 4 | | 1 | 4 | |

Group 1 - 21 of possible 30 markers were placed correctly. (70% correct)
11 of possible 48 markers were placed incorrectly. (23% incorrect)

Group 2 - 20 of possible 25 markers were placed correctly. (80% correct)
3 of possible 40 markers were placed incorrectly. (8% incorrect)

Submitted by Kris Schaeffer, FoodWise Educator

**Please take note: The Wisconsin Nutrition Education Program (WNEP) will soon have a name change. Stay tuned for more information regarding the "FoodWise" Program.*

Amanda Miller, MPH
WNEP Coordinator & Family Living Educator Fond du Lac/Green Lake UW-Extension
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Fax: (920) 929-3181
Hearing Impaired Relay: 711
<http://fonddulac.uwex.edu>

Position Descriptions Cover Sheet

As requested by the Green Lake County Clerk's office, I started work to update the Program Specialist Position Descriptions. This marks the first update to these positions descriptions in many years. The previous position description was general and covered both Program Specialist positions.

Attached please find the updated draft position descriptions which better capture the similarities and differences between the two positions. The regions highlighted in **green** are items specific to the individual position, whereas regions highlighted in **yellow** are items that are shared across both positions, acknowledging the programmatic focus differences between the two positions.

One position has an emphasis on;

- Family Living Program Support, and Community Resource Development Program Support, County Fair Coordination, *while the other position has an emphasis on*
- Agriculture Program Support, 4-H Youth Development Program Support, Office Administration Coordination.

Respectfully submitted,

Jay Dampier

Updated draft

GREEN LAKE COUNTY Position Description

Title: Program Specialist (Agriculture Program Support, 4-H Youth Development Program Support, Office Administration Coordination)

Department: UW-Extension

Location: UW-Extension Office

Reports to: UW-Extension Department Head

Purpose of Position: Under general supervision, primarily provides secretarial/clerical support to the Agricultural Program, and the 4-H & Youth Development Programs, and provides a high level of Office Administration Coordination. Additional responsibilities may include providing support to the Family Living Program, and the Community Resource Development Program, as well as County Fair Coordination.

Essential Job Duties and Responsibilities: (Illustrative, not inclusive)

- Prepare meeting agendas, notices of committee meetings and notifies media of public announcements for the office, and/or news releases pertaining to programmatic support and coordination responsibilities.
- Designs and compiles newsletters, brochures, fact sheets, and handbooks for Faculty, County Fair, and UWEX Office.
- Maintains scheduling of the Training Room and UWEX Conference Room..
- Maintains office equipment inventory; monitor office electronic equipment.
- Serve as receptionist, representing the UWEX office, by respectfully communicating to the public with the telephone, computer, and in person.
- Develops and maintains several computer databases for the Educators.
- Attends and participates in professional development training opportunities.
- Participates in Agriculture, Extension Education & Fair Committee meetings and serves as recording secretary.
- Under the supervision of the UW-Extension Educators maintain volunteer records, program clientele, rosters, program registrations, and mailing lists for UW-Extension programs.
- Maintains records, budget, and accounts for UWEX office as determined by the UWEX Department Head.
- Maintains the UWEX website for areas of: 4-H, Agriculture and general Office. Posts pertinent information and events on social media.
- Under supervision of the Department Head, assists with office budget planning, records and deposits receipts, prepares County and UW-Extension expense accounts.
- Prepares meeting online packet with Department Head and Committee Chair, ensuring that Open Meeting Law requirements are met for all pertinent meetings.
- Maintain postage budget records and payments by University of Wisconsin Extension and supports the office USPS bulk mailing process.
- County Fair livestock duties include coordination and support of livestock tagging and identification forms, livestock weigh in, auction, and trucking.
- County Fair other duties include coordination and support of the Fairest of the Fair banquet and promotion, livestock shows/contests such as Half Pint Dairy Show.

Physical Demands of Essential Functions: At least 65% of your time is viewing a computer screen, talking, hearing, handling objects, or fingering, which includes typing and writing. Walking, sitting, using far and near vision is used 35% of the time including stooping, kneeling, crouching, climbing, and reaching. Five percent of time may be use for high-level activity, such as heavy lifting up to 50 pounds, running, and grappling, pulling, pushing, or moving heavy equipment.

Working Conditions while Performing Essential Functions: Ninety-five percent of your time is indoors; 5% is outdoors, the majority of outdoor time is at the Green Lake County Fair.

