

Joint Meeting Notice of the County of Buffalo and County of Pepin Land Conservation, Ag and Extension Committees Agenda

A joint meeting of the Buffalo County Land Conservation and Ag & Extension Committee and the Pepin County Land Conservation, Planning & Extension Committee is being planned. This meeting is open to the public via zoom or in person, has been properly noticed and complies with the Wis. Stats., Open Meeting Laws.

Date/ Time: Tuesday, November 29, 2022 at 6:00 p.m.

Location: It will be held on the 1st Floor in the County Board Room, Pepin County Government Center , Durand WI

Remote Access: Attendance via zoom by clicking the link below:

<https://us02web.zoom.us/j/83638045874?pwd=RzV4K0JkSXZkZ1d6T2E1aGFMaGI5QT09>

This is a joint 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.
 - b. Financial implications.
 - c. Management implications.
5. Next steps.
6. Public comment not related to agenda items.
7. Adjournment.

Dwight Ruff, Chair, Buffalo County Committee

Angie Bocksell, Chair, Pepin County Committee

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

Posted on **November 23, 2022**

This Joint 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.

4-H AS THE PROGRAM MODEL FOR POSITIVE YOUTH DEVELOPMENT

Federal Relationship

Across the United States, 4-H is a program of the US. Department of Agriculture and administered through the Land-Grant University system. In Wisconsin, we have always been part of the UW System and rejoined UW-Madison in 2019 after 50 years. We have long had a close relationship through faculty specialists and have increased our access to financial resources, educational expertise, and organizational support from UW-Madison.

The USDA website makes clear that 4-H is operated through Extension offices:

<https://nifa.usda.gov/program/4-h-positive-youth-development>

The 4-H Youth Development Program is the youth outreach program from the land-grant institutions' cooperative extension services and the U.S. Department of Agriculture. 4-H serves as a model program for the practice of positive youth development by creating positive learning experiences; positive relationships for and between youth and adults; positive, safe environments; and opportunities for positive risk taking.

UW-Madison Transition

- We value the legacy of 4-H as a local, public, and volunteer-driven youth program. Our model continues to be volunteer-driven, local programs, where caring adults share their interests and expertise to ignite youth's passion for learning.
- While 4-H is a program of UW-Madison, Chancellor Blank and Madison administration have been supportive of Extension in transitioning our policies and practices within the context of existing UW-Madison policy. We know any change can bring challenges. We are working to maximize local youth and adult volunteer leadership, while maintaining statewide consistency around protecting physical well-being, program quality, and managing risk and liability to volunteers.
- There have been no changes to date to financial policy for 4-H clubs and groups. Local 4-H groups raise money to support local 4-H programs. While we provide guidance and limits on how this money can be used according to policy, it is available to benefit local 4-H programs.

Consequences to county terminating Extension relationship

If there is no county 4-H coordinator or educator, there will be no 4-H program in the county authorized to use the 4-H name and emblem. Clubs will lose their charters and any money and property they own will revert to Extension. Youth who want to participate in 4-H will have the option of joining a club in a different county.

UW-Madison connection makes 4-H stronger

4-H is a national program originating from the US. Department of Agriculture and administered through land-grant universities via Extension programs. In Wisconsin, 4-H has always had ties to the University of Wisconsin and Extension. Extension and 4-H rejoined the UW-Madison Campus administration in 2019

as part of a UW System restructuring. Extension's position at UW-Madison provides a number of benefits to 4-H staff, members, and leaders in all corners of the state. It has increased access to financial resources, educational expertise, and organizational support from UW-Madison that has resulted in closer ties to faculty specialists and their world-class research in addition to creating new pathways to career-readiness and post-secondary education.

We are open to conversations about our programming

4-H was founded over 100 years ago to promote innovation by working with youth and families. The world is constantly changing and 4-H will continue to adjust to the world we live in, as we always have. Extension, UW-Madison, and 4-H staff are committed to answering any concerns and supporting our stakeholders in being successful as a 4-H leader in their community.

