

# Meeting Notice of the sub-committee created by the joint County of Buffalo and County of Pepin Land Conservation, Ag and Extension Committees

## Agenda

A subcommittee made up of representatives of the Buffalo County Land Conservation and Ag & Extension Committee and the Pepin County Land Conservation, Planning & Extension Committee is meeting via zoom and has been properly noticed and complies with the Wis. Stats., Open Meeting Laws.

**Date/ Time:** Thursday, January 12, 2023 at 4:00 p.m.

**Location:** The meeting will be conducted via Zoom. Attendance via zoom can be accessed by clicking the link below:

<https://uwmadison.zoom.us/j/99396575358?pwd=MFBHKzFqdWlXUVlSLzRlMi95SnY5dz09>

Meeting ID: 993 9657 5358

Passcode: 586641

This is a subcommittee meeting to discuss matters of concern to both Ag & Extension Committees. The meeting is open to the public. The following matters may be considered and acted upon at the meeting. Deviation from the order shown may occur.

1. Call to order.
2. Roll call of members
3. Public comment regarding agenda items
4. Business Items with possible action:
  - 1) Review/Discussion/Action~ Consideration of the proposals to provide 4-H and Youth Development Programming in Pepin and Buffalo Counties
    - a. Available options and their consequences
    - b. Identify additional concerns
    - c. Make recommendation for committees
5. Summarize discussion
6. Next steps
7. Public comment not related to agenda items
8. Adjournment.

Dwight Ruff, Chair, Buffalo County Committee

Angie Bocksell, Chair, Pepin County Committee

---

By: Patricia L. Malone, Area 9, Area Extension Director

Posted on **xx/xx/xxxx xx:xx**

**This subcommittee meeting will be held remotely. Committee members shall be entitled to vote as if they personally and physically are present. The public is welcomed to join remotely by following the Zoom directions found on the Home page of the Pepin County Website.**

**<http://www.co.pepin.wi.us> If you have any questions or problems connecting, please contact the County Clerk's office at 715-672-8857**

*Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Pepin County Clerk's Office at 715-672-8857 at least 48 hours before the meeting begins so that appropriate accommodations can be made. Hearing impaired may call Wisconsin Relay at 7-1-1.*

## Considerations.

- Ms. Lisowski continues her role as a 4-H/Community Youth Educator.
- Pepin County currently receives a number of benefits from the on-going relationship between the educators. Pepin County 4-H members can attend any of the programs offered in Buffalo County. Reports for joint activities are prepared by Ms. Lisowski.
- As a faculty member, educators bring experience to the task of identifying priority needs including working with a variety of stakeholders to identify the issues to be addressed. They establish their annual work plan and identify goals and evaluation strategies.
- Each educator will be provided with a cell phone (if they wish) that will be their main phone number. The cost can be covered by the AED's budget.
- Each educator will have a home office. Annie's office will be in Alma in the courthouse. The other educator will be housed in Durand in the courthouse.
- Annie will be evaluated by the FAR (Faculty Annual Review). The other educator will be evaluated by the AED.
- Each educator will provide regular reports to both committees. The reporting schedule will follow each committee's meeting schedule.
- Educators are not paid to travel to their home office unless they are attending an after-hours meeting.
- The IT departments in each county will provide needed access to both shared networks. What I'm looking for is that each educator will be able to access needed electronic files regardless of the county they are in.
- Are mileage reimbursements the same? It is much easier if they are.
- Travel to state/regional PYD meetings will be split between the two counties (if they are not paid for by the state). The way this currently occurs (e.g. Mary Campbell Wood) is they alternate where the expenses are charged.
- The 136 contract spells out the arrangement for the relationship between the university and the counties.
- The division of work between the support staff in both counties should be discussed. One suggestion I've received is to divide it by strengths/skills along program lines. For example, one support staff might be in charge of all the work associated with Teen Court. Another support staff might be in charge of Festival of the Arts or summer camp.
- The question of where or how much time an educator spends in a given county is difficult for a number of reasons:
  - We have demonstrated that we can do a significant amount of our work remotely. We don't need to be in a specific location to serve either Pepin County or Buffalo County residents.
  - Certain programs can take more time than others, particularly if it is beginning a new program. The most relevant example would be starting an afterschool program.

Plm/12.19.22/v2

DATE: January 5, 2023

TO: Members of the sub-committee looking at a joint 4-H delivery model

FROM: Pat Malone, Area Extension Director, Area 9

RE: Basic options for educators in PYD; below are excerpts from the position descriptions for these options

#### **4-H Program Educator**

The 4-H Program Educator leads and manages the full range of the 4-H program including clubs, after school programs, educational experiences, and camps. Program Educators also design, deliver, and evaluate research-based educational programming and services aligned with the position's programmatic focus. The educator also strengthens partnerships, ensures adherence to policy, and assists with program administration to promote stable and productive relationships between the university and local community. The educator strives to expand and ensure access to programs, facilities, and educational services to diverse audiences.

Initial programming focus will include:

- Recruiting, training, developing, and managing volunteers focused on helping youth develop life skills that promote ongoing community involvement and strengthen youth leadership development;
- Expanding 4-H membership and volunteer opportunities to underserved youth and adult populations;
- Overseeing 4-H Clubs, 4-H Groups, 4-H Leaders Associations, and committees. Coordinating the process for youth and adult volunteer enrollment and reenrollment;
- Strengthening the 4-H program by providing leadership for marketing, communications, member recruitment and member retention;
- Cultivating collaborative efforts and partnerships with other organizations to expand 4-H programming opportunities.

