

## Southern District Resource Management Team

### Minutes of July 29, 2008

Members Present: Peggy Compton, Angie Flickinger, Mindy Habecker, Lee Cunningham, Lesly Scott, and Alissa Grenawalt

Also Present: Mary Lucas, Sue Curtis, and Terry Kraft

**Minutes:** Leslie Scott called the meeting to order at 9:10 a.m. The minutes of April 14, 2008 were moved for approval by Cunningham and seconded by Grenawalt. Minutes were unanimously approved.

**Southern District Website Brainstorming Session:** Mary Lucas and Terry Kraft joined us for this session. The Southern District website is primarily intended for internal users. Intent is to keep all the district websites in a parallel construction. So any changes that we make to the SD website should be applicable and possibly benefit the other districts. In about one year's time, UW-Extension will be moving to an intranet system using Share Point software. The information that is on the website will fold into this system. This will be for secure, internal use only information.

Specific suggestions were made that included:

- For Southern District Website:
  - Remove Info Source from bottom of page and just put it in the left tab area
  - Under the Highlights section have the following hot links:
    - Kudos
    - District Communications (can place Wisline information here)
    - Sharing Tech Tips (can solicit ideas for SD colleagues on new shareware, freeware, etc such as *Doodle* (Cunningham will provide information on this), *SKYPE*, *Basecamp*, etc)
- For Resource Management Plan section:
  - Change the header word Plan to Team
  - Add introductory paragraphs that describe the team's mission/purpose, charge, structure, and other pertinent material. Wish to be able to use this to recruit new members so that they would know what the team does and what the commitment would be. (Scott and Grenawalt will do this)
  - Keep the current two years of minutes and agendas on the site and archive the rest (Habecker will send the missing minutes and agendas to Kraft)
  - Keep the current year's grant winners and application and archive the rest
  - Date the budget reduction documents

- Review other districts RM plans and see if we wish to develop a plan or develop annual resource guidelines (Scott and Patti Herman will do this)
- Add the county and e-mail address of the team members and categorize in two columns by the term serving

It was also suggested that will all electronic communications with the SD that the website be utilized and linked to for the documents that people should refer to such as District Meeting agendas, wisline documents, tech tips, kudos, SD innovative grant awardees and applications, etc.

**Informational Session on AmeriCorps Vista Project with Sue Curtis:** Sue Curtis joined the team via Wisline to discuss the AmeriCorps Vista presence in UW-Cooperative Extension. There are currently 10 counties involved with Vista projects and 33 volunteers. Vista is a National service program designed to fight poverty, similar to Peace Corps, and not thought of as a paying job. Participants do receive a monthly stipend (~\$700) and at the completion of a year's project will receive an educational voucher to pay ~\$4,800 in student loans or future tuition. Vista works to aid people who are economically disadvantaged. Vista volunteers cannot have a paying job while doing this Vista work, nor can they go to school. They must be dedicated to the project and available 24-7 like a Peace Corps volunteer is. AmeriCorps volunteers can hold a job and/or go to school while working for AmeriCorps. Wisconsin has both a year-round and summer Vista program.

To find out detailed information on this program, go into the 4-H State program site, go to Related Links, then go to Other Links and it will be a choice on the screen that is present. This program used to be in just 2 counties and is now in 10 and could expand to 12 counties. It is now well distributed throughout the state in every district. Currently Richland and Sauk Counties have programs and Grant, Crawford, and Rock Counties are recruiting for programs. Two people are in Richland with the year-round program and one volunteer with the summer program. Sauk County has one in year-round and one for the summer program. Some whole counties qualify for Vista such as Grant and Crawford in SD. In other counties such as Sauk, pockets of the county qualify for Vista. This is true for most counties.

The umbrella for the UW-Extension Vista program is youth development, but there are a variety of projects in the state and all program areas are involved. The Sauk program focuses on summer and after-school programming for low-income youth in the Bluff View and Wisconsin Dells area. The Richland County program provides inner-city Milwaukee pre-college youth and opportunity to participate in 4-H activities there in Richland County. Another part of the program provides low-income local youth programming activities. The other counties involved have a variety of programs. Some are in community development and some in horticulture.

AmeriCorps Vista has an electronic application process for program grants. It is a rather cumbersome process. Although there is national recruiting, it is best to look within

Extension local volunteer base, or to work with local colleges and tech schools for applicants to serve. Most participants for this national service program tend to be students (may have a problem with them staying the full year), recent graduates, and retired individuals. It is not appealing to people wishing or needing to earn an income.

Funding for the Wisconsin UW-Extension program come from a 3-year (October 2007-2010) federal grant that provides stability for 12 AmeriCorps Vista positions. Three of these positions must be cost-shared for \$10,000 each for the full-time position. Some projects will run multiple years. Counties can recruit for a position for June or November start up. November will be the next start up date. Talk to Sue Curtis to initiate the process. The county or agency receiving the position must provide the workspace, travel within the job money and guidance.

The Vista volunteers are not the ones who are doing the actual teaching for the projects. Their role is to build capacity to keep the project sustained after their year of service. Thus they write grants, recruit volunteers and providers and build the program for the long-term, post their tenure with it.

Other parts of the UW System are also involved in the AmeriCorps Vista program including Continuing Education, 2-Year Campuses, Campus-Compact, and Marshfield Clinic.