Re-imagined 4-H and Youth Development Education in Pepin and Buffalo Counties

Youth Development Opportunities	Combined Efforts	4-H Program Education
4-H Afterschool*	4-H Camp Kinnissippewa	4-H Program Education
4-H STEM Toolkits	Budget - Financial invoices/expenditures	4-H Charters & Annual Financial Reports
Buffalo County Partnership Council *	Buffalo County Fair	4-H Cloverbud Days
Buffalo/Pepin County Teen Court*	Expanding access efforts	4-H Club Visits
Child Care Clinics*	Website, Media Releases, Communicating value	4-H Community Club Enrollment / Recruitment
Coalition Projects (substance abuse prevention)		4-H Festival of Arts
Friends of Buffalo County 4-H		4-H Fundraising (4-H Food Stand)
In-school programs		4-H Horse Show
Mental Health*		4-H Leaders Association
Mondovi Community Youth Center		4-H Online Overall Management
National 4-H STEM Challenge		4-H Project Meetings - 4-H Clover College
Out of School Time Programs		4-H Records & Recognition
Reality Check		4-H Service-Learning
Restorative Justice (practices in schools)		4-H Travel Experiences Support
Safety Day		4-H Volunteer Management
STEAM Discovery Days		National 4-H Week
Student Employee Supervision		Risk Management
Summer School programs		VIP & Annual Leader Training
Youth Government/Career Days		
Youth-adult partnerships		
YRBS/Social Norms/Community Assessments		
Potential Programming		
Afterschool programming*	4-H Winter Camp	4-H Open Houses
Pepin coalition programming		

*Are programming opportunities discussed with Pam Hansen.

Proposal to transition from 1.5 FTE 4-H/Youth Development to 2.0 FTE (1 FTE 4-H, 1 FTE Community Youth Development).

November 7, 2022

Prepared by Pat Malone, AED, Area 9

Background.

With Marie Ritscher's retirement (she is the 0.5 FTE 4-H/Youth Development Educator in Pepin County) we have an opportunity to reconsider how to best provide 4-H and Community Youth Development education in Pepin and Buffalo Counties. I started the process by meeting with Matt Calvert, PYD Institute Director, Jennifer Swenson (regional program manager), Joe Maldonado, and Annie Lisowski. Our proposal is 2.0 FTE co-funded positions. One position is a 4-H Program Educator; the other is to maintain Annie's position but allow her to focus more on community youth development. Both positions would be serving Pepin and Buffalo Counties.

Current situation:

1. Pepin Position is 0.50 FTE. Covers 4-H and Youth Development. Buffalo County position is 1.0 FTE. Covers 4-H and Youth Development.
2. The total Pepin investment in 4-H/Youth is \$22,450. The Buffalo County investment includes the educator at 44,900 plus an additional \$15,000 to pay for a 4-H program assistant. This 15,000 covers 40% of a 100% position. The balance is paid with Dean's money (Department Chair buyout). We would need \$12,000 of this \$15,000.
3. Pepin County has two clubs and roughly 50 youth members. This is roughly 3% of the eligible population.
4. Buffalo County has 11 clubs and roughly 400 youth members. This is approximately 17% of the eligible population.
5. Both counties have leaders associations.

Future Possibilities:

1. Continued development of partnership and provision of services between Pepin and Buffalo Counties.
2. Focus on areas of specialization. In theory, better 4-H services and better community youth development opportunities across both counties.
3. Expanded community youth development in Pepin County – after school programming, mental health, AODA, coalition building, etc.
4. Increased effectiveness/efficiency in overseeing 4-H programming and responsibilities.
5. Potential expansion of Pepin County 4-H program.
6. Increased university funding. The proposal is the increase from 1.5 FTE co-funded positions in the two counties to 2.0 FTE co-funded positions in the two counties. This is roughly a \$14,000 increase in Extension money.

Financial Implications:

1. No additional money at this time. It does involve transferring dollars from their current line item. However, the intent for the use of the money doesn't change significantly.

2. Pepin County: Transfer 10,628 from program assistance line. This line was originally added to the budget to assist in youth development and family programming.
3. Buffalo County: Transfer \$12,000 from 4-H program assistant line. We would keep the PA position but use program revenue (after school programs) and Dean's funding.

