

Community Partner Advisory Group Meeting
MINUTES
Monday, January 31, 2005 Meeting—7:00 PM

Auditorium
County Courthouse Annex--Elkhorn, WI

Stan Muzatko, Ag and Extension Education Committee Chair, called the meeting to order at 7:05 p.m.

Roll call—CPAG members present included Rollie Cooper, James D’Alessandro, Elton Feffer, Dianne Kegley, Letha Kuecker, John Newhouse, Hoss Rehberg, Christopher Stebnitz, Kathleen Tober, and Mary Vander Veen. A quorum was declared. Jacqueline Buleje (appointment pending Board approval on 02/08/05) arrived at approximately 7:07 p.m. Yvonne Fiskum arrived at approximately 7:08 p.m.

Ag and Extension Education committee present—Committee members present included Don Fredrich and Stan Muzatko.

UWEX staff present—Carolyn L. Belczyk, Department Head, Peg Reedy, Ag/Agribusiness Educator, Angie Recknagel, Recording Secretary, and Kathleen Haas, CPAG Liaison and CNRD Educator, Columbia County.

Public in attendance—None.

There were no withdrawals from the Agenda. **Kuecker moved to approve the agenda as presented, with a second by Feffer. The motion carried 12-0.**

D’Alessandro moved to approve the minutes of the November 30 Community Partner Advisory Group meeting, with a second by Rehberg. The motion carried 12-0.

Public comment—There was no public comment.

Comments/Update from State CPAG Liaison Kathleen Haas—Haas distributed a Southern District CPAG Update and photo release requests. She asked for permission from those present to take pictures of the meeting for publication in the newsletter. She gave an introduction of the CPAG concept and briefly explained her role as liaison with the state.

Committee Organization—Review and Approve CPAG Operating Guidelines—Belczyk welcomed the newest nominated member, Jacqueline Buleje. Her appointment has been approved by both the Ag and Extension Education Committee and the Executive Committee and is on the agenda of the February 8 Board of Supervisors' meeting. The group then reviewed and discussed the operating guidelines that were enclosed with their packet. **D’Alessandro moved to amend line #8 of the CPAG guidelines to read, "Members may not serve more than 2 consecutive 2-year terms on the CPAG starting the year 2006", with a second by Stebnitz. The motion carried 12-0.** The intent of this motion is to allow those originally appointed to a 1-

year term to serve two additional 2-year terms, for a total possible five years of consecutive service.

Kuecker suggested a correction of the typo on lines #22 and 23, to delete the second "of the."

Haas suggested the group discuss what should be done in the event someone on the committee should decide to resign before their term is up. Belczyk noted this was covered in lines #11, 12 and 15.

Cooper moved to accept the operating guidelines as amended, with a second by Feffer. The motion carried 12-0.

Committee Organization—Election of Committee Chair and Vice Chair—Muzatko called for nominations for the office of chair. James D'Alessandro volunteered to serve in that capacity. There were no additional nominations. **Newhouse moved to approve D'Alessandro as committee chair by unanimous consent, with a second by Stebnitz. The motion carried 12-0.** D'Alessandro assumed the leadership of the meeting at 7:44 p.m.

Buleje agreed to served as vice chair, pending approval by the County Board of her appointment to the CPAG. There were no additional nominations. **Newhouse moved to approve Buleje as committee vice-chair pending approval of her appointment to the CPAG by the Board, with a second by Rehberg. The motion carried 12-0.**

Discussion by Program Area—The CPAG members broke into two small groups, one representing the Agriculture, Natural Resources and Community Development programming areas, and the other representing the Youth, Families and Children programming areas. The groups reviewed the mission of UWEX and addressed the question, "How do we get a handle on what the needs are?" Following a 30-minutes of discussion, each group reported back, as follows:

Report Back

Ag, Natural Resources and Community Development

Issues and concerns that need to be addressed:

- Tourism related to Natural Resource base
- Waste Reduction and Recycling
- Farm/Ag Trends and Projections – Family/Corporate involvement
- Energy Conservation and Alternatives
- Water Quality – What does our water look like in SEWRPAC?
- Agriculture Business Diversity
- Educating kids at food/farming
- Smart Growth and Tools – Zoning, Local Government satisfaction
- Economy Development matching services with taxes
- Compatibility with Ag Industry
- Health Insurance Cost Containment
- Diversity in Workplace/Community or Multi-Family Housing
- TABOR Impact and Implications

Children, Youth and Families:

Issues and concerns that may need to be addressed:

Affordable/Quality Childcare

Preschool

Senior Activities

Well-being of children, youth and families across the life span

Issues and needs of Latinos

Job Shadowing/career identification and training for teens

Teen pregnancy

Drugs

Gangs

Bullying

Sex Education

This group explored potential resources in the community that could work with the CPAG to identify needs and service gaps.

