



# **GREEN LAKE COUNTY**

571 County Road A, Green Lake, WI 54941

---

**May 6, 2020**

**The following documents are included in the packet for the Ag/Extension Education & Fair Committee **Zoom** Meeting on Tuesday, May 12, 2020:**

- 1) Cover Sheet
- 2) Agenda
- 3) Draft minutes from the March 10, 2020 meeting
- 4) Drainage Board Nominations – Todd Morris, Land Conservation
- 5) Request for County Credit Card, Fair Coordinator, Lindsey Machkovich
- 6) County Library Reports
- 7) Fair Coordinator Report *(will follow on Friday, May 8, after WI Association of Fairs meeting Thursday evening)*
- 8) Educator Reports for: Katie Gellings (Health & Well-Being Extension Educator), Ben Jenkins (Agriculture Educator), and Morgan Martinez (4-H Program Coordinator).



# GREEN LAKE COUNTY

## AGRICULTURE, EXTENSION EDUCATION & FAIR

Office: 920-294-4032

FAX: 920-294-4176

### ***Agriculture, Extension Education & Fair Committee Meeting Notice***

***Date: Tuesday, May 12, 2020      Time: 9:00 a.m.***

***This meeting will be held via Zoom to be compliant with COVID-19 restrictions  
(see meeting instructions below on how to join)***

### **AGENDA**

#### **Committee Members**

*Ken Bates  
Bob Dolgner  
Patti Garro  
Keith Hess  
Katie Mehn  
Brian Floeter, alt.*

*Kathy Ninneman,  
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Election of Chair
5. Election of Vice Chair
6. Minutes: 3/10/20
7. Public Comments – 3 Minute Limit
8. Green Lake County Drainage Board Nomination – Todd Morris
9. County Library Services Report (submitted monthly report) –
10. **FAIR**
11. Credit Card Authorization Request for Lindsey Machkovich, Fair Coordinator
12. Approval to put Lindsey Machkovich as a co-signer on Fair Checking Account
13. Fair Coordinator Report
14. Possible Cancellation of the 2020 Fair
15. Fair Maintenance Bids
16. Truck/Tractor Pull Contract
17. **UW-EXTENSION**
18. Educators' Summary of Monthly Reports & Relevant Trainings, Meetings & Programs
19. Area Extension Director Report
20. Approval of Educator Out of County Days – Discussion/Approval
21. Committee Discussion
  - Future Meeting Dates: June 9, 2020
  - Future Agenda items for action & discussion
22. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted via Zoom. Remote access can be obtained through the following link:

**Join Zoom Meeting:** <https://zoom.us/j/99680303533?pwd=aHZzMnlzSlY4MCs1K0NvUDVpaURDdz09>

**Meeting ID:** 996 8030 3533

**Password:** 882037

**To join by phone:** 1-312-626-6799

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Kathy Ninneman

**Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the Extension Office, 294-4032, not later than 3 days before date of the meeting.**



The meeting of the Green Lake County Agriculture, Extension Education and Fair Committee was called to order by Chair Patti Garro, at 9:00 a.m., on Tuesday, March 10, 2020 in the County Board 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: Patti Garro, Chair  
Keith Hess  
Katie Mehn, Vice Chair  
Kathy Morris  
Peter Wallace

Staff Present: Adam Hady  
Katie Gellings  
Ben Jenkins  
Morgan Martinez  
Kathy Ninneman

Also Present: Harley Reabe, County Board Chairman; Cathy Schmit, County Administrator; Chris Kalupa, Berlin Public Library Director; and Rich Swanke, Pullers Inc.

### **MINUTES**

***Motion/second (Hess/Morris)*** to approve the February 11, 2020 minutes with no additions or corrections. All ayes. Motion carried.

### **PUBLIC COMMENTS**

Nothing.

### **COUNTY LIBRARY SERVICES REPORT**

The submitted monthly reports are in the committee packet. Kalupa gave the Committee a report on the Berlin Library.

### **INTRODUCTION OF THE NEW FAIR COORDINATOR**

Schmit introduced the new Fair Coordinator, Lindsey Machkovich, who currently works in the Treasurers' Department. Machkovich shared some of her previous work experience along with family info to the Committee. Everyone introduced themselves. Her first day as the Fair Coordinator is Tuesday, March 17.