Management Implications:

1. How do we recognize the change? Modify the 136 contracts? Develop an MOU between counties? Gentleperson's agreement with willingness to review after a set period of time?
2. Division of 4-H and Community Youth Development workloads between Gwen and Roxane.
3. Loss of program support assistance in Pepin County.
4. Evaluation of new position is done by AED. Annie is faculty and continues to be evaluated through the faculty annual review process.
5. How do we measure the success of our efforts if we proceed with this change?
6. Perception of equity about each county's investment.

Do we have other options?

1. Maintain current staffing.
2. Expectation is that county must choose between 4-H Program Educator and Community Youth Development Educator.
3. Perceived increased challenges in hiring half time position.
4. The Area 9 2018 prioritization process identified drug issues as #1, mental health as #2, and youth and family as #5. I believe our obligation is to support education, facilitation, and research that focuses on these issues.

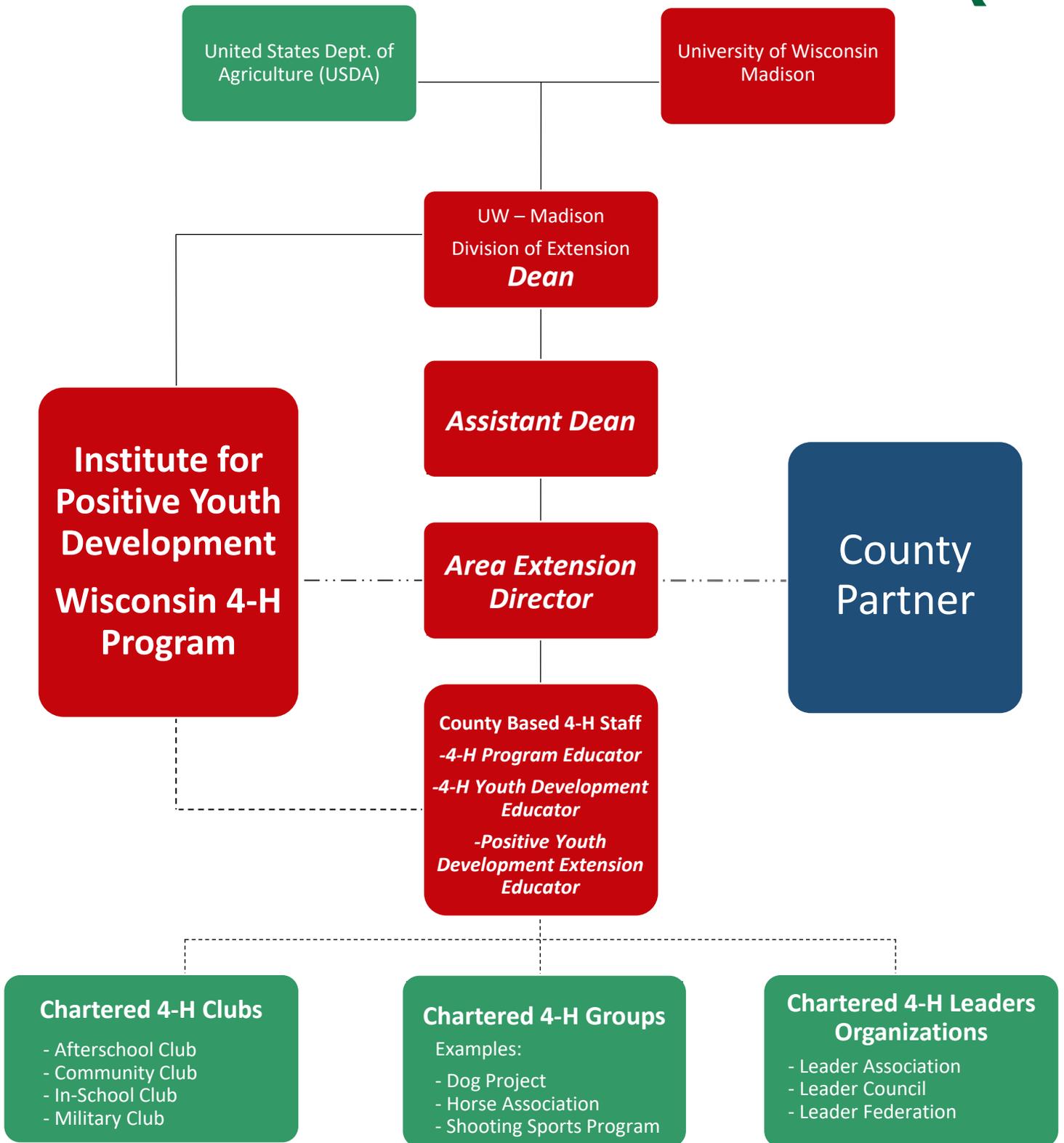
Summary.