Unrelated to this topic, Sue Curtis also mentioned a topic that she thought that the SDRM team may be interested in – **UW Platteville Engagement Center**. This center will be opening the fall of 2008 and will have thousands of dollars in funds to go towards service learning projects for students. The center will be trying to link students with senior capstone projects, class service learning projects. They will be looking for relevant community projects and have money to help fund these projects. Students will be from a great variety of backgrounds including agriculture, engineering, social justice, etc. This would be a great center for UW-Extension to link with.

**Update of Committee Terms and Officers: Cunningham will replace Ivey** for her last year. Patti Herman will replace for our FLP position. Habecker will serve another two-year term for CNRED and Jeff Hoffman volunteered to step in after her. Leslie Scott is still in the process of recruiting for WNEP. Lee Cunningham is looking for someone to replace him as our second Department Head representative. New members should be present for the next meeting to be scheduled sometime in November. Officers will also be elected at the next meeting.

**Planning for the October 23, 2008 Southern District All Staff Meeting:** The subcommittee of: Scott, Grenawalt, Compton, and Cunningham met and then a smaller portion of this group met to generate the draft agenda topic. The topic would be the following at probably the Alliant Energy Center, Madison:

On July 10<sup>th</sup> Sue Thering sent an invitation to attend a conference called “A Home for Everyone”. Thering stated that, “The combined effects of flood damage, mortgage foreclosures, and economic stagnation have already created a crisis in housing in Wisconsin this year. When winter sets in, the additional strain of home heating costs is expected to create a **"Perfect Storm" of issues** that will cut across all UW-Extension programs.”

Rick Klemme can join us in the morning to moderate a panel discussion from experts in the field to talk about the present and future economic realities (are we in a recession?) to give us a better understanding of the issues. Some of the topics and specialists/agents that we thought could be discussed for 50 minutes in the morning were:

- Housing (Andy Lewis, others?)
- Labor Market and the Economy (Steve Deller, others?)
- Food and fuel costs (David Fischer, others?)

This would be followed by round-table small group discussion (10 min) on how these issues are impacting us locally in our work. They 10 minutes to share key findings or table questions from the room.

The afternoon breakout sessions will be described prior to lunch.

After lunch two hour-long breakout sessions will be held (4 choices of topics for each set). Each of the topics will follow the following format:

Content presentation 15-20 minutes

Group Discussions on: (will content person and perhaps relevant team representative moderating)

- Investigate what is happening locally on this issue (10-15 min)
- What might be appropriate Extension responses? (10-15 min)
- What resources do we have and do we need to develop to respond? (10-15 min)
- Final thoughts and ideas (10 min)

### **The Potential Topic Areas for Afternoon Sessions**

- Housing (Andy Lewis, others?)
- Labor Market and the Economy (Steve Deller, others?)
- Food and fuel costs (David Fischer, others?)
- AG and Biofuels (Dave Williams, others?)
- Family Economic Security (Judi Bartfeld, Peggy Olive, others?)
- Food Safety (Barb Ingham, others?)
- Going Green (Sue Thering, others?)
- Schools and Education

## **Tentative Schedule:**

- 8:45 a.m. Refreshments, Registration and Informal Discussion
- 9:15 a.m. Welcome, Introductions, Acknowledgements and Announcements – Dick and Colleagues
- 9:45 a.m. Rick Klemme’s Views from State Level
- 10:30 a.m. Intro to the Perfect Storm Session
- 10:40 a.m. Panel Discussion
- 11:30 a.m. Table Conversation and sharing
- 11:55 a.m. Intro to the Afternoon
- 12:00 noon Lunch
- 1:00 p.m. First Round of Concurrent Sessions (4 to choose from)
- 2:00 p.m. Move to next Concurrent Session
- 2:15 p.m. Second round of Concurrent Sessions (4 to choose from)
- 3:15 p.m. Adjourn

**February All Staff Trainings:** On Tuesday, February 17, 2009 (Camp Douglas area) and Friday, February 20, 2009 (Olympia Resort, Oconomowoc) and two other dates that week in the northern part of the state, the all staff inservice will have the topic theme of Crucial Conversations delivered by Purdue University specialists for the day. This will be combined with all other districts for this training.

**Other Business:** Grant awardees not encumbering funds by June 30<sup>th</sup>. We had 3 individuals who did not encumber their funds by the specified date. There may be a problem in getting these funds or they may need to come out of the next budget year. Do we want to do that? Suggested actions are to:

- Check with Dean’s office as to what is the protocol with this happens to their grant funds. Do we wish to and can we be consistent?
- Develop a brief guideline on how to expend funds

- Include specific language in the grant application that says if don't encumber the funds by June 30<sup>th</sup> you will lose the right to receive the funds
- Include specific language in the award letter that restates the above point and send a reminder note 6 weeks prior to June 30<sup>th</sup> as the final reminder of use (encumber) or lose the funds.

**Schedule Next Meeting and Agenda Items:** Next meeting to be set sometime the week of November 10-12, 2008. Agenda items: Election of Officers, SDRMT membership, District website update, fall and spring All Staff meetings, UW Platteville Engagement Center, Emerging Issues Update

**Adjourn:** Meeting adjourned at 3:15 p.m.

Submitted by Mindy Habecker

### Action Items

Name	Action
Habecker	Send past minutes to Terry Kraft
Scott and Grenawalt	Draft a purpose/mission, charge, structure, introduction piece for the team that can be used for the website and as a recruiting info piece
Scott and Herman	Review other district RM plans and determine if we need to create one or just develop resource guidelines for each year
Cunningham	Send Doodle information – why use, how use to Terry Kraft for Tech Tips section
Habecker	Send Terry Kraft American Family Insurance Headquarters contact
Scott	Follow up with October 23 inservice planning and contacts