

Conservation/UW-EX Education Committee
July 8, 2014
Minutes

Committee members present: Chair Tom Rudolph, Jim Intrepidi, Robb Jensen, Scott Holewinski, and Bob Mott. Absent: Clint Zimbeck.

Others present: Erica Brewster, Tim Brown, Lynn Feldman, Kim Brown, Tom Schmitz, Mary Huser, Nancy Gehrig, Jean Hansen, Michele Sadauskas, Jim Tharman, Kerri Ison and Merry Lehner.

Call to order: The meeting was called to order at 1:30 p.m. by Chairman Tom Rudolph noting the meeting has been properly posted and the facility is handicap accessible.

Approve agenda: Motion by Intrepidi/Mott to approve today's agenda with the order of items at the Chair's discretion. All ayes; motion carried.

Approve minutes: Motion by Jensen/Mott to approve the minutes of 6/9/14 as amended. All ayes; motion carried.

Dates of future meetings:

8/11/14	1:30 p.m.	Extension meeting room
9/8/14	1:30 p.m.	Extension meeting room

Mott voiced concern over the length of meetings and discussed the possibility of having two meetings per month – one for each department. Jensen suggested receiving written reports instead of having them orally. Discussion followed. Motion by Mott/Intrepidi, as per Jensen's suggestion, that agency reports be provided in the packet with key items highlighted orally at the meeting if necessary. All ayes; motion carried.

Oneida County Fair update/fair contracts: Gehrig reviewed list of contracts for approval and payments needed during the event totaling \$21,425. She noted vendor space is filled, several new events are scheduled, needed to replace the banners put out in the community announcing the fair. Donation boxes were built by the McNaughton crew and will be placed at each gate. Mott felt adding a "suggested donation amount" be added with an explanation to "help keep the Fair free". Gehrig continues to make face-to-face contacts for donations. Discussion followed regarding funding. Motion by Jensen/Intrepidi to approve the expenditures of \$21,425 as presented. All ayes; motion carried. The next fair meeting is 7/15/14 at 5:30 p.m. at the UWEX meeting room.

Closed session: It is anticipated the CUW committee will make a motion to enter into closed session pursuant to Wis. Stats. Sec. 1985(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec.19.85(1)(c).

Topic: UWEX Department Head appointment: Motion by Holewinski/Intrepidi to enter into closed session pursuant to Wis. Stats. Sec. 1985(1)(c): Considering employment, pro

motion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec.19.85(1)(c). Topic: UWEX Department Head appointment. Roll call vote: Holewinski-aye; Intrepidi-aye; Jensen-aye; Mott-aye and Rudolph-aye. Motion carried.

Motion by Holewinski/Intrepidi to return to open session. Roll call vote: Holewinski-aye; Mott-aye; Rudolph-aye. Motion carried.

Motion by Jensen/Intrepidi to appoint, effective 7/15/14, joint interim department heads Brown and Feldman to share duties; Brown to be the point of contact with other duties to be determined by the Regional Director. Brewster's stipend will continue until she leaves, with the Regional Office providing funding for Brown/Feldman's stipend during the overlap. All ayes; motion carried.

Monthly staff report: *Introduction of WNEP Coordinator* - Kim Brown, WNEP Program Coordinator was introduced. She started 6/15/14 and will share time 50/50 with Langlade County. Brown provided handouts regarding her background and program background and reviewed in detail. Committee welcomed Brown aboard.

Vacancy review for Family Living Educator position: Tim Brown reviewed vacant position analysis form noting the position has been approved by the Human Resources Director. If approved by this Committee, the position will be discussed at the LRES Committee meeting on 7/9/14. Mary Huser, State Liaison and Program Specialist for Family Living Programs, discussed the Family Living Program in detail and provided a handout listing examples of programming provided to communities/counties. Discussion followed.

Motion by Intrepidi/Mott to approve the vacancy position analysis as presented and forward on to LRES Committee for approval. It was noted this position would be eligible to be appointed as Department Head. All ayes; motion carried.

Holewinski was excused at 3:37 p.m.

Approve Extension 133 Contract: Brewster provided the 133 Contract amendment for review. Salaries have not changed from those discussed at the June meeting, with the exception of department head stipend. Motion by Mott/Intrepidi to approve the Extension 133 contract as presented. All ayes; motion carried. The contract will be addressed at the LRES Committee meeting on 7/9/14.

Office Space: Brunette will work with the Airport to formulate a calendar which will be shared with UWEX. Grube will be requesting that a new phone system be installed as soon as possible, pulling funds from the 2015 budget. A wall is expected to be built in the far back storage room to help with the air quality issue.