### **2020 FAIR CONTRACTS**

Schmit reported there are a couple contracts:

- International Demolition Derby for \$7,500 (\$4,000 in advance for prize money, balance day of event by Fair check).

After discussion a ***motion/second (Hess/Wallace)*** to make the time change from 2 pm to 6 pm on their current contract, as long as the promoter is willing to accept it. All ayes. Approved.

- Sonny's Sizzlin Rock'n Road Show: \$400, Saturday, August 6, 7:30-11:30 pm.

***Motion/second (Mehn/Morris)*** to accept the contract. All ayes. Approved.

Garro exited the meeting at 9:22 am.

Garro returned to the meeting at 9:24 am.

## **2020 FAIR UPDATES**

- Schmit reported since the close of the 2019 financials, approximately \$10,000 was over budgeted.
- Jerome Jahnke has retired from the Maintenance job at the fair. There will be bids put out for the Maintenance very soon.
- Schmit reported the Committee will be given a monthly Fair Financial Report.

## **TRUCK/TRACTOR PULL**

Swanke brought a contract to the Committee stating that he would provide the maintenance for the Truck/Tractor Pull, if the Committee would waive the 10%. The Committee will review the contract and give the results at next month's meeting.

Swanke exited the meeting at 9:35 am.

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

Written monthly report on file for Gellings, Jenkins and Martinez. Gellings, Jenkins and Martinez gave verbal reports.

## **ANNUAL REPORT FOR 2019**

The Committee received copies of the 2019 Annual Report.

## **AREA EXTENSION DIRECTOR REPORT**

- Hady is going through the Administrative Review Process, along with the new colleague Cohort.
- The FoodWise Coordinator position closes on Sunday, March 15, 2020 for Green Lake/Marquette/Waushara Counties.
- There has been discussions along with different options given regarding the vacant Ag position in Marquette County.
- The new Health & Well Being Educator from Adams County has started and is getting out to meeting everyone.

## **APPROVAL OF EDUCATOR OUT OF COUNTY DAYS**

*Motion/second (Hess/Wallace).* All ayes. Approved.

## **COMMITTEE DISCUSSION**

None.

## **FUTURE AGENDA ITEMS**

- If anyone has an agenda item, please contact Garro or Ninneman.
- Next regular meeting date: April 14, 2020 in the Training Room at 9:00 a.m.

## **ADJOURNMENT**

*Motion/second (Hess/Mehn)* to adjourn at 9:45 a.m.

*Respectfully submitted,  
Kathy Ninneman, Committee Secretary*

Green Lake County  
*Drainage Board*

571 County Rd. A  
Green Lake, WI 54941-3188

Steven Foust – 920-426-3639  
Patrick Krueger - 920-361-2129  
Dick Severson - 920-398-2857

---

May 5, 2020

Agriculture, Extension Education, and Fair Committee  
571 County Rd A  
Green Lake, WI 54941

Dear Committee Members,

I am requesting to be added to your May agenda regarding recommendations of nominations for Appointment to the Drainage Board. The Green Lake County Drainage Board consists of three members with staggered three year appointments. The Circuit Court will make the appointment base on Wis. Stats. 88.17 (2h), which states:

The court shall appoint drainage board members from among persons recommended by any of the following:

- (a)** The committee on agriculture and extension education created under s. [59.56 \(3\) \(b\)](#), which shall recommend at least 3 persons for each position to be filled.
- (b)** At least 3 landowners owning property in a drainage district that is subject to the jurisdiction of the drainage board.
- (c)** Local or statewide agriculture, engineering, local government, or real estate organizations, including the Wisconsin Potato and Vegetable Growers Association, the Wisconsin State Cranberry Growers Association, the Wisconsin Farm Bureau Federation, the Wisconsin Farmers Union, the Dairy Business Association, and the Wisconsin Dairy Products Association.
- (d)** The department of agriculture, trade and consumer protection, which may recommend persons who have engineering experience related to water resources and agriculture.

The Land Conservation Department has received three nominations for the board, they are Joseph Formiller, Richard Sobieski, and Dennis Green. Each nomination has filled out a short questionnaire explaining their background. This questionnaire will also be forwarded to the Circuit Court.

Please consider recommending these 3 individuals to the Circuit Court for filling the position.

