

**Extension/Land Conservation Committee**  
**Tuesday, August 8, 2023, 8:30 A.M.**  
**Barron County Government Center**  
**Room 2151**  
335 East Monroe Avenue, Barron, WI

**Agenda**

1. Call to Order
2. Acknowledgement of Public Posting Requirements
3. Public comment
4. Approval of Agenda
  - Approval of Minutes of Previous Meeting – 7/11/23
  - Edit List
  - Announcements –
5. Land Services Staffing: Barron County Lake & Invasive Species Specialist – discussion item
6. SWRM Staff & Support Funding – update/discussion item
7. UWEX Staffing: Administrative Assistant – discussion item
8. Staff Reports – NRCS, FSA, SWCD, and UWEX (10 minutes) information only
  - Executive Committee Report
  - Fair Board Report
9. Set date for the next meeting: September 5<sup>th</sup> or 12<sup>th</sup> (action required)
10. Adjourn

**\*\*\*If you cannot make the meeting, PLEASE call the SWCD at 715-537-6315.**

(All times are estimated)

**ADA Statement for Agenda**

Any person who has a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715-537-6200 at least 24 hours prior to the meeting so that arrangements may be made to accommodate your request.

cc: Cook, Gores, Langman, Kusilek, McRoberts, G. Nelson, Huth, County Clerk, County Administrator, Webmaster, Public postings

## EXTENSION-LCC COMMITTEE MEETING

Tuesday, July 11, 2023, 8:30 a.m.

Room 2151

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Members present: Gary Nelson, Kirsten Huth, Jerry McRoberts, Jim Gores, Randy Cook, Fran Langman and Audrey Kusilek. Staff present: Tyler Gruetzmacher, Jeff French, Lori Baltrusis, Louie Okey and Kim Collins.

Cook called the meeting to order at 8:30 a.m. and Collins confirmed proper posting of the meeting. Public comment was received from Russ Rindsig and Kristin Hanson, who both spoke regarding the UW-Extension Administrative Assistant position.

**Motion: (Gores/Langman)** to approve the agenda; carried. **Motion: (McRoberts/Gores)** to approve the minutes of June 6, 2023 meeting; carried. No questions on edit lists and no announcements.

Item #5. French provided information received on foreign ownership of ag land from BC Farm Bureau Board Member, Craig Hamernik. French recommended discussing this at a future meeting when Mr. Hamernik can be present.

Item #6. Gruetzmacher discussed the proposed well abandonment policy and gave a brief history of past costing sharing of this practice. After committee questions, **motion: (Langman/Kusilek)** approve the policy as presented. Carried

Item #7. SWRM Staffing Grant – Gruetzmacher and Cook discussed the State staffing shortfall by the legislature. Cook also discussed the lack of staff time to work with lake landowners and advocated adding another Land Services staff member. Kusilek recommended a joint lakes position to work with SWCD and Zoning on mitigation and shoreland issues due to the large numbers of permits and violations needing attention.

Item #8. Gruetzmacher provided a brief overview of the 5-year review of the Land & Water Resource Mgt. Plan, which is due April 2, 2024; an Ext/LCC member will be required to attend the review.

Item #9. Gruetzmacher gave a slide show of the Summer Tour, thanking Kusilek for hosting the event.

Item #10. Gruetzmacher stated the water test kits were mailed to property owners last week with prepaid mailers to return the sample.

Item #11. Staff Reports –

NRCS – No NRCS report.

FSA – No FSA report.

SWCD – Gruetzmacher discussed Everson FFP and invasive species activities.

UWEX – Baltrusis presented the 2<sup>nd</sup> Quarter Extension Report and stated she would provide updated information regarding the duties and needed hours for potential additional administrative support.

Executive Committee – French discussed the EC agenda items that will be presented at County Board.

Fair Board – French stated fair preparations are underway.

After discussion, the next meeting is set for August 8, 2023 at 8:30 a.m.

*Minutes are not official until approved by the Extension/LCC Committee at the next meeting.*

Future agenda items: *Extension Administrative Assistant position, Land Services Lakes position, Foreign Ownership of Ag Lands*

**Motion: (McRoberts/Gores)** to adjourn; meeting adjourned by unanimous consent at 9:44 a.m.

Respectfully submitted,

Kim Russell-Collins  
Administrative Secretary, Land Services

COUNTY OF BARRON

Payment Request Edit

FPEDT01G

On-Line Vouchers

LAND SERVICES DEPT

Vendor No/Name	Line#	voucher#	Account Desc	Date	Description	Amount
44423 AUTO VALUE BARRON	1	C0085073	VEHICLE EXPENSE-LAND SERVICES	07/13/23	LS-WIPERS/FORD	53.98
6696 NOBLE'S TIRE SERVICE INC	1	C0085074	VEHICLE EXPENSE-LAND SERVICES	07/13/23	LS-OIL CH/FLAT REPAIR - '14 FOR	78.00
321508 S & R TOWING & SERVICE	1	C0085075	VEHICLE EXPENSE-LAND SERVICES	07/13/23	LS-TOW '14 FORD TO SWANTS	148.35
307432 CARR CHARLES G	1	C0085076	CONSERVATION (CLIENT) PAYMENTS	07/13/23	SWCD-WW 22BC039	6,248.82
71676 DEJARDIN PETER	1	C0085077	Conservation Payment	07/13/23	SWCD-MDV 23MDV007	2,175.00
221953 GREISEN JEREMEY J	1	C0085078	CONSERVATION (CLIENT) PAYMENTS	07/13/23	SWCD- 2 WW 22BC029	5,473.10
159964 SCHEIL CONSTRUCTION LLC	1	C0085079	OFFICE SUPPLIES	07/13/23	SWCD-SOIL PIT - SUMMER TOUR	135.00
263869 SEILER INSTRUMENT & MFG CO INC	1	C0085080	OFFICE SUPPLIES	07/13/23	SWCD-GPS SUBSCRIPTION	390.00
113468 US DEPARTMENT OF AGRICULTURE	1	C0085081	PROFESSIONAL SERVICES	07/13/23	SWCD-WILDLIFE DAMAGE 2ND QUARTE	9,227.07
922 WIEHES HARDWARE HANK	1	C0085082	OFFICE SUPPLIES	07/13/23	SWCD-PAINT, ROPE, CABLE TIES	24.97
274259 APG MEDIA OF WISCONSIN LLC	1	C0085083	PUBLICATIONS	07/13/23	ZA-NEVIN PUB NOTICE	59.54
426 BELL PRESS INC	1	C0085084	PUBLICATIONS	07/13/23	ZA-KALLENBACH, KRUPPENBACHER PU	114.19
1015 CUMBERLAND ADVOCATE	1	C0085085	PUBLICATIONS	07/13/23	ZA-WIIK PUB NOTICE	39.00
1686 HALCO PRESS	1	C0085086	PUBLICATIONS	07/13/23	ZA-HANSEN PUB NOTICE	52.51
289493 BUREAU OF CORRECTIONAL ENTERPRISE	1	C0085087	ADDRESS SIGNING	07/13/23	ZA-RURAL ADDRESS SIGNS	448.00
304050 SACHS BARBARA	1	C0085088	ZONING FEES AND PERMITS	07/13/23	ZA-REIMBURSE/LUP APPL FEE/NOT I	425.00
3565 SAFETY AND BUILDINGS DIVISION	1	C0085089	DUE TO STATE - SANITATION FEES	07/13/23	ZA-STATE SAN FEES/JUNE 2023	5,000.00
<b>Totals:</b>						<b>30,092.53</b>