Discussion followed the group reports. Consensus was reached by CPAG membership to tap into resources that have already done the research instead of reinventing the wheel. The initial area of focus will be on the needs of the Walworth County Hispanic/Latino population. Carolyn noted the existing Five-County Latino Needs Assessment that was done. She will send the Walworth County summary to members prior to their next meeting. A panel will be formed to address this focus at the next meeting. Potential panelists include representatives from Community Action, the Walworth County Housing Authority, Health and Human Services, Immigration, the Job Center, and the Hispanic/Latino Community Center in Lake Geneva. Carolyn and Jim D'Alessandro will pull together the panel. Suggestions and contact information for potential panelists are welcome.

Next Meeting Date—Following discussion regarding the frequency and best days and times for meetings, consensus was reached to meet on March 7, 2005, at 6:30 p.m. at the Annex. A specific meeting room will be announced.

Adjournment—**Tober moved to adjourn the meeting at 9:02 p.m., and Fiskum seconded the motion. The motion carried 12-0.**

Submitted by Angie Recknagel, recording secretary. Minutes approved by the Advisory Group on March 7, 2005.

Walworth County UW-Extension Community Partner Advisory Group (CPAG) Operating Guidelines

The Walworth County UW-Extension Community Partner Advisory Group (CPAG) was created by Ordinance of the Walworth County Board of Supervisors, September 9, 2004 to:

Advise the agriculture and extension education committee in its function to evaluate agriculture and extension education programs and provide guidance concerning prioritization of agriculture and extension programming.

CPAG Mission:

The mission of the CPAG is to help UWEX staff and the agriculture and extension education committee implement and sustain high quality education programs that meet the needs and enrich the lives of local citizens and that result in a strong foundation of support for community-based extension education.

CPAG Purpose:

The purpose of the CPAG is to:

- Provide program advice about current and emerging local issues to ensure the continued relevance of extension programs;
- Assist with identification of program methods and assessment strategies to ensure program effectiveness;
- Identify new partners and strengthen relationships with existing partners; and
- Communicate to others the impact and relevance of UWEX's educational programs.

CPAG Membership:

The CPAG shall consist of 16 members, appointed by the Walworth County Board of Supervisors, who shall serve two-year terms without per diem or reimbursement. Membership on the committee shall be diverse, with four members appointed from each of the four geographic quadrants of the county. One appointee from each quadrant shall represent each of the four primary UWEX program areas, including youth development, agriculture/agribusiness, family living, and community, natural resources, and economic development (CNRED).

CPAG Operating Guidelines:

The CPAG shall meet at least three times per year to accomplish its mission and purpose.

Meetings shall be held at a location, date, and time determined by the chair, in consultation with CPAG members and the UW-Extension department head.

Members may serve not more than two consecutive two-year terms on the CPAG starting January, 2006.

Applications for membership on the CPAG will be accepted from residents of the appropriate quadrant and program area in the fall of the year in which a member's term expires or at anytime during the year in which a vacancy occurs.

Terms will be for two years, beginning January 1, or effective at the time of appointment through completion of the specific term being filled (i.e. when appointing someone to fill a vacancy created by resignation).

Discussion at CPAG meetings shall be open to CPAG members, UW-Extension staff, members of the Walworth County Agriculture and Extension Education Committee, and members of the public, as appropriate.

A quorum must be present to conduct business. A quorum shall be composed of 50% of the duly appointed CPAG members at the time of the meeting.

Decisions of the CPAG shall be made by majority vote of CPAG members present.

Elections of CPAG officers shall take place at the group's first meeting of each year. Elected officers will include a chair and a vice chair.

The UW-Extension administrative support staff shall take minutes for the group and send out meeting notices, minutes, and other relevant information in a timely manner.

The UW-Extension department head shall provide overall support for the operations of the CPAG.

The chair shall work in collaboration with the chair of the Agriculture and Extension Education Committee and the UW-Extension department head to set agendas for the CPAG meetings.

The chair shall ensure an orderly process for the meetings; assign tasks as needed; provide follow up to ensure that action(s) were taken; and make sure actions of the meeting are recorded properly and distributed to all interested parties.

The vice chair shall fill in for chair as needed and shall be fully engaged in the organizational goals so that in the event of becoming chair, he/she can assume leadership and be effective.