Sincerely,

Todd Morris  
Soil Conservationist  
Green Lake County Land Conservation Department

## Green Lake County Libraries Activity Report for May 2020

**Berlin:** As a result of Gov. Ever's 'safer at home' order on April 16, the Berlin Library is now offering limited Curbside Services. This service began on April 24 and will continue until May 26, or another date chosen as a result of the Governor's orders for library services. Currently we are offering these services from 8:30-6 Monday through Friday, and 9-1 on Saturday's. We modified our hours so that those taking advantage of early shopping set aside for Seniors can also pick up library materials at the same time. We felt this was an important need of which many are appreciative.

Curbside Services are being met with great enthusiasm by our library patrons. In the first week, we handled over 250 calls requesting library service and had 180 patrons pick up items. This tells us that many patrons, especially the seniors and families are anxious to get physical books in their hands. It was wonderful to connect with familiar faces in our library world. Patrons can either call, e-mail, or connect with us through Facebook. For our browsing patrons, we are happy to put together a few staff-picks to meet their needs. One little patron wanted some dinosaur books. We put a selection together and his mom sent us a picture later of the little guy with the books spread all around him with an open book on his lap. His smile was so precious and made us happy to be back.

Our library continues to offer many free online services that includes eBooks, audiobooks, music, and movies. Quite a few patrons have taken advantage of what their library card offers besides physical material. With limited budgets due to people being laid off work, there has been a definite need for free services that can be accessed from home. We have received many positive comments from patrons grateful that we are filling their need for literacy and entertainment while Safer at Home.

With uncertain times in the future, our staff has been thinking ahead to summer reading program and how we can reach the needs to encourage summer literacy. Programming will be very different, with smaller groups and possibly online programs. This will be a challenge, but we are working hard to be creative and make it work in every way possible.

We are currently in the process of setting up a free Badger Talk on Hans Christian Anderson Fairy Tales, to coincide with the Summer Reading theme. This will be a virtual program inviting Berlin patrons to join through their home devices.

Our Berlin Library staff is eager to help our patrons in any way we can as we adjust to this unprecedented time. One thing we know for sure, the library is needed, and that is wonderful!

**Green Lake:** We've had a few days of curbside service under our belts and it's been wonderful to hear familiar voices, catch up a little over the phone, wave through the windows, and get library materials into eager hands! If you haven't heard yet, Caestecker Public Library is now doing Curbside Service of in-house items Monday through Friday, 10:00 am to 4:00 pm. Those hours may change as needed in the future. We are also available for phone reference calls and can pass along tax forms and seed packets through curbside service.

Call us at 920-294-3572 or visit [greenlakelibrary.org](http://greenlakelibrary.org) to put items on hold. If you aren't sure what you want to read or watch, we would be happy to put together a grab bag of interesting items to try out, we can pick based off of your favorite authors or subjects, or you can visit our Facebook page for some recommendations from the library board and staff. If you don't like something we picked—no harm done! Just return your items in the library book drop and we can always try, try again.

When your holds come in, we will give you a call to let you know what's here and to set up a pickup time. If you have any changes or can't make your time, just give us a call and we can reschedule. We will checkout your items, bag them up, and put them on the table at the front of the library at your designated pickup time. Grab your items and enjoy!

The staff and I hope you and yours are doing well and that we can help you pass the time a little more enjoyably with library materials to keep you company.

**Kingston:** We have started curbside service at our library. People are very excited to be getting library materials once again. We had to postpone our "It's for the Birds" fundraiser which would have been held the 1<sup>st</sup> week in May. When we hold it, we will re-name it "Safer at Home Is For the Birds". We are hoping

we will be able to offer an on-line auction at the end of the month. If you would like to see the items that are available you can visit our FB page under Mill Pond Library. We also have a new window display. It was inspired by a group that was seen on Facebook called Heart Hunters. Their opening lines say this..."In this time of social distancing, we are all trying to spread a little love and compassion. This page was started by a mom in Galesburg, IL who saw a post about placing hearts in windows for kids to see while out walking. She thought it sounded wonderful and Heart Hunters was born." So the library came up with a window made up of hearts that you can look for the next time you drive through Kingston.

**Markesan:** During the month of April and the beginnings of May, the Markesan Public Library has striven to continue to provide quality services to our community. Some recent items of big news include curbside service, the addition of Hoopla to our digital offerings, and the upcoming "Parenting during Covid-19 w/ Steve Shekels" online event.