MANUAL VOUCHERS/JOURNAL ENTRIES

DEPT	NAME	ACCOUNT	DESCRIPTION	AMOUNT
LS	BC HIGHWAY DEPT	220-12-53400-332-000	FUEL 4/29 - 5/26	\$787.55
LS	BC HIGHWAY DEPT	220-12-53400-332-000	FUEL 5/27 - 6/23	\$776.06

MANUAL VOUCHERS TOTAL: \$1,563.61

GRAND TOTAL: \$31,656.14

Dept Approval \_\_\_\_\_

Admin Approval \_\_\_\_\_

Land Services Total:	\$1,868.91
Land Information Total:	\$0.00
Soil & Water Conservation Total:	\$23,648.99
Zoning Administration Total:	\$6,138.24

# **Barron County Lake and Invasive Species Specialist (Barron County Land & Water Resource Management Plan 2020-2029)**

Lakes and their health are vital to the social and economic well-being of the county.  
As funding allows, Barron County will create a lakes and invasive species technician position.

We anticipate possible duties to be:

## **Assist Districts and Associations**

Education events, technical assistance, monitoring projects  
Assist and train volunteers in the following programs  
AIS monitoring  
Citizens Lake Monitoring Network Program  
Clean Boats Clean Waters

## **Work with landowners on lakeshore issues**

Assisting with grant application (DNR Healthy Lakes Program)  
Site visits, designs, construction inspection  
Rain Gardens  
Native Plantings  
Infiltration devices  
Fishsticks

## **Assist Zoning with lakeshore sites**

Mitigation designs and implementation  
Shoreland Land Use Permit setbacks and inspections  
View corridor issues  
Shaping and grading issues

## **Develop a Countywide Lakes Association**

## **Develop a Lakes newsletter, website information program**

## **Assist with invasive control efforts**

particularly wetland and shoreland species like purple loosestrife, knotweed etc. and biocontrol measures.  
Provide a rapid response to new discoveries of invasive species

# Rationale

## Lakes of Barron County

Named Lakes - 176 - 17,533 acres

Unnamed Lakes - 188 - 756 acres

### - Valuation of lakeshore properties in the County

Total Valuation of Barron County	\$4,457,621,920
Lakeshore Total 5400 parcels w/improvements	\$1,241,068,570
Lakeshore - In a City or Village	\$184,422,300
Lakeshore - non City	\$1,056,646,270
All lakeshore Percent of the total	27.8%

### - Annual valuation of permits through the Zoning Office on lakeshores

Year	# of permits	valuation
2021	246	\$20,071,645
2022	224	\$34,989,134
<u>2023 (Jan - July)</u>	<u>134</u>	<u>\$14,143,326</u>
	404	\$69,204,105

## **Time spent by current staff dealing with Lakes and Invasives**

Tyler - Chetek - Working with them on their sediment sampling program

Red Cedar Lake - Designed and installed shoreline protection on the island off of Carlson Park

Discussed the concept of Lake District formation

Staples Lake - Worked with them organizing the soil sampling program

Justin - Purple Loosestrife beetle program

Japanese knotweed spraying

Zoning Technicians spend considerable time on mitigation and restoration items. This position would assist them in this regard, freeing them to concentrate on permitting and enforcement.

## Comments from lake leaders in the County

I agree the services will be utilized more if there isn't a cost. I have found that people want to volunteer their talents, they just need guidance, organization, or a little help.

Theresa Smiley - Staples Lake District

Good morning Tyler!

I cannot tell you how very pleased I would be to see the creation and staffing of this position! I believe there are several areas of benefit, including the following points.

As of right now, the Silver Lake Association (SLA) is dependent on piggy-backing with Washburn/Burnett Counties and Lisa Burns for our training, and actually all aspects, of our CBCW/AIS inspection program. As far as I know, Barron County has no equivalent position to fulfill this need. Each year when I refresh my training I wonder "why not?".

On a related theme, SLA has installed and maintains a watercraft decontamination station at Grant Park. As you know, this is one of the few practical tools lakes can employ to prevent introduction and spread of AIS (larval zebra mussels and spiny water fleas in particular). While the draft does not mention this topic directly, it certainly relates and perhaps should be specifically added. Wouldn't it be a tremendous benefit if all public access points to Barron County's lakes each had a decontamination station and someone at the County level to facilitate achieving this goal?!

An additional area of benefit relates to the shoreline buffer zone restoration, remediation, and enforcement. This is of particular concern for Silver Lake with its small watershed, consisting mostly of the immediate shoreline properties. As such, these properties constitute the majority of the potential run-off sites for the introduction of nutrients into Silver Lake, thus threatening water quality. In the last year or so alone, I have had to report two severe violations where landowners were grading in close proximity, or even down to, the shoreline. Of course, by the time a report has been made, damage has already occurred and nutrients are irreversibly introduced. And as far as I can see, any order for restoration does not seem to be monitored for timely completion. Another related issue common on Silver Lake are instances where the required buffer zone is either non-existent (e.g. mowing down to the lake across the entire lot), or does not include all the required area(s), (e.g. the buffer zone does not extend back the required 75 feet from the Ordinary High Water Level). While Silver Lake Association has repeatedly attempted to educate landowners on this requirement, and its importance to water quality, the practices continue and are expanding with no one to see to it that the requirements are adhered to. The importance of the buffer zone, particularly around Silver Lake, was highlighted in Aaron Cole's most recent report on the Silver Lake fishery (2017 edition, if I recall correctly). If there is no one ensuring regulations in this area are followed, it is arguably worse than having no regulations at all. Beyond this, when one landowner sees someone ignoring these regulations without prevention, correction, or consequence, it broadcasts the notion that, for example, mowing down to the water's edge, is perfectly acceptable.