Jensen brought up to committee that agenda items and packets need to be sent out earlier; at least 4-5 days prior to the meeting. He also requested his materials be sent via email.

Consent agenda items:

Discussion was held regarding the monthly budget summary reports. It was noted the figures are transferred from a report provided by Finance to the format provided to the Committee. It was decided to provide Committee members a copy of the summary report from the Finance Department (minus the transaction detail). The Chair will sign the original.

Additional out-of-county travel requests:

Sadauskas	7/18/14	WHIP meeting	Vilas County
Hansen	7/18/14	WHIP meeting	Vilas County

Motion by Jensen/Intrepid to approve the consent agenda items, including the additional out-of-county travel requests. All ayes; motion carried.

Agency reports:

USDA APHIS report: Tharman provided 2013 summary report for the USDA APHIS Wildlife Services for review. Questions can be addressed at a future meeting. Tharman has been finalizing enrollments for Oneida County and provided details on issues.

Lake Districts: Mott noted Mid Lake met recently. Jensen requested name and contact information for the Bear Lake District. Intrepid noted Nokomis Lake District Annual meeting will be on 8/9/14. Rudolph noted there was substantial fish kill at Horsehead Lake. Savings from the weed harvesting project may be used for restocking. Annual meeting will be held 8/16/14.

LWCB: Rudolph noted the next meeting will be held in August.

WLWCA: Rudolph will attend national NACD meeting in Indianapolis this month.

RC&D: Currently accepting applications for office/program manager position as former person has been suspended due to court action. Interviews should be scheduled in the next 10 days.

WACEC: Rudolph reported Assistant to Dean of Extension will retire in January 2015. Next year annual meeting will be held jointly with the WCA meeting. Ray Cross, UW System President (former UW Colleges and UWEX Chancellor) attended the meeting. Mott felt the tours were beneficial.

Update on LWCD Program Assistant Position: Hansen noted LRES did not approve the position due to county code restrictions. Hansen felt it could be addressed at budget time. LRES approved an LTE position for 90 days and if additional hours are required it will need LRES Committee approval. Current LTE, Jonna Jewell is willing to fill in for the remainder of the year. Discussion followed.

AIS Coordinator report: Sadauskas noted the DNR grant process is being reorganized with due date changed from August 1 to December 1. She and Hansen will work with the Finance Director to meet appropriate deadlines. She expects to draft the grant in October. Discussion followed. Committee felt a resolution regarding the grant will need to be submitted in August/September. Sadauskas reported the department purchased a canoe as discussed at the last meeting. She reported the AIS team made 1,085 contacts this past weekend. She shared samples of AIS incentives used for outreach efforts. The AIS Banquet

is scheduled for 8/6/14 at Holiday Acres.

DATCP Farmland Preservation Plan Update/Resolution for Public Participation:

Hansen noted the plan requires an agreement with North Central WI Regional Planning Commission (NCWRPC). The agreement needs approval by the Administration Committee and Desmond will present it at the 7/9/14 meeting. A resolution approving public participation is also necessary. Hansen provided a draft for review noting NCWRPC provided the language. Motion by Mott/Jensen to forward the resolution as presented to County Board for their consideration. All ayes; motion carried.

Hansen has not received any replies for volunteers for the Citizen's Advisory Group so she will make some contacts and also draft a news release to be sent to the local media.

County Cost-Share Program update/approval: Hansen noted the Guidinger project on Pickerel Lake has been completed. Voucher for reimbursement was approved earlier today. She has several on-site visits to complete.

Committee role in department operations: Concern was raised regarding Committee members and micromanagement of the department/employees. What is expected of staff when a decision is approved at the Committee meeting and committee members approach staff after the fact making changes to that decision? Rudolph felt that staff has been hired to work for the benefit of the County and they should be allowed to complete their work and the day-to-day operations. Discussion followed. Jensen felt that there is no buffer between the department chairs and supervisors. Lengthy discussion followed.

Mott would like the minutes to reflect that Committee members are encouraged to seek information from members of the staff. Committee members should not tell staff how to do their job. Any questions about job performance or suggestion(s) to improve job performance should be discussed only at scheduled meetings with the Committee. Discussion followed.

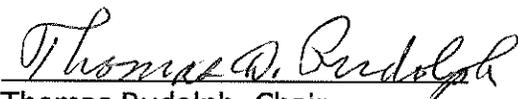
Public comment: Brown thanked Brewster for her service to UWEX. Committee wished her well in her new position.

Items to include on next agenda: Fair update, Farmland Preservation Program.

Adjournment: Motion by Intrepidi/Mott to adjourn at 4:54 p.m. All ayes; motion carried.

Respectfully submitted,


Kerri Ison, Recording Secretary


Thomas Rudolph, Chair