Our Curbside Pickup began on April 24, 2020! Hours are: Monday-Friday, 10am-2pm and Monday and Thursday, 4pm-6pm. Patrons are asked to place items on hold using their library card or to call us. Right now, our system wide van delivery service is limited so patrons can only place holds on items currently owned by our library. Patrons place holds online or call ahead and staff pulls the items. We checkout items, bag, and then run to a table on our curb for contactless pickup. Items are quarantined for 24 hours in our book drop upon return and staff also wipes down materials at discharge. Staff are to wash hands and/or use gloves when filling orders. Response to curbside has been very positive and patrons value this service. We are excited to be getting books back into patrons' hands.

New to us....Hoopla!!! The library now has another exciting resource for downloading books, movies, music, and audio books, thanks to a generous donation by the Francis R. & Ruth E. Oberreich Foundation of \$1,000. The best thing about Hoopla is that there are never any holds. All titles are available, all the time, regardless of whether other library users have checked out the material. The robust Hoopla collection provides a wonderful compliment to the library's current digital offerings through Overdrive and Libby. Hoopla works with most tablets, computers and smart phones. Many of Hoopla movies can also be streamed through Roku as well. Patrons will be able to check out 7 items a month and will need their library card number and pin number to get started.

On Thursday, May 7 at 6:00 pm, the Markesan Library will be hosting "Parenting During CO-VID 19 with Steve Shekels." During this town hall style event parents will get guidance on how best to provide for children and themselves during these difficult times. Steve Shekels has worked for the last 9 years with the state and county providing parenting services. He has been a foster parent for 30 years and is a Dad and Stepdad. Among the tools for parents that he will discuss include the three "Rs" – Reassurance, Routine, and Regulation. He will also talk about how parents can self-care. But most importantly, Shekels will open up the meeting for parents to ask their own questions. Participants can ask questions at the event itself using the chat, or they can email their questions ahead of time at [director@markesanlibrary.org](mailto:director@markesanlibrary.org) or during registration.

Other activities that our library has been working on include online Storytimes, poetry readings, crafts, and more. We've also continue to provide craft kits for adults and children at the local Piggly Wiggly. And we are working on rearranging the library and cleaning up so that when we are allowed to reopen we can do so safely and with a fresh look.

**Princeton:**





Green Lake County Fair Office  
Lindsey Machkovich, Fair Coordinator  
571 County Road A, Green Lake, WI 54941  
lmachkovich@co.green-lake.wi.us  
920-294-4033

---

Friday, May 8, 2020

RE: Memo to Ag, UW Extension & Fair Committee

### Fair Task & Projects

Since the March 2020 Fair Report I have completed or continued to work on the following fair related tasks and projects:

- Attending weekly Wisconsin Association of Fair Zoom Meetings to discuss & collaborate with other counties in regards to the 2020 Fair Season & COVID19.
- Invitations for Fair Judges & Department Superintendents were mailed. This is an ongoing task.
- Friends of the Fair Donation Program
  - We've currently received 16 donations from local businesses and organizations totaling \$2,175.00.
  - The suggested donation deadline was April 30, 2020.
  - 2019 Friends of the Fair Donations totaled approximately \$3,500.00
- Award Sponsorship mailing was completed in early April, I have received sponsorship commitments from 50% of the individuals we requested sponsorship from.
- Published, in the local newspapers, the request for bid for the fair maintenance contract. Bids are due to the Fair Office by Thursday, May 7<sup>th</sup>, 2020.
  - As of Friday, May 8<sup>th</sup> we have received one bid for the Fair Maintenance Contractor opportunity.
- Green Lake County Fair Entries start on June 1, 2020 and will conclude on July 1, 2020.

### Compeer Financial Grant

In late March I submitted an application on behalf of the Green Lake County Fair for the Compeer Financial Facility Upgrade Grant. Last week we received notification that Green Lake County has been awarded \$3,000.00 in grant funding to update the electrical in the Swine Barn.