Further, the public boat landing at Grant Park needs repair to the ramp itself, but we would also benefit in addressing the hard surface runoff that comes from the parking areas. Evaluation of increasing infiltration facilities for this runoff seems very much in order.

The other duties outlined in the draft position description are applicable to Silver Lake as well. My very strong view is that staffing of such a position will have tremendous benefit to Barron County's lakes and is long overdue.



If I can provide clarification or further input, I would be very glad to do so.

Sincerely,  
Rob Fillmore President, Silver Lake Association

An interesting idea. As long as this new position would indeed be helpful to associations, management districts and landowners to get projects done - without slowing down the process with another level of bureaucracy, it could be a win-win for all. That has been my experience with your involvement in Sand Lake projects over the last nine years.)

I have copied the SLMD Board members to provide you their input, as well. If you like, I can add this topic to our August 12 agenda, and we can consider a resolution in support or opposition to this concept.

Tom Lindeen Sand Lake District

Thank you, Tyler. I'm behind on my emails. This looks like a good position to explore and could provide benefits to associations/districts and lakeshore owners. I have no suggestions for changes or additions to the outline you provided. In addition to the DNR Lake Protection grant, would there be any fees/costs for lake associations to participate in the county-wide program?

Thank you,

Mike Plante - Bear Lake Association

Tyler this endeavor is perfectly designed to meet the needs of all lake associations and districts in Barron County. Your outline of this position and its role in preserving and enhancing the quality of our lakes dovetails nicely with our Association's mission.

Thanks for your inquiry. We fully support this. Please let us know when this position is filled so we can strategize and work with this anticipated partner.

Michael Klutho Red Cedar Lakes Association

I know we have spoken about a position like this in the past. We should talk about our current Lake District Coordinator position that we employ for Rice Lake. I think many of the job duties overlap and could potentially coordinate.

Thank you,  
Josh Estreen - Rice Lake District

**If we were to add a 4th Conservation staff member, what would that cost be to the County?**

Current Revenue	
Our current allocation for staffing from WI DATCP	\$158,938
NR 135 permit fees*	\$83,990
DNR LMPN	\$14,000
Total	\$256,928

\*After all the expenses of the NR 135 program are paid (Labor, State Fees, Drone rental, vehicle costs) the program costs the County \$35,640

Current Expense  
Current total staffing cost for the primary conservation staff of Tyler, Justin and Bronson  
\$291,134

**For funding, the following grant opportunities will be explored:**

AIS Grants -We currently receive \$14,000 annually from the LMPN DNR grant to deal with aquatic invasive species.

**Discussion with Alex Smith DNR**

The Lakes Protection Grant program is a good fit for that and would do well by having other sources of funding. The main thing is we need tangible goals in the plan, not just "will work on lake stuff"  
We could apply for 3 years of funding. That would get us into the next State Budget. Hopefully funding could come through for the position.  
A pre application is due Sept 15 and with the final application November 15.  
Awards are announced in mid February 2024

**Possible Funding for the Lakes and Invasives person**

\$14,000 - DNR LMPN grant that we are getting and will continue to get annually  
\$50,000 - Apply for a Lake Protection Grant from DNR -  
\$30,000 - New County funding  
\$94,000 -Total

By adding a Lakes and Invasive Species position, it will transform how issues related to the lakes of these items are dealt with in Barron County. They have always been things that we did on the side. They have never been anyone's focus.

Combined it will allow staff across the Department of Land Services to more effectively focus on their primary job duties.

Tyler Gruetzmacher  
Barron County Conservationist

***I was asked to provide the data listed below. I'm happy to answer additional questions or provide more data, if needed. I am hopeful it provides you with the needed information to help make an informed decision about the request to hire a full-time support person for the Extension office. – Lori Baltrusis, [lori.baltrusis@wisc.edu](mailto:lori.baltrusis@wisc.edu), 715-295-4112.***

**Job description** – see [attached](#) for suggested edits to past job description. Updates suggested after assessing current and future needs of the office.

Of note, from the County Partnership Guidance document:

*"The county agrees to provide adequate local office support. Again, although Extension does not offer a formula for determining the number of support staff the county should invest in, a minimum level of staffing would include one support staff. We would ask the following minimum support be provided for each Extension office:*

- *Support the administrative needs of the office*
- *Meet the program support needs of the educators*

*Extension is beginning to explore and pilot new support staff models with some counties. For example, a support staff hired as an Extension employee on the 136 contract. These positions continue to be fully county-funded but this adds additional benefits:*

- *Eliminates the risk associated with an AED supervising a county support staff employee, especially through performance issues.*
- *The support staff member would have access to all the software licenses that educators have access to including Microsoft Office, Zoom, Qualtrics and other educational-related software resulting in a cost savings for the county and more uniformity with Extension staff.*
- *The support staff member directly utilizes all of the same processes and systems of Extension employees.*

**Time spent** – See [proposed percentages on updated job responsibilities](#). The Fair and Tractor Safety are a very small portion of what the position does to support Extension programming. The majority of the reason this position is needed to be full time is for **program support**, especially for the 4-H program (of over 600 people).