Equipment Used to Perform Essential Functions: Computer, scanner, digital camera, calculator, telephone, copy machine, fax machine, collator, folding machine, typewriter, laminating machine, WISLINE (teleconference), and other equipment as it comes available.

Knowledge, Skills and Abilities:

- Maintains productivity in spite of change. Accepts and embraces shifts in responsibilities.
- Build positive relationships and deliver excellent customer service.
- Provides consistent productivity and demonstrates consistent productivity and a drive to add value and provide quality service.
- Understands personal communication style and adjusts based on the needs of others to ensure shared meaning.
- Develops constructive and cooperative relationships and successfully manages emotions during stressful situations.
- Dependable, punctual and efficient in streamlining projects.
- Thorough knowledge (or ability to quickly learn) of several computer programs including but not limited to, 4HOnline, WordPress, Blue Ribbon, Microsoft Office, Word, Excel, Publisher and PowerPoint, and other software as required in the department.
- Ability and skill in the operation of a variety of office equipment; knowledge and skill in the application of desktop publishing and presentation software, word processing and spreadsheets.
- The ability and desire to learn and improve your ability with existing and new computer software programs preferred.
- Knowledge of the UW-Extension programs.
- Must be able to type 60 wpm with accuracy, multi-tasking experience, and have strong communication and organizational skills.
- Ability to add, subtract, multiply, divide, and calculate decimals and percents using a calculator.
- Ability to establish and maintain all required accounting records according to generally accepted accounting principles and procedures.
- Ability to communicate effectively, both orally and in writing with a diverse group of people; ability to prepare agendas, take, and transcribe minutes of meetings.
- Ability to work independently with a high level of confidentiality.

Qualifications Required Graduation from High School with advanced training in an Administrative Assistance program; six years high level secretarial experience, or any equivalent combination of education and training that provides the essential knowledge, skills, and activities.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and needed skills. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves the right to change, modify, amend, and to or delete from, any section of this document as it deems, in its judgment to be proper.

Equal Opportunity:

UW-Extension provides equal opportunity in programs and employment. UW-Extension does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.

Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform & Control Act of 1986.

Draft version: 05 OCT 2016

DRAFT

Updated draft

GREEN LAKE COUNTY Position Description

Title: Program Specialist (Family Living Program Support, and Community Resource Development Program Support, County Fair Coordination)

Department: UW-Extension

Location: UW-Extension Office

Reports to: UW-Extension Department Head

Purpose of Position: Under general supervision, primarily provide secretarial/clerical support to the Family Living Program, and the Community Resource Development Program, and provides a high level of County Fair Coordination. Additional responsibilities may include providing support to the Agricultural Program, and 4-H & Youth Development Program, as well as Office Administration Coordination.

Essential Job Duties and Responsibilities: (Illustrative, not inclusive)

- Prepare meeting agendas, notices of committee meetings and notifies media of public announcements, and/or news releases pertaining to programmatic support and coordination responsibilities.
- Designs and compiles newsletters, brochures, fact sheets, and handbooks for Faculty, County Fair, and UWEX Office.
- Maintains scheduling of the Training Room and UWEX Conference Room.
- Maintains office equipment inventory; monitor office electronic equipment.
- Serve as receptionist, representing the UWEX office, by respectfully communicating to the public with the telephone, computer, and in person.
- Develops and maintains several computer databases for the Educators.
- Attends and participates in professional development training opportunities.
- Participates in Agriculture, Extension Education & Fair Committee meetings may serve as recording secretary.
- Under the supervision of the UW-Extension Educators maintain volunteer records, program clientele, rosters, program registrations, and mailing lists for UW-Extension programs.
- Maintains the UWEX website for areas of: Family Living, Community Resources and County Fair. Posts pertinent information and events on social media.
- Under supervision of the Department Head, County Fair coordination budgeting responsibilities include budget planning, along with meeting anticipated projected revenue. Meeting budget goals may be accomplished by reducing costs and by seeing external funding sources.
- County Fair coordination responsibilities include recruiting, retaining and communicating with Fair volunteers.
- Develops and presents the Green Lake County Fair Annual Report.
- Responsible for operational oversight of the Fair which may include coordination of exhibitors, vendors, entertainment, education, carnival and other contracted services.
- Responsible for preparation, distribution and suggestions/changes of the Fair's Premium Book with knowledge of DATCP rules and regulations.

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