*The mission of the Green Lake County Fair is to provide positive youth development and leadership skills, along with promoting family and community involvement through education and tradition.*





Green Lake County Fair Office  
Lindsey Machkovich, Fair Coordinator  
571 County Road A, Green Lake, WI 54941  
lmachkovich@co.green-lake.wi.us  
920-294-4033

---

*RE: Memo to Ag, UW Extension & Fair Committee continued*

## COVID19

Since March I have been attending weekly Zoom meetings facilitated by the Wisconsin Association of Fairs. During these meetings I have had the opportunity to collaborate with fair personnel from around the state in regards to Coronavirus and the 2020 Fair Season. When these calls started in mid-March the tone was positive and all counties were optimistic that their fairs could take place. Since then the tone of the meetings have changed and our collaborations are now focusing on how our counties can successfully have a fair while considering the following points.

- Health & Safety of Fairgoers, Volunteers, Staff, Exhibitors, Community Members, Sponsors, Judges, Superintendents, Vendors, Carnival Staff.
- Insurance & Liability
- Permits & Licenses – will they be granted to the Fair & Vendors
- Financial impact on county, community, sponsors, and exhibitors.
- Social distancing, crowd size restrictions, and cleanliness of fairgrounds.

As of Friday, May 8, 2020 there have been 3 Wisconsin county fair cancelations along with dozens of other event postponements or cancellations. The details of the canceled fairs are below:

- Oneida County, July 30 – August 2, 2020
- Kewaunee County, July 9 – 12, 2020
- Sauk County Fair, July 6 – 12, 2020

I have been in constant communication with County Officials in regards to the current global pandemic and our fair which is currently scheduled for August 6 – 9, 2020.

Stay well,

Lindsey L. Machkovich, Green Lake County Fair Coordinator

*The mission of the Green Lake County Fair is to provide positive youth development and leadership skills, along with promoting family and community involvement through education and tradition.*

## EMPLOYEE AGREEMENT

I, (employee name) Lindsey Machkovich, agree to comply with the following terms and conditions regarding my use of the County credit card.

- I understand that I will be making financial commitments on behalf of Green Lake County and will strive to obtain the best value for the County.
- I understand that Green Lake County is liable for all charges made on the card. However I will be responsible for charges lacking proper documentation.
- I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the County Clerk's Office will audit the use of this card and report and take appropriate action on any discrepancies.
- I agree to notify my Department Head and the County Administrator's Office immediately should any apparently fraudulent activity or charges related to the credit card arise or otherwise come to my attention.
- I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of my use of County credit cards and/or other disciplinary actions.
- I have been given a copy of the Green Lake County Credit Card Policy and Procedures and understand the requirements for the card use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement), or upon transfer to another department.
- I agree to return any credit card that has been canceled or expired to the County Administrator's Office as soon as possible for audit review.
- If the card is lost or stolen, I agree to notify the County Administrator and Department Head immediately.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department: County Fair

Card # Issued: \_\_\_\_\_



## Request for Credit Card Approval

Department: County Fair

Committee: Ag, Extension, Fair

<u>Name of Card Holder</u>	<u>Title of Position</u>	<u>Credit Card Limit</u>
Lindsey Machkovich	County Fair Coordinator	\$5,000

**Justification for Credit Card(s):**

County Fair expenses. event. entertainment. vendor and travel expense.

Department Head Approval: Catherine J. Schmit

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: \_\_\_\_\_



**Extension**

UNIVERSITY OF WISCONSIN-MADISON  
GREEN LAKE COUNTY

Katie Gellings  
Green Lake County  
Health & Well-Being Extension Educator  
April 2020

This report briefly describes the work that was completed within the Health & Well-Being Institute in April of 2020. During the reporting period, the educator made 34 direct educational and professional contacts.

### **Educational Programming, Networking and Outreach in the Local Community**

#### *Green Lake County Economic Impact Group*

I have been serving on an economic impact group comprised of Gary Podoll (Emergency Management Director), Liz Otto (County Clerk), Lindsey Kemnitz (City of Berlin), Mary Neubauer (City of Princeton), Jason Jerome (Green Lake County DHHS), Barb Dugenske (City of Green Lake), and Rachel Heiling (City of Markesan). The group was started by Gary Podoll to discuss and coordinate resources for local businesses during and after the COVID-19 crisis. The economic impact will be tremendous and our hope is that this group can help and advise business owners with current information as it becomes available. Currently resources are being posted by cities on a daily to weekly basis with Lindsey Kemnitz updating the database.