1. I have acquired support at the state level for this proposal.
2. It does include an increase in the Extension match.
3. I will not move forward without the approval of both counties. However, if we want to fill the position we need to decide sooner rather than later.

COUNTY BASED 4-H PROGRAM ORGANIZATIONAL CHART



Updated 3.14.2022



----- Wisconsin 4-H Program Oversight
 _____ Employee Supervision
 - - - - - Funding



Educational Role of Educators/Staff with County 4-H Leader Organizations, Committees, and Groups

June 2017

All committees and groups are accountable to the 4-H Youth Development educators/staff and are required to seek their advice when acting in the role of a 4-H volunteer leader.

The Connection between Cooperative Extension, UW-Extension and 4-H Leader Organizations, Committees, and Groups

4-H is the youth development program of the United States Department of Agriculture (USDA) and the Cooperative Extension System of the nation's land-grant universities. 4-H Youth Development programming in Wisconsin has a dual focus - providing educational programs for youth and youth development leadership for communities. 4-H groups are created solely to extend and support Cooperative Extension's youth educational programs, and are considered a formal component of Cooperative Extension's educational efforts. 4-H groups and organizations are accountable to Cooperative Extension for their activities and finances. Their continuing existence is dependent upon Cooperative Extension's authorization and oversight.

The 4-H Youth Development Educator Roles

The 4-H Youth Development Educator is charged with overall leadership and oversight for all 4-H Youth Development programs. This includes guidance and support for the 4-H club program, other 4-H educational programs, and serving as a community leader in youth development. The 4-H Youth Development Educator works with the county 4-H Leader Organization, Committees, and Groups in the following roles as:

Educator

- Provides leadership and support for the county 4-H Youth Development program.
- Serves as the connection to Wisconsin 4-H Youth Development, UW-Extension, and the USDA.
 - Shares knowledge of state and national resources, educational opportunities, and policies with the county.
- Utilizes a variety of delivery methods to provide resources and teach content in youth development, organization development, and volunteer development.

Educational Administrator

- Responsible for assuring that all programs bearing the 4-H name and emblem are consistent with the purpose, vision, and values of Cooperative Extension's 4-H Youth Development program.
- Ensures compliance with Wisconsin 4-H Youth Development, UW-Extension, and USDA policies, procedures, and expectations including non-discrimination laws.
- Provides education and management for financial accountability for county 4-H clubs and groups through review of the charter and charter renewal documents to meet federal and state tax requirements and receive ongoing approval of tax-exempt status.

4-H Volunteer Developer and Manager

- Implements the Wisconsin 4-H Volunteer in Preparation (VIP) Program.
- Establishes and maintains a comprehensive 4-H volunteer development and management system that includes recruitment, selection, orientation and training, assignment of duties, recognition, and evaluation of volunteers.
- Provides educational leadership, counseling, and support to volunteers in delivery of 4-H Youth Development programs.

Youth Development Leadership

- Provides the research base, skills and resources for a comprehensive youth development program in the county.
- Facilitates the positive development of young people through 4-H clubs, groups and activities.
- Supports youth engagement and leadership in 4-H-sponsored opportunities.
- Provides opportunities for youth to assume leadership roles and responsibilities.

4-H Leader Organization Roles

The 4-H Leader Organization works closely with the 4-H Youth Development Educator. The organization consists of 4-H volunteer leaders and are strongly encouraged to include 4-H youth leaders as voting members. The Organization's purpose includes the following:

Conduct County Level Programs With Youth

- Establish opportunities for youth beyond the club level, such as camp, project activities and other educational experiences.
- Support volunteer development and education.