### **Surrounding Counties – best practice**

From the 18 counties I've been able to harvest data from, I believe the average support / educator ratio is **.41FTE / educator**. That formula would put us at 1.03 support staff for the 2.5 educators for Barron County. The 4-H staffing plan suggestion for support- for the size of the Barron County program- is 20 hours / week to sustain it; and 40 hours / week to grow it. (just for 4-H support)

Washburn: 1.13FTE / 3.33 educators (135y)

Rusk: .15FTE / 1 educator\* (162y)

Eau Claire: 1.6 FTE / 3.25 educators (275y)

Polk: 1 FTE / 2.75 educators (533y)

Burnett: .5FTE/1 educator (77y)

Sawyer: .15FTE/2.33 educators\* (68y)

Chippewa: 1.0 FTE / 3.25 educators (414y) \*\*

Pierce: 1.4 FTE / 3 educators (657y)

St Croix: 1FTE / 3 educators (641y)  
*\*significant issues with low level of support*  
*\*\* similar size of 4-H youth*

Dunn: 1FTE/3.34 (276y)

**Contract – see attached**

1. The FTE you are paying for with the contract (2023 contract for staff is \$134,394) includes:
  - a. 1 FTE 4-H (Sara)
  - b. 1 FTE (Missy / Parenting, Financial Coaching, Jail Ed, etc)
  - c. .25 FTE (Ryan / Ag Dairy)
  - d. .25 FTE (Becky Brathal/ Crops and Soils)
  - e. .50 FTE (Elora) Program Support Staff
  - f. Summer intern (Isabella) for \$7500
2. With your contract you also receive FoodWise education. These positions (Andrea and Kathy) are grant funded and they cover Rusk County too. Barron does not pay anything toward their salaries and the "support" they need is minimal so is typically not factored into the support needs.
3. AED (me) – you do not pay **any** funds toward my salary/benefits as a department head and supervisor of local educators.

### 4-H in Barron County - Statistics

**Adult Volunteers:**

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Barron	270	258	220	180	183	139	139	130	125

\*Certified Volunteers in 4-H have decreased due to new requirements to become a volunteer. There are still large numbers of volunteers in the program, but not as many **officially certified** volunteers.

**Club Member Numbers:**

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Barron	534	533	486	473	505	461	427	461	494

2023: (110 First Year Members – increase of 6.8%, 142 First Generation Members)



## Barron County

<b>TITLE:</b>	<b>Administrative Assistant I – Ext</b>	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	UW Extension	<b>PAYGRADE:</b>	504
<b>REPORTS TO:</b>	UW Extension Director	<b>EMPLOYEE GROUP:</b>	Non-Rep
<b>UPDATED:</b>	12/3/21	<b>WORK HOURS:</b>	32/week

### Position Summary

This position assists the Extension Office in providing program assistance and administrative support for programs, under supervision from the Extension Educators; and to provide responsive, courteous and efficient service to County residents.

The University of Wisconsin-Extension Office is a cooperative educational outreach program of Barron County, the University of Wisconsin System, and the United States Department of Agriculture.

### Essential Functions

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Provides customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff. *Serves as a point person for 4-H volunteers, 4-H members, and outside partnership agencies to answer questions or direct inquiries to appropriate staff (10%)*
2. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; ~~retrieves, delivers, and sends faxes~~. Composes routine correspondence; proofreads and edits documents; enters, scans, updates, and maintains information in spreadsheets, databases, and reports. *(5%)*
3. Maintains electronic and paper filing, *contact lists* and record systems to provide easy access to records and information; provides retention of records as required. Updates and maintains department electronic and paper files, databases, records, plans, lists and other related documents. Schedules use of meeting rooms, facilities and equipment. Maintains records of Tractor and Farm Machinery Safety program. Complete certificates after completion of program and distribute to applicants as mandated by state and federal government. *(10%)*
4. Processes invoices, payment vouchers, bills, and verifies all accounting records. Reviews invoices from vendors and contract service providers and submits to department head for approval of payment; notifies of discrepancies; codes to appropriate funds. *(10%)*
5. Collects and receipts monies for the payment of programs and services and credits to their proper accounts. Submits deposits to the Treasurer's office. Maintains office supply inventory, orders supplies as needed. *(5%)*
6. Maintains the department website, databases and other department specific social media sites as provided for under County policy. *In collaboration with Extension staff, monitor, prepare and update educational and promotional information via email, mail, websites and social media.*

- Share responsibility for creating, updating and/or maintaining the web presence of the county Extension offices using WordPress or other software as technology evolves (10%)
7. Assists in organizing workshops, program materials, conferences, and events sponsored by the Department as assigned. Support the coordination of logistics for 4-H cultural arts festival, camps, scholarships, trips and other programs, including registration, participant communications, and other physical and logistical details. (10%)
  8. Develops written marketing materials for sponsored programs and educational events. Provide/Support graphic design and layout of newsletters, presentations, handouts, and other information and promotional materials for distribution (10%)
  9. Serve as a resource to manage and maintain 4-H enrollment information, 4-H charters, award distribution, insurance and other special projects (10%)
  10. Manage 4-H Online enrollment software; prepare reports and other strategic communications at the request of the 4-H Youth Development Educator. Assist with promotion of 4-H membership, programming and policies through a communication plan that ensures effective interaction with audiences and stakeholders (20%)
  11. Other duties as assigned.

#### **Knowledge, Skills, and Abilities**

- Knowledge of administrative policies and procedures of the County.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position. Capacity in a wide range of communication tools and technical platforms, such as but not limited to: Google Suite, Box, and WordPress, as well as social media. Education and experience with standard office software programs such as: Microsoft Word, Excel, PowerPoint, Adobe Creative Cloud and various web browsers
- Ability to perform mathematical calculations required of this position.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of open records laws.
- Ability to work the allocated hours of the position and respond after hours as needed.

### **Required Education, Experience, Licensing, and Certifications**

- High School Diploma/equivalent and a minimum of two (2) years office support related experience.
- Must have previous customer service experience inclusive of face to face and telephone contact.
- Strong interpersonal and problem-solving skills demonstrated by ability to build and maintain professional work environments
- Experience managing multiple tasks, timelines and schedules while maintaining high quality work
- Education and experience with standard office software programs such as: Microsoft Word, Excel, PowerPoint, Adobe Creative Cloud and various web browsers (above?)
- Strong organization skills and attention to details
- Ability and desire to learn and manage new technology platforms
- Ability to interact and work with a range of individuals with a high-level of professionalism, flexibility, judgement and tact
- Ability to communicate effectively using a variety of methods and technology
- Ability to work independently and productively with minimal supervision
- Work experience in a fast-paced, dynamic and professional environment
- Experience prioritizing and executing complex, multifaceted projects
- Ability to develop and design high-quality, visually appealing graphic materials (Required?)