#### *Green Lake County Mindful Moments*

Three times per week an email called Mindful Moments goes out to all Green Lake County employees. I develop and adapt resources that give mindfulness, health and wellness, and stress reducing information. This is especially important during this time of uncertainty. I also held a live Zoom session which included a body scan meditation exercise for nine employees who participated. I plan to hold at least one more live Zoom and record it for employees who are unable to attend during the scheduled date and time. The feedback that I have received and continue to receive has been very positive.

#### *Green Lake County Drug Court, Budgeting Workshops via Zoom*

I have conducted 7 budgeting workshops via Zoom since the beginning of April. Those attending the workshops are individuals involved in the drug court system within Green Lake County. The budgeting course is part of their mandated court requirements. These will continue via Zoom on an as-needed basis.

### **Networking within Extension and Professional Development Opportunities**

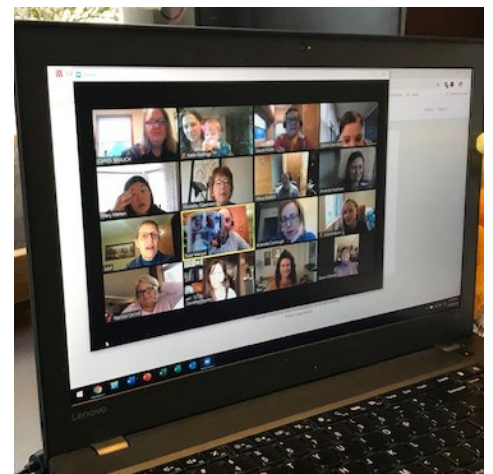
I made 89 contacts within the UW Extension system during the month of April. I continue to have a number of professional meetings scheduled with colleagues and mentors to continue to network and learn from my fellow Extension educators.

#### *Taking Care of You Digital Shorts*

I have been working on a team of colleagues to develop and circulate a shorter digital version of the Taking Care of You curriculum. This program focuses on stress management techniques and resources to take care of yourself during times of stress. As you can imagine it's a critical program during this timeframe and we are working very hard to get it out to the public as soon as possible. Currently we are in the peer review phase as we have written scripts and recorded videos over the last month.

#### *CS 340 – Importance of an Emergency Stash Fund Project*

A group of three UW Madison students have been working on developing a simple infographic flyer that I will be able to use in programming in Green Lake County. The flyer will be on the importance of an emergency stash and how to start one. The students are receiving class credits as part of their financial management course (CS 340) for this project. We have been meeting via Zoom to provide progress updates on the project which will be finalized in May.





### *UW Mindful Money Moments*

The financial state team program that I am involved in is developing short videos on various financial topics that are posted to the Extension Facebook page, as well as other online platforms. Financial education and resources are becoming ever important as individuals and families struggle with job loss, lessen hours, or furlough during this time of Covid-19. I wrote my script and recorded my video in mid-April and it will be published in mid-May.

### **Newspaper Articles**

“Safe Food Handling in the Time of COVID-19” Berlin Journal Newspapers. April 13, 2020. By Katie Gellings, Health & Well-Being Educator

“Mindful Moments: Setting aside worries” Berlin Journal Newspapers. April 13, 2020. By Katie Gellings, Health & Well-Being Educator

“Mindful Moments: Gratitude” Berlin Journal Newspapers. April 20, 2020. By Katie Gellings, Health & Well-Being Educator

“Mindful Moments: Body scan meditation” Berlin Journal Newspaper. April 27, 2020. By Katie Gellings, Health & Well-Being Educator

### **Out of County Days**

0 Out of county days for April

0 Out of county days planned for May

\* Travel expenses are covered by Extension



**Extension**

UNIVERSITY OF WISCONSIN-MADISON  
GREEN LAKE COUNTY

**Ben Jenkins**  
**Green Lake County**  
**Agricultural Educator**  
**April 2020**

*This report briefly describes the work that was completed within the Agricultural Program in April of 2020. During the reporting period, the educator made 94 direct educational and professional contacts.*

## **Educational Programming, Networking and Outreach in the Local Community**

### *Needs Assessment*

During the month of April I put out a needs assessment to gauge the agricultural topics of interest within Green Lake County. The assessment was made through the Qualtrics program and was available online starting April 4<sup>th</sup> and ended on April 30. A letter went out letting the agricultural community know about the needs assessment survey how to find it and what to do should they want to fill out a hard copy version. As a way of getting more responses I offered to enter the names of the respondents into a drawing for VISA gift cards for the amount of \$25 each.