Raise Funds and Manage a Budget to Support 4-H Youth Development Educational Programs

- Develop and manage a budget that supports 4-H Youth Development educational programs.
- Fundraise to support approved budget.
- Consider how funds raised support 4-H Youth Development Programs
 - Funds raised in the name of 4-H are publicly accountable and must be used for 4-H educational purposes

Coordinate County Level Recognition

- Develop meaningful recognition for members and volunteers.

Represent 4-H Youth Development to the Community

- Establish and support a promotion committee or ambassador program.

Advocate for 4-H Youth Development

- Engage stakeholders, elected officials, the media and potential participants to develop an understanding and appreciation of the public value 4-H Youth Development.
- Explore and supports new 4-H youth development opportunities based on county level needs and interests.
- Work to ensure that all youth have equal access and opportunity to 4-H Youth Development programs.

Meeting frequency varies from monthly to annually. This countywide organization exists in many, but not all, counties. 4-H Leader Organizations are not responsible for the hiring and supervision of

4-H Youth Development staff or the selection and supervision of volunteers.

Executive Board or Board of Directors Roles

This elected body works closely with the county 4-H Youth Development Educator in providing leadership for the activities of the 4-H Leader Organization. This includes compliance with state and federal policies and laws. The Board often makes recommendations on agenda items for discussion and action by the organization's membership, and is accountable to the membership of the organization. Youth leaders and adult volunteer leaders are eligible to serve on 4-H Boards. Organizational by-laws outline election processes and term lengths. Leadership roles that the Board provides include:

Organizational Planning

- Ensures understanding of the purpose and vision of the 4-H Leader Organization that align with bylaws and operating practices. Conducts needs assessment and responds to evolving needs and issues.
- Develop and implement strategies to address priority needs and issues.

Policy Development and Compliance

- Establishes by-laws that give direction to how the local 4-H Leader Organization policies are developed and communicated.
- Makes recommendations on policy related to the Leader Organization for discussion and action by the organization's membership.
- Ensures 4-H Leader Organization compliance with state and national 4-H policies, procedures and expectations including nondiscrimination laws and policies.
- Oversees issues related to 4-H Leader Organization policies and implements a fair and equitable procedure for addressing them through a standard grievance process.

Legal Responsibilities

- Provides leadership for completion and submission of the 4-H Charter Renewal document.
- Provides leadership that makes sure the business of the organization is accurately recorded and reported to the membership. Board members should avoid conflict of interest by abstaining from discussing and voting in which they might personally gain.

Financial Responsibilities

- Provides leadership for budget development and oversight.
- Establishes and implements legal and accountable banking and check writing policies for the 4-H Leader Organization, including completion of an annual audit.
- Involves the 4-H Leader Organization membership in budget adoption, fund raising commitments, and annual audits.
- Provides leadership and assurance for compliance with federal and state tax reporting requirements.

Committee and Group Roles

4-H Committees and Groups bring youth and adult volunteer leaders together to focus on a specific purpose, event, activity or project. The work of committees and groups is important for clubs and the county program for joint decision making, planning and carrying out 4-H experiences. They provide opportunities for developing leadership, citizenship, teamwork, decision-making, planning, organizational and evaluation skills.

- Chartered committees who handle their own finances are required to complete and submit an annual charter renewal by the established deadline.
- There are variations among counties in organizational and committee structures, but communication between committees, county organizations, members, and the 4-H Youth Development Educator is necessary and should be clearly defined.
- Committees need to have by-laws or operating guidelines in place. Guidelines are to be distributed to each member of the group or committee and reviewed annually with the group.
- Voting members on committees are 4-H volunteer leaders and youth members/leaders as defined in the committee or group's bylaws. Committee meeting minutes are to be accessible to all committee members, including the 4-H Youth Development Educator.



An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IV, Title IX and American with Disabilities (ADA) requirements. © 2017 by the Board of Regents of the University of Wisconsin System Developed by the Wisconsin 4-H Office, 436 Lowell Hall, 610 Langdon St., Madison, WI 53703. The 4-H name and emblem are federally protected under Title 18 US Code 707.

Logistics of the two educator model.