The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

#### **Community Youth Development Educator**

This position is a part of the Division of Extension Positive Youth Development Institute, with a focus within the Community Youth Development Program. The Institute supports programs that engage Wisconsin youth in opportunities they need to learn, lead, grow, and thrive. The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, candidates are expected to foster and promote the values of diversity and inclusion. This Educator position will primarily serve Burnett and Washburn

Counties, including the St. Croix Tribal land. And will work to design, deliver, and evaluate research-based educational programming and services aligned with the position's programmatic focus: -Positive youth development issued based programming focused on reaching underserved and underrepresented audiences; -Connecting youth with adults, places and processes where decisions are made about their community (local government, non-profit/philanthropic organizations, grassroots organizers, school boards, tribal leadership) -Providing leadership and support for Youth In Governance, and other youth/adult partnership programming creating space for youth voice and action; -Work with youth serving organizations and schools to empower young people to identify health related challenges / opportunities in their home communities and develop solutions. Building community capacity to address issues that affect youth such as career and education pathways, racial equity, justice-involved families and restorative justice approaches, and promoting physical, social and emotional health.

Community Youth Development Intentionally connects young people with community-based organizations, including schools, colleges, universities, local government and nonprofits.

#### **4-H Associate Extension Educator**

- Outreach and promotion of the 4-H Community Club program including expanding access to diverse youth and families

- Plan and coordinate programs for youth including the 4-H Ambassador and Cloverbud programs

- Support the development of new 4-H community clubs

- Assist with general support of 4-H community clubs, committees, special events including fair and 4-H camp

- Collaborate with the Dane Youth Development Team and other Extension Educators to support positive youth experiences

The ideal candidate is adept at building and maintaining trust-based relationships, engaging stakeholders and applying an equity lens towards transforming lives and communities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

## **Staffing Options for Pepin and Buffalo Counties**

### **Option 1. Pepin ONLY 4-H Program Educator at .5 with State support**

- Cost remains the same (\$22,450).
- Program assistant remains.
- 4-H programming continues.
- Could undertake after-school programming.
- Club program management.
- Volunteer recruitment, training, and management.
- County 4-H programs.
- Minimal or no coalition programming.
- Teen Court is pre-existing two county program. Continues under Lisowski's leadership.
- No impact on Buffalo County.

### **Option 2. Pepin ONLY 0.5 Community Youth Development Educator.**

- Community Youth programming expands.
- After-school programming is possible.
- Minimal club program management, but club program continues. "Minimal" would include volunteer management, 4-H Online, and charters. Beyond that would depend on time available.
- Youth can still participate in local, regional, and state programs. This includes national programs.
- Cost doesn't change. 2023 cost is \$22,450.
- Teen Court is pre-existing two county program. Continues under Lisowski's leadership.
- No impact on Buffalo County.

### **Option 3. Pepin ONLY 4-H Educator at .75 with State support.**

- No longer an option per communication with Institute Director on 1/3/2023. This is a change from previous discussions.

### **Option 4. Pepin ONLY Community Youth Development Educator at .75 with State support.**

- No longer an option per communication with Institute Director on 1/3/2023. This is a change from previous discussions.

## **Option 5. Contract with another County for 4H Educator and hire a full time Program Assistant.**

**→This option is not really viable given the limitations of a 4-H Associate Educator and the fact that “program assistants” aren’t a classification.**

- **Staffing Changes**
  - 4-H staffing would increase in Pepin County.
  - Program assistance would increase in Pepin County.
- **Funding Impacts.**
  - Costs in Pepin County would likely increase. A 20% 4-H or Youth Development position would cost \$8980. The program assistant at its current budgeted amount would be roughly \$10,000. It is likely that this amount would need to be increased.
- **Other considerations.**
  - Having a portion of a 4-H/Youth Educator would allow a county’s 4-H program to continue.
  - The assistant position would need to be a state employee (like the educators) because of risk and liability concerns. There is currently no “4-H program assistant” job description.
  - The other alternative is a 4-H Associate Educator. This position is limited in scope (see PDs). They generally do not do volunteer management or the charters and tax work.
  - A 4-H Associate Educator’s 100% cost to a county starts at ~\$42,000. Even if you just hire 0.50 position (at \$21,000), the cost to Pepin County would exceed the current cost for a half-time educator.
  - Neither ‘assistant’ position addresses volunteer management and 4-H Online. This option would not allow Annie to step back from these responsibilities.

## **Option 6. Pepin hires 4-H Educator at .75 with State support. Buffalo maintains existing positions.**

- Uses Pepin Co Program Asst funding to pay for increased position. This eliminates that position.
- The Pepin County 4-H educator focuses on 4-H programming, club management, volunteers, and 4-H Online.
- The Buffalo County educator focuses on community youth development. The final priorities will depend upon the educator’s needs assessment but is likely to include the following:
  - Community Youth partnership coalition development.
  - After-school programming expands.



- The current Buffalo County educator is a 4-H/Youth Development Educator with a temporary .6 appointment with State support and Buffalo Co Program Asst FTE.
- Under this partnership arrangement, the Institute Director has said the amount over the 0.5 position could be co-funded.
- 4-H programming in both counties continues.
- 4-H Educator manages volunteers and 4-H Online for both counties, may be delegated Buffalo County charters.
- 4-H/Youth Development Educator focuses more on community youth development.

Plm1.9.2023 v2