### *Farm Visits*

UW-Madison put a hold on in person visits for the time being. This moratorium has made my job as an Agriculture educator a little more difficult as a large part of my job is getting out onto farms to consult with farmers and

landowners directly. In order to still be effective in the community I have done what everything that I can to make sure that the citizens of Green Lake County know that even if I'm not onsite at the county building or able to come to them directly I am still available to answer calls, emails, and video chat if available.

### *General County Outreach*

I have made sure that the citizens of Green Lake County know that even if I'm not onsite at the county building or able to come to them directly I am still available to answer calls, emails, and video chat if available. I have done that through keeping in touch with the local syndicate via a Focus Article and by weekly updates with Tony Daley. I have also become more active in posting materials and resources that the citizens of Green Lake County will find helpful on our Green Lake County UW-Extension Facebook Page. My post pertaining to where local foods could be sources had a reach of over 1200 views!

## **Networking within UW Extension and Professional Development Opportunities**

### *Agriculture Institute ZOOM Meetings*

Each week I attend a ZOOM meeting put on by the Agriculture Institute of the UW-Madison Division of Extension to keep up with the ever-changing agricultural landscape due to COVID-19. This is where I get updated on new fact sheets, new information, state and national news that may potentially affect our county stakeholders.


### *UW-Madison Division of Extension ZOOM Meetings*


Once a week I tune in to the weekly update brought to all of Extension by Dean Karl Martin. Dean Martin keeps us up to date on the decisions being made in Madison and how it will look on a practical county level once implemented. The latest decision being the furlough for Academic Staff and Faculty.


**April 7, 2020**  
10:30 am - 12:00 pm

**Considerations for  
Landspreading Milk  
Webinar**

**RSVP by April 6, 4:30 pm:** [go.wisc.edu/6mca3r](https://go.wisc.edu/6mca3r)

 **College of  
Agricultural & Life Sciences**  
UNIVERSITY OF WISCONSIN-MADISON

 **NPM**  
Nutrient and Pest Management Program

 **Extension**  
UNIVERSITY OF WISCONSIN-MADISON

### *Programming Area ZOOM Meetings*

I've been meeting via ZOOM with colleagues in Farm Management and Crops/Soils to develop more web content to make our information easier to find. We have also been planning and developing programming for the upcoming academic year.

### **Out of County Days**

0 Out of county days for April

0 Out of county days planned for May

\*Denotes that it was paid for by UWEX







**Extension**

UNIVERSITY OF WISCONSIN-MADISON  
GREEN LAKE COUNTY



Morgan Martinez  
Green Lake County  
4-H Program Coordinator  
April 2020

This report briefly describes the work that was completed within the 4-H Program in April 2020. During the reporting period, the program coordinator made 64 direct educational and professional contacts.

## **Program Highlights**

### ***Green Lake County 4-H Leaders' Association***

Organized at the county level, the 4-H Leaders' Association works closely with the 4-H Program Coordinator. The organization 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 supported the Association in holding their meeting via Zoom on April 2, 2020, as no face-to-face 4-H events may be held. There were eighteen adult leaders, youth leaders, and guests who were in attendance for this meeting. County-wide groups provided important programming updates for their project areas. Lindsey Machkovich, Green Lake County Fair Coordinator, was a guest during this meeting and introduced herself to the Association and shared important Fair updates as well as answered any leader questions. I provided the Association important program updates from Wisconsin 4-H and how these impact Green Lake County 4-H as well as opportunities for holding meetings via digital platforms.

On April 22, 2020 the Fundraising Committee (five leaders) in collaboration with the 4-H Program Coordinator met via Zoom to discuss the status on current fundraising efforts and compile and review historical BINGO data to share with the Association at the May meeting.

### ***Green Lake County 4-H Ambassadors***

On April 18, 2020 I supported the 4-H Ambassadors in meeting via Zoom to hold their monthly meeting. There were five ambassadors and one leader in attendance. I provided programming support to the Ambassadors through their discussion on how to recruit new members, enhance current member engagement, and 4-H promotion and marketing.