1. The specific details would need to be outlined in an MOU between the counties. It is recommended that one committee member from each county and the county administrative coordinators work with the AED on drafting the MOU.
2. The 136 contracts would need to be modified to reflect the two educator model.
3. Each educator would have a main office that this AED refers to as a “home office.” When the educator is out of his/her home office he/she would have access to a hoteling spot. This is a desk and internet access site.
4. On average, we would expect each educator to spend half their time working on each county’s programs. On any given day or in a given week, they may be more focused on one county over the other because of the projects being worked on during that time period.
5. Currently assume that the non-staff expenditures that each county provides would remain the same.
6. Each county budgets staff expenses and non-staff expenses differently.
7. Because these educators would serve two counties, they will be provided their own cell phones through the AED’s technology budget (if they want). This cell phone number would be their main office number.
8. The IT departments of counties would need to make access to each county’s system possible for both educators.
9. The oversight committees would work with the AED to identify priorities for both 4-H and Community Youth Development programming.

F.A.Q.'s regarding 4-H/Youth Development Staffing in Pepin County

1. What is Pepin County's current commitment to 4-H/Youth Development?

- Pepin County has invested \$22,450 for a position for 2023. This covers the county's share of a half-time position.

2. What is the proposal that has been made to the Buffalo and Pepin County committees?

- The proposal presented by Extension was to create two full-time positions that would be co-funded with the state.
- The current staffing is 1.5 FTE that are co-funded.
- Each county would house an educator, but they would work in both counties.

3. How is this different from our current situation?

- It increases the total staffing.
- The state is willing to pay the additional cost of this increase in staffing.
- Both counties would still have 4-H programming and Youth Development programming.
- Joint county programming would continue. This has been a hallmark of 4-H/Youth Development programming in Pepin and Buffalo Counties.
- Each educator would specialize. One would focus on 4-H programming. The other would focus on Community Youth Development (Positive Youth Development).

4. Is this the only choice we have?

- A. No. We can continue the current staffing model.
 - a. This would cost \$22,450 for 2023. This is the amount budgeted for 2023.
 - b. Pepin County would have to decide if they wanted a 4-H Program Educator or a Community Youth Educator. This is the expectation from the state.
 - c. The state is committed to co-funding at least a 0.5 FTE educator (4-H or Community Youth).
 - d. If the county maintains its current staffing model, 4-H clubs could continue to exist and function in Pepin County regardless of the type of educator selected.

5. What is the difference between a 4-H Program Educator and a Community Youth Educator?

- A 4-H Program Educator would focus on community clubs and youth-focused programs like afterschool programs and camps. Volunteer development and management is also a critical function of the 4-H Program Educator.
- A Community Youth Educator would work more with adults supporting youth. This would include Teen Court, coalitions, grant-writing and so on.
- The document entitled "Re-imagined 4-H and Youth Development Education in Pepin and Buffalo Counties" provides examples of the differences between the two types of educators.
- A Pepin County 4-H educator could provide limited support to Teen Court. The individual can deliver afterschool and in-school programming as well as community club management.

6. What is the impact on Buffalo/Pepin Teen Court?

- This is already a two county cooperative. Ms. Lisowski would maintain leadership for the program and the community partnerships that support the program.

6. Who makes the decision regarding the option that is chosen?

- Pepin County Land Conservation, Planning, and Extension Committee. If they choose to accept the 2.0 FTE model, Buffalo County must be willing to accept the proposal as well.
- The state has made it clear that they would continue to invest in at least a 0.5 FTE position for Pepin County even if the county does not choose the two position proposal.

Resources and Materials:

"4-H as the Program Model for Positive Youth Development." Received 11/21/2022 from M. Calvert, Positive Youth Development Institute Director.

"County Based 4-H Program Organizational Chart." Updated 3/14/22.

"Re-imagined 4-H and Youth Development Education in Pepin and Buffalo Counties." Prepared by Patricia Malone and Annie Lisowski. 11/2022.

"Educational Role of Educators/Staff with County 4-H Leader Organizations, Committees, and Groups." Wisconsin 4-H. June 2017.

Logistics of the two educator model. Prepared by Patricia Malone. 11/22/2022.