

1. Nielsen, chairman, called the regular meeting of the Extension Education and Community Development Committee to order at 9:00 a.m., on May 9, 2013 at the Vilas County Courthouse Rm. #2, Eagle River, WI 54521

**Present:** The following persons were present: County Board members Dennis Nielsen, Chuck Hayes, Emil Bakka, Linda Thorpe, Maynard Bedish; others Nancy Anne Miller, Terri Miller, Mary Stys, Jenette Chiamulera, Jason Hilger.

**2. Approve Agenda: Motion by Hayes, second by Baaka to approve the agenda.  
Motion carried, all voting aye.**

**3. Approve Minutes: Motion to approve the minutes of the March 14, 2013 meeting was made by Thorpe, second by Bedish.  
Motion carried, all voting aye.**

#### **4. Vacant Secretary A Position**

N. Miller distributed a draft of the secretary position description that was revised by J. Kahl. Discussion ensued about the details of the revised description.

**Motion by Thorpe, second by Baaka to approve the revised Secretary B job description as written. After discussion Thorpe withdrew the original motion.**

**Thorpe restates motion, second by Baaka to forward the job description with an amendment to include the following edits: removal of the verbiage “when otherwise available” of section 8, add the word “of” as the first word at the top of page 2, replace the word “receivables” with “revenues” in section 1, change “secretary A” to “secretary B” in the first sentence of the document to agree with the proposed change from a secretary A to secretary B title.**

**Motion carried, all voting aye.**

N. Miller will attend the personnel committee meeting on May 21 to bring forward the amended job description and the filling of the vacant secretary position.

#### **5.133 Contract**

N. Miller states Martha has the 133 contract 2013/2014 for review.

#### **6. 2014/2015 Budgets**

N. Miller shared the proposed 2014 budget and will adjust the numbers to reflect a Secretary B position and will continue to work on 2015 to include proposed salaries.

#### **7. Featured Program – Wisconsin Nutrition Education Program-WNEP**

M. Stys shared highlights of programs being offered to seniors, WIC participants and food pantry recipients in Vilas County.

T. Miller gave an overview of the goals of the WNEP program and the intended audience as well as the proposed scope of the 2014 grant program.

T. Miller shared highlights of a Headstart program that was offered to both children and parents.

T. Miller distributed the FY2014 WNEP county agreement letter of support for review by committee and signature by chairmen Nielsen. It was decided at the suggestion of J. Hilgard that this document be reviewed by corporate counsel prior to signature. T. Miller will deliver the document to Martha for review.

**Supporting documents are on file.**

**8. VILAS Vision-monthly update**

N. Miller reports that a meeting of the advisory board was held in April. The next meeting is scheduled for May 20 at 10:00 AM. There was discussion about the possibility of the cost of registration being supported by the county as well as highlights of potential enhancements and adjustments to the program.

**9. Extension Office Sustainability Dialogue**

Baaka suggests diligence about including UWEX contact information on all documents that are distributed. Hayes recommends increasing presence and public awareness in areas of the county outside of Eagle River. He suggests connecting with the chambers of commerce and libraries and participating in fairs and events throughout the county.

**10. Leonardo DaVinci Idea Book**

N. Miller explains the purpose of the Davinci idea book to J. Hilgard.  
No new ideas were shared.

**11. Out-of-County travel:**

Out of county reporting procedure and requirements were discussed.

**Motion by Hayes, second by Bedish to approve out-of-county travel.**

**Motion carried, all voting aye.**

The educators list of travel is on file in the UWEX office.

**12. Budget Review/Statement of Bills:**

J. Hilgard shared the 1 page Expenditure Guideline Report for Jan. 1, 2013 through April 30, 2013. The budget (on file in the UWEX office) was reviewed by the committee.

**13. Correspondence and Communications:**

None

**14. Future Meeting Dates/Items**

The next regular meeting is set for Thursday June 13, 2013 at 9:00 a.m. in the Vilas County Courthouse, 330 Court St., Eagle River, WI 54521.

**L. Thorpe will not be present.**

**15. Adjournment**

**Nielsen adjourned the meeting at 12:00 p.m.**

Minutes reflect the recorders notations and are subject to approval by the appropriate board or committee.

Respectfully submitted by: Terri Miller