### ***Green Lake County Livestock Council***

I closely advised and provided guidance to the Livestock Council Board of Directors in best practices to conduct Green Lake County Fair Livestock Auction tagging and animal identification. Following guidance from Wisconsin Youth Livestock Program I supported the Council in the contactless distribution of livestock tags and collection of animal identification, which is a youth participation requirement for the Green Lake County Fair Livestock Auction which the Council coordinates.

Utilizing resources from Wisconsin Youth Livestock Program, Extension, and 4-H I compiled a list of online livestock educational learning opportunities for youth to continue growing in their project areas during this time at home when in-person programs can't be held.

### ***Green Lake County 4-H Horse Council***

Working closely with the Council President, we have shared online educational learning opportunities for horse project members to continue growing and learning in the horse project during this time at home when in-person programs can't be held.

### ***Green Lake County 4-H Dog Project***

Following guidance from Wisconsin 4-H I have provided leadership to the Dog Project 4-H Obedience Classes on when training classes can begin for the year. Typically obedience classes have begun in April.

### ***4-H Friday Clover Connection***

I have continued providing a weekly one-page newsletter distributed on Fridays to Green Lake County 4-H members, families, and volunteers. These newsletters relay important 4-H program updates as well as provides 4-H members with project exploration ideas and activities in which they can grow and learn at home.

### ***Wisconsin 4-H and COVID-19 Response- Update as of April 27, 2020***

In response to the continued need for physical distancing to prevent the spread of COVID-19, University of Wisconsin-Madison Extension (including Wisconsin 4-H) is cancelling or postponing all in-person programs through the end of May and all programming with more than 50 people through June. In addition, all overnight residential programs will be canceled or postponed through June because of the difficulty of maintaining social distance.

## **Networking within Extension and Professional Development Opportunities**

### **Fundamentals of 4-H Club Management**

On May 1, 2020 I participated in a professional development opportunity hosted by the National Association of Extension 4-H Youth Development Professionals via Zoom. In this session, 4-H professionals from across the country explored the ins and outs of 4-H club management best-practices. Participants discussed the importance of managing and maintaining active club files, maintaining important IRS documents, club constitutions and by-laws, insurance and the best way to manage club funds.

### **Dilemma's in Youth Work**

I participated in a self-guided online professional development opportunity through University of Minnesota Extension to explore dilemmas identified by youth workers in a national research study, get to know the most current research on youth worker expertise, work with peers to develop strategies for addressing dilemmas that meet the needs of youth in order to be better prepared to face challenging situations and respond to dilemmas in youth-centered ways.

### **Youth Engagement Matters**

I participated in a self-guided online professional development opportunity through University of Minnesota Extension to gain deeper understanding of the Rings of Engagement structure, explore case studies with models and ideas to implement with the 4-H program, and learn engagement strategies to implement when working with young people.

### ***Wisconsin 4-H Program Quality Committee***

I am a member of Wisconsin 4-H Program Quality Standing Committee. The purpose of the standing committee is to: review and evaluate program quality around the Green Guarantee and to review current program quality resources around club meetings and provide, develop, and evaluate resources so that 4-H staff and volunteers have knowledge of the 4-H Green Guarantee, 4-H Thriving Model promoted and utilized statewide, focused on club meetings and 4-H Clubs and Groups have the materials and resources to support the Green Guarantee. This committee of 13 4-H professionals meet Thursdays via Zoom on a bi-weekly basis.

### ***Telecommuting due to COVID-19***

I am continuing to follow Wisconsin Department of Health Services, UW-Madison, and federal guidelines and work remotely due to the COVID-19 virus outbreak. I continue to connect, learn and share with Extension colleagues via Zoom. Some of the meetings I participated in during the month of April while telecommuting:

- Cohort 5 Learning Zoom on 4/7/20
- VIP by Zoom Training on 4/8/20 and 4/22/20
- WI 4-H Program Zoom on 4/9/20, 4/20/20, 4/30/20
- 4-H Town Hall 4/14/20
- Thriving Development Context Survey Instructions on 4/21/20 and 4/29/20
- Wisconsin Association of Extension 4-H Youth Development Professionals Annual Meeting on 4/29/20
- Area 14 Connect (Thursday bi-weekly)
- Southwest Region 4-H Colleague Connect (Tuesday weekly)
- Dean's COVID-19 Exchange (Wednesday weekly)

### **Out of County Days**

0 Out of county day for April

0 Out of county day planned for May

\* Travel expenses are covered by Extension