### **Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy office setting (e.g. business office, light traffic).

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description*

*does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGEMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

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Employee Signature

Date

---

Employee Printed Name

---

Supervisor Signature

Date

---

Supervisor Printed Name



**Contract Between Barron County  
and  
Board of Regents of the University of Wisconsin System**

This contract is by and between Barron County, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

**Whereas**, Extension is organized both around geography, as faculty and staff deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

**Whereas**, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

**Whereas**, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

**Whereas**, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension faculty and staff based upon annually established flat fees for positions as defined below; and

**Whereas**, the parties need to define their respective rights and responsibilities;

**Now therefore**, the parties agree as follows:

1. **Term, Amendment & Termination.**
  - a. The term of this contract is one (1) year. The term shall run from January 1, 2023 through December 31, 2023, unless amended or terminated as set forth below.
  - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
  - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees

under Section 3.1.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
  - a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
  - b. Invoice the County semi-annually, by March 31<sup>st</sup> and September 30<sup>th</sup> for amounts due under this agreement.

3. **County Responsibilities**

- 3.1 In consideration of the programs that Extension provides to County under this contract, the County agrees to:
  - a. Pay to Extension the County share of up to \$134,394 for the period of January 1, 2023 through December 31, 2023 as allocated below.

A. State		Co-Funded Positions	Fee	FTE	Total
		Human Development and Relationships Extension Educator (Missy Bablick)	44,900	1.0	44,900
		4-H Program Educator (Sara Waldron)	44,900	1.0	44,900
		Regional Ag Educator – Crops and Soils (Michael Geisinger)	44,900	.25	11,225
		Regional Ag Educator – Dairy (Ryan Sterry)	44,900	.25	11,225
		First Educator Discount			(\$10,000)
		<b>Subtotal</b>			<b>\$ 102,250</b>
B. County		Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
		Program Support Staff (Elora Repman)	49,288	.50	24,644
		Summer Support Assistant (TBD)	7,500	1.0	7,500
		<b>Final Total</b>			<b>\$ 134,394</b>

- b. Provide travel and appropriate job expenses to the staff, office facilities and equipment, office supplies and demonstration materials, salary and fringe benefits for the clerical support staff, and other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
- 3.2 Consider and assess opportunities to provide office space with desks and chairs; access to IT support and internet connectivity; and basic operational resources in a manner similar to other Extension colleagues in the office, for FoodWise nutrition education programming to County SNAP/FoodShare eligible residents. Technology for FoodWise positions will be coordinated through the County.
- 3.3 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.
4. **General Conditions** This contract is established under the following conditions:
- a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
  - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.b of this contract are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers

Note; 3.1.a delineation between State and County employees.

take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2023 through December 31, 2023, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by March 31<sup>st</sup> and the second half of the total contract by September 30<sup>th</sup>. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- e. **Nondiscrimination/Affirmative Action.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

By: Jeffrey French  
County Representative  
County Administrator

Date: 11/1/22

By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
County Representative

Date:

By: \_\_\_\_\_  
County Representative

Date:

By: [Signature]  
Area Extension Director  
UW-Madison, Division of Extension

Date: "

By: \_\_\_\_\_  
County Representative

Date:

By: Nichole R Whetter Date: 11/22/22  
Director of Financial Services  
UW-Madison, Division of Extension

DocuSigned by:  
David Honma  
ABCC3E026077461  
On Behalf of Board of Regents of  
The University of Wisconsin System

Date: 11/22/2022

# Division of Extension – County Partnership Guidance

## August 1, 2021

### **THANK YOU TO THE MANY COUNTY CONTRIBUTORS WHO MADE THIS DOCUMENT POSSIBLE!**

*Feedback was received and incorporated from the Wisconsin Counties Association (WCA) Executive Committee including representatives from Eau Claire, Fond du Lac, Marathon, Sauk, and Wood Counties, as well as other counties who expressed interest in reviewing the draft document including: Pierce, Marinette and Columbia Counties. UW-Madison Division of Extension appreciates the feedback received to develop this 'living' foundational document that will continue to evolve into the future.*

### **OVERVIEW**

The 100+ year partnership between UW-Madison Division of Extension (Extension) and counties has endured a great deal of change and our partnership continues to be crucial in providing educational services to the people of Wisconsin. Changes have occurred among both partners over the years. And, the codification of the partnership in state statute (Chapter 59), has not evolved with the changes.

The purpose of this document is to serve as a foundation that allows a new Extension committee member, county board member, or the general public an understanding of the benefits and responsibilities of the partnership between Extension and counties.

This document is not a legal contract. It was developed with input from the Wisconsin Counties Association Executive Committee which includes several county representatives to be broad enough such that each of the 72 counties can see themselves within the context of the partnership. The document is also not meant to prescribe specific details, such as how many support staff an office should have for example. There are certainly many factors that influence decisions like that, and in partnership, Extension is open to engage in those discussions to determine the best solution.

Moving forward, with this foundational document in place, the next step will be to form an advisory committee to assist with identifying topics that need further updates and clarification. Extension will work with the Wisconsin Counties Association (WCA) and the Wisconsin Extension Association (WEXA), affiliated with WCA, to establish a process to select advisory committee members. The committee will convene on an annual basis to strategize and focus attention on the partnership items that need clarification so the document can continue to grow and develop as we identify new topics to include and as our relationship evolves over time.

Our hope is this document continues to provide clarity between the relationship and how we can cooperatively partner to better serve the people of Wisconsin in the future. Together we can achieve more!

# Division of Extension – County Partnership Guidance

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[136 County Contract template](#)

# Preamble

Change is inevitable, and over the past 100+ years, UW-Madison Division of Extension (Extension) and counties have evolved to continue to meet the ever changing educational needs of our local and statewide constituents. It is Extension's hope and aspiration to grow and evolve in concert with the counties.

Both county government and Extension have evolved since the authoring of Chapter 59.56, which captures the foundations of the relationship between Extension and counties in state statute.

Notable changes include:

- Since the late 1990's, Extension educators have been 100% state employees having one employer and a uniform benefits program, and not employees of both the county and the state as outlined in 59.56(3)(c);
- Some counties have combined Agriculture and Extension Committees with other county departmental committees, which varies from 59.56(3)(b);
- And, the focus of our shared educational work has evolved from what is listed in 59.56(3)(f) and has required that Extension education become more specialized and focused to meet the more complex local and state needs.

Additionally, there are many other elements of the Extension-County relationship that are not specifically codified in statute that have evolved over time.

We recognize the need to make sure our changes are evolving in partnership with counties. While we have been responsive to changing county needs, this is an optimal time to reconnect and strengthen the mutual understanding of our partnership. We have mutual interests and we both depend on our partnership to meet these needs. This document is focused on the nexus of this interdependence.

Together we will engage in discussions that create a common understanding among counties that partner with Extension to best address critical educational needs. We believe we mutually agree on many aspects of the relationship. We know we can strengthen the understanding around aspects that may be more complicated or have yet to be defined.

## **ANNUAL REVIEW PROCESS:**

This foundational document was reviewed by the Wisconsin Counties Association Executive Team which includes several county representatives in March of 2021. Several other counties also offered input. The next step will be to form an advisory committee to assist with identifying topics that need further updates and clarification. Extension will work with the Wisconsin Counties Association (WCA) and Wisconsin Extension Association (WEXA), affiliated with WCA, to establish a process to select advisory committee members consisting of Extension committee members and other critical decision-makers such as a county board chair, coordinator, administrator, or executive. The committee will convene on an annual basis to strategize and focus attention on the partnership items that need clarification so the document



can continue to grow and develop as we identify new topics to include and as our relationship evolves over time.

## Introduction

Extension has been part of the University of Wisconsin System since 1906 and hired its first county-based educator, E.L. Luther, in 1912 in Oneida County. Both Extension and Wisconsin counties have benefited from the strong partnership to provide an array of educational programs that continue to serve the people of Wisconsin wherever they live and work. Fundamental to our mission to fulfill the promise of the Wisconsin Idea, Extension extends the boundaries of the university to the boundaries of the state. We establish beneficial connections with all of our statewide stakeholders including our connection to UW-Madison and other UW campuses, and our partnerships with county and tribal governments, as well as with other public and private organizations. Our faculty and staff continue their impactful work across the state to enhance the quality of life for all Wisconsin residents. Our educators don't lecture or give grades in a typical classroom. Instead, we deliver education to people where they live and work – on farms, in schools, in community centers and other locations that are convenient for people both virtually and/or face-to-face. Extension educators also engage with civic groups and county boards, write newspaper columns, participate in radio and TV programs, facilitate meetings and build coalitions to solve complex, high priority community needs. Extension brings the research, knowledge and resources of the University of Wisconsin to your community.

## Purpose and Scope of Guidance

With over 100+ years of a successful partnership between Extension and counties, we understand there is a benefit of clearly defining the roles and responsibilities of the partnership so we can mutually meet the needs of the residents across Wisconsin. More specifically we hope this document serves to:

- Describe the types of services and programs that Extension provides to the county, based upon the level of educational services that the county agrees to invest in;
- Describe the types of services and resources the county will provide to host an Extension office in their county;
- Standardize the processes, responsibilities, and lines of authority between Extension and the county

## Extension Responsibilities

### Role of the Area Extension Directors (AEDs)

Extension fully invests in Area Extension Directors (AEDs) who oversee an area comprising from one to five counties each (Area Map with Directors is on page 13 of this document). These administrative positions are responsible for partnership management, staff development, financial management and program coordination.

Through the many interactions the AED has with county partners and local educators, the AED develops a solid understanding of the local needs and county priorities and helps to align Extension educational programs to ensure the programs address county needs. Educators also communicate local needs to their programmatic Institutes which collectively identify opportunities to address statewide needs. Some additional primary duties of the AED include:

- They serve as the county Extension Department Budget Officer and Administrative Officer for the counties in their area. Specific signatory authority is agreed to by the county to allow the AED to serve in this capacity.
- They are the hiring authority of Extension staff and serve as the direct supervisor of Extension educators, conducting annual and mid-point performance evaluations with each Extension employee.
- They are responsible for the regular operations of county Extension offices and provide oversight to county staff within the office.
- They support educators and staff who direct Extension volunteers. They engage when volunteer behavior concerns expand beyond coaching or if dismissal of the volunteer is warranted.
- They monitor and manage risk and liability situations that might arise.

## Roles of Extension Employees

Fundamental to our mission to fulfill the promise of the Wisconsin Idea, Extension extends the boundaries of the university to the boundaries of the state. We establish beneficial connections with all of our statewide stakeholders including our connection to UW-Madison and other UW campuses, and our partnerships with county and tribal governments, as well as with other public and private organizations.

Extension faculty and staff educators assess local and statewide needs to develop and deliver educational programs that transform the lives of people in communities, with emphasis on addressing the local needs of youth, families, government, agriculture, businesses and others. Educators bring research-based information backed by one of six academic disciplines housed within Extension.

Informational brochures that highlight the educational outreach of Extension and each institute are listed below. An embedded link will take you to the specific page:

- [Division of Extension overview](#)
- [Agriculture Institute](#)
- [Community Development Institute](#)
- [Health & Well-Being Institute](#)
- [Human Development & Relationships Institute](#)
- [Natural Resources Institute](#)
- [Positive Youth Development Institute](#)

Institutes not only serve as the programmatic home of Extension employees but also include expertise from faculty and staff integrated with UW-Madison and other UW-colleges. This provides access to cutting-edge research and knowledge around issues that matter to the people of Wisconsin. Educational programs that are hosted at the local level are based on sound research-based knowledge.

Educational services are broadly defined and include the work that is included in an annual work plan for a particular educator in a geographic location. Educators, as state employees, have both county and state responsibilities and expectations, including participating on teams and/or research activities that support programming that benefits audiences statewide as well as locally.

The county will be a partner in identifying key educational priorities for Wisconsin residents, and in collaboration with Extension leadership, counties will identify local educational priorities for their communities. Experience has demonstrated that local priorities often align well with statewide priorities.

## Role of AEDs and Performance Evaluations

Employees hired by Extension as part of the 136 County Contract are employees of Extension. They are subject to Extension personnel rules, policies, and procedures. Faculty, academic staff and university staff follow the guidance and policy appropriate to their respective appointment in Extension.

The AED is responsible for performance evaluations of Extension academic staff and University staff working in the county. Faculty are reviewed by their Academic Department Chair or Section Chair of their department. The county Extension oversight committee is encouraged to provide performance feedback for all the county-based educators to the AED to consider when conducting their review. And, the oversight committee is encouraged to raise concerns as well, although performance remediation of Extension staff is confidential, similar to county staff performance.

In some cases, through negotiation with the county, additional staff such as area or regional outreach specialists may be housed in a county office if space is available. The county benefits by having that additional resource located in their county. Terms and conditions will be negotiated by the AED between the county and Extension in those cases.

## Roles of Extension Volunteers

Extension benefits from and relies on nearly 11,000 volunteers who serve to increase the educational delivery of programs in counties across the state. Any individual who meets Extension's definition of a volunteer and completes all registration requirements is considered an Extension volunteer.

Volunteers are an essential component of Extension's outreach. Extension enhances its ability to impact the lives of people in all areas of Wisconsin through the efforts of volunteers. Since volunteers represent Extension while providing the service outlined in their volunteer agreement letters, they must abide by the rules, regulations, and policies set by the University of Wisconsin-Madison, Division of Extension, and the State of Wisconsin. These include, but are not limited to Extension's Volunteer Behavior Expectations. In addition, volunteers must comply with federal nondiscrimination laws and policies. All volunteers are accountable to Extension while volunteering in Extension programs.

In support of the volunteers, Extension provides management, oversight, training, liability insurance and other benefits for volunteers while working in the capacity as an Extension Volunteer. Both Extension employees and volunteers are covered by Extension liability insurance while working to accomplish Extension's mission.

## Administrative Duties serving the county

The AED has the privilege of serving as the county Extension Department Budget Officer and Administrative Officer for the counties in their area. The AED is often viewed by the county as the office Department Head in the county. In most situations, counties provide AEDs a Delegation of Authority (DoA) to provide signatory authority for Extension related county accounts and business activities for the county Extension office. A DoA formally authorizes and codifies this role with the county. The DoA document can be updated at any time. In some counties, the signature authority is maintained with a county employee or other designee. The county is asked to confirm the amount of signature authority it authorizes to the AED as a means to fulfill many of the roles of managing the office budget. Because most AEDs serve multiple counties, the AED may partner with an office staff member to assist with the day-to-day management of the office.

## Partnering with the county to identify educational priorities

Assessing current and future educational needs is an ongoing process that counties, AEDs, local educators, program managers, and Institute Directors consistently engage in. This is often done through a more formal needs-assessment process which is broadly distributed to solicit input. Results are shared with key stakeholders. In addition, needs-assessment also occurs informally through normal daily conversations and monitoring of local and statewide trends.

Extension educators are asked to annually update their work plans and goals that serve the identified needs of residents within their geographic area, and contributions to statewide teams and programs. Educators regularly share summaries of programmatic goals and updates with their respective Extension oversight committee. Oftentimes situations arise in a given year which may require an adjustment to their work plan. The Extension committee will be kept abreast of changes throughout the year as the AED and/or educators share updates about programming and accomplishments.

Extension utilizes a program recording system to capture the outcomes and impacts from educators. This data is used by AEDs to develop monthly and annual reports. Special reports can be developed as requested throughout the year. In many rural counties, educators provide a written or oral report to the committee as frequently as monthly. In other situations, reports may be quarterly or even annually. Extension Committees should engage with their AED to strategize on how we can best share the impact and programs that are delivered to the county stakeholders.

# County Responsibilities

## County Facilities

The county agrees to provide office space, meeting space, telephone, computer, network connections for email and other communications, software, and other general office supplies. Extension does not dictate the level of support necessary from the county, but would expect comparable support as other county departments; adjusted for size.

In many cases this includes:

- Office and educational meeting room space.
- Adequate supplies for office and educational programming needs.
- Access to computers, internet, and other necessary office and educational equipment.
- Adequate storage space for equipment, publications, program files.

## Office support

Support staff provide a critical function within the county Extension office. They are typically the first person that members of the public interact with. They can quickly identify which educator or resource may be able to further answer the person's question. They also provide assistance for program material preparation, marketing and outreach of educational programming, data-base entry of participants and enrollment, mailings of newsletters and other critical roles that help support the efficiency and effectiveness of the office and the educator's work.

The county agrees to provide adequate local office support. Again, although Extension does not offer a formula for determining the number of support staff the county should invest in, a minimum level of staffing would include one support staff. We would ask the following minimum support be provided for each Extension office:

- Support the administrative needs of the office
- Meet the program support needs of the educators

Extension is beginning to explore and pilot new support staff models with some counties. For example, a support staff hired as an Extension employee on the 136 contract. These positions continue to be fully county-funded but this adds additional benefits:

- Eliminates the risk associated with an AED supervising a county support staff employee, especially through performance issues.
- The support staff member would have access to all the software licenses that educators have access to including Microsoft Office, Zoom, Qualtrics and other educational-related software resulting in a cost savings for the county and more uniformity with Extension staff.
- The support staff member directly utilizes all of the same processes and systems of Extension employees

## Supervision of County Employees

County support staff typically function at a high capacity as part of an effective office Extension team. When performance is high, there are rarely challenges with an AED providing support

and guidance for county support staff. In recent years Extension has become increasingly aware of the potential risk and liability of having an AED supervise a county employee, especially through performance concerns. The county will need to ensure that performance reviews of county employees are managed appropriately in the partnership. Support staff are part of the office team, which is important for the effectiveness of the Extension office. However, while Extension can contribute feedback and input for performance evaluations of support staff, Extension needs to work in partnership with the county HR department on county staff performance reviews.

An AED **can serve as a supervisor of function** for county employees within the office, but **cannot serve as the supervisor of record**. This adds a level of risk and liability for Extension and the county. Performance and disciplinary actions with support staff must be, and are best led, by the county. Again, in most situations the AED benefits by the engagement of support staff as part of the team. It's in the rare cases of performance issues with a county employee that the AED cannot be their 'supervisor' during that process.

## County Policy, Rules and Procedures

Similar to the guidance above regarding Extension staff and employees, any individuals who are employed by the county are county employees and are subject to applicable county personnel rules, policies and procedures. Likewise, any volunteer who works on behalf of the county to further the purposes of the county will be considered a volunteer of the county.

The county will be responsible for ensuring that its employees and volunteers take affirmative steps to make it clear that they are employees or volunteers of the county. And, similar to the protections afforded to employees and volunteers that work on behalf of Extension, the county shall be liable for the acts and omissions of its **employees** and **volunteers** while acting within the scope of their employment or volunteer role.

## County Policy Impact on Extension

Counties, as well as Extension, have developed work-related policy. Extension staff housed in a local Extension office are users of county-based technology, facilities and may have other county-based services potentially including the use of a county purchasing card for business. County-based Extension staff will abide by policy that relates to privileges afforded by the county. This may include but is not limited to:

- Technology use
- Keys to access the building
- Driving authorization if using a county vehicle

Similarly, Extension also has work-related policy that all Extension staff are expected to follow. There may be an overlap of some programs, such as Sexual Harassment training, technology/cybersecurity training, drivers authorization (for personal vehicle which is the norm for most staff). Extension staff will accept responsibility for county policy as it applies to their roles.

## County Extension Oversight Committee

Each county Extension department should have an Extension oversight committee for policy and decision making as described in state statute. In a majority of counties, a dedicated committee is assigned for the Extension department. In other cases, counties have a committee that oversees several departments including Extension. The oversight committees provide valued feedback to Extension on educational priorities and staffing decisions.

Committee business such as agenda creation and minute taking is a county government function and is the responsibility of the county. The county Extension oversight committee should take the lead role in developing their committee agendas and taking minutes during their meetings. If support is needed for taking minutes during the meeting, the committee chair should work with their county clerk to explore options, such as the use of the county support staff. AEDs will engage and partner with the committee on agenda creation, to highlight the work that Extension educators are conducting in the area and on budget development and approvals, etc.

The county Extension Oversight Committee is encouraged to provide feedback for all of their Extension educators to the AED. Ideally, feedback is provided as close to the time when the observation is made, rather than just prior to a performance review. That way the AED can share celebrations and address concerns as quickly as possible with the staff member. Performance remediation of Extension staff is confidential, similar to county staff performance.

## Mutual Responsibilities

### Budget responsibilities

Extension provides co-funding for most educator positions. Counties purchase Extension's educational services through the 136 County Contract ([136 County Contract template](#)). This contract is updated and authorized annually for the calendar year. If both partners have adequate resources, positions can be co-funded based upon an annually established fee for educational services in the 136 County Contract. Counties can also fully-fund additional positions if Extension does not have the resources to co-fund all, or part, of the position.

The 136 County Contract is established with a fee structure for educational service for a given year. Regardless of employee salary, the possibility for mid-year promotions, or other factors, counties benefit by knowing the annual cost of the contract for service for the year for co-funded positions.

The fee for educational service also leverages other services and resources of the University of Wisconsin - Madison. The educator can tap into the expertise of specialists, technology, and other resources to address local issues. In general, the more the county contributes through the 136 County Contract for educational services for positions, the greater the opportunity and benefit of leveraging resources since the educators bring connections with campus specialists and other resources.

The AED is responsible for developing the county contract with appropriate staffing and accurate costs, and building that into the departmental budget for county adoption. The AED works through the appropriate channels and approval processes to ensure the departmental budget is reviewed and adopted by the full county board according to the county timeline.

Both Extension and the county recognize the cost of doing business may increase from year to year. Extension will review the fee structure each year and may include a fee adjustment to account for anticipated or unanticipated adjustments in the costs of doing business. Factors that contribute to these increases over time may include state-mandated pay-plans, health care and benefits related costs, promotions and other factors that impact costs.

Per the county contract, counties agree to provide travel and appropriate job expenses. County travel budgets dictate how much travel can occur for an educator to meet the educational needs of county constituents.

## Hiring and Managing Vacancies

When a position becomes vacant both Extension and the county will re-evaluate the need and the financial commitment to the position. Both partners need to review and approve their financial commitment and other decision points before approving the refilling of the position. If the county and Extension agree to continue to support the desired program and position, Extension will lead a hiring process with the AED as the hiring authority. Most positions, with the exception of FoodWise staff because they are fully federally grant-funded, the AED will seek input and engagement from the county throughout the hiring process.

State budget cuts over the years have reduced the number of Extension educator positions across the state. Extension does not have the resources to co-fund every position in every county across the state. As a necessary effort to provide service to more people, Extension is exploring developing more specialized positions within a program area and sharing the position across two or more counties. Most of the institutes have examples of this shared arrangement. The current strategy has been that counties pro-rate the cost of the position across the number of counties participating. Perhaps a future topic that the advisory committee can wrestle with in the future is to best determine what happens when a county cannot maintain their funding. That adds additional financial burden to the remaining counties, and could possibly lead to a shared-educator feeling insecure in their position and leaving.

The AED will work with Extension Human Resources and lead the interview process to ensure that EEO/AA and other policies are followed. Typically one or more members of the county Extension Education committee are involved with the final interview process. This does not exclude a county administrator or county HR director from participating in the hiring process.

Extension discourages counties from hiring county staff to serve as 'Extension like' educators in a county office. This has created significant challenges associated with supervision and direction as well as liability and insurance concerns. As referenced earlier, positions hired under the 136 County Contract, whether co-funded or fully county-funded, can leverage services and resources of Extension and the University of Wisconsin-Madison. These staff can tap into the expertise of specialists, technology, and other resources of the University to



address the local issues. County employees do not have the same level of access to those resources.

Although Extension cannot control what positions the county hires, the county will be responsible for ensuring that its employees (and volunteers) take affirmative steps to make it clear that they are employees or volunteers of the county.

## Professional Development

Professional development shall be supported by both Extension and the county. The AED works closely with the educational staff to identify professional development needs. Professional development requested or required at the state level will be financially supported by Extension. Professional development that benefits the county (conferences, training, etc) should be supported with professional development funds associated with the county Extension department budget.

Educator's travel to Extension mandated meetings will be covered by Extension.

## Nondiscrimination/Affirmative Action

The county and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. During the performance of work under this contract, Extension agrees not to discriminate against any employee or applicant for employment because of race, creed, ancestry, religion, color, sex, national origin, age, disability, arrest or conviction record, marital status, political affiliation, sexual orientation, or membership in the National Guard. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and, selection for training, including apprenticeship. Extension further agrees to take affirmative action to ensure equal employment opportunities.

# Appendices

## Our Purpose:

As a statewide engagement arm of UW–Madison, the Division of Extension embodies the Wisconsin Idea to extend university knowledge to every corner of the state. That mission started in 1912 with Extension’s first agent making farm visits and continues today along with community and business development, youth engagement, and well-being programming. Our statewide network of educators and specialists with UW–Madison and on UW campuses across Wisconsin is responding every day to emerging and longstanding hurdles residents are overcoming to compete and prosper. We’ve identified key opportunities to leverage local resources and leading research to affect change and improve lives.

## Link to Organization Chart

<https://extension.wisc.edu/files/2019/06/extension-orgchart.pdf>

## Link to Division of Extension Staff Directory

[Staff Directory](#)

## Link to Area Map w Director Names.pdf

## 136 County Contract template

[https://drive.google.com/file/d/1P2wSdA3knibItYWBir2aH\\_cBSoSxjNL/view?usp=sharing](https://drive.google.com/file/d/1P2wSdA3knibItYWBir2aH_cBSoSxjNL/view?usp=sharing)