



*Mission: We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.*

**Extension Florence County Education Committee Meeting Minutes**  
**Monday, September 16, 2024 – 4:30 PM**  
**Florence Natural Resource Center - Lower Level - NEW Conference Room**

**Members Present**

Supervisors: Matt Brunette, Tom Brandt, Joe Mills and Fran Modschiedler

**Members Excused:**

Henry Sullivan

**Others Present**

Office Manager – Jane Lindow

Area Extension Director – Amber Rehberg

4-H Program Educator – Maria Bournoville

Human Development & Relationships Educator – Tierany Rugg

FoodWise Administrator – Terri Kolb

**Call to Order/Roll Call**

Chairman Brunette called the meeting to order at 4:30 p.m. He reported that all Committee members were present except for Supervisor Sullivan who is excused.

**Approval of Agenda**

Supervisor Modschiedler made a motion to approve the agenda, supported by Supervisor Mills. Motion carried, with all voting “Aye” on a voice vote.

**Approval of Minutes Extension Committee Meeting**

Supervisor Brandt made a motion to approve the July 15, 2024, Extension Committee Meeting minutes, supported by Supervisor Modschiedler. Motion carried, with all voting “Aye” on a voice vote.

**Public Comment**

None

**Approval of the Bills – Discussion and/or Action**

Supervisor Mills made a motion to approve and send the bills onto the Audit & Budget Committee, supported by Supervisor Brandt. Motion carried, with all voting “Aye” on a voice vote.

**Training and Expenses – Discussion and/or Action**

Supervisor Modschiedler made a motion to approve the travel report, supported by Supervisor Brandt. Motion carried, with all voting “Aye” on a voice vote. *This report is on file at the UW-Extension Office.*

**Review Financial Reports**

Lindow gave an overview of our August & YTD 2024 Budget Report. Supervisor Modschiedler moved to send the 2025 proposed budget to the Audit & Budget for approval, supported by Supervisor Mills. Motion carried, with all voting “Aye” on a voice vote.  
*These reports are on file at the UW-Extension Office.*

### **AED Extension Update/Report**

- Amber Rehberg discussed the increase in the 136 Contract. Supervisor Modschiedler made a motion to accept the 136 Contract on the contingency that it is approved in the Florence County FY2025 Budget by the Audit & Budget Committee. The motion was supported by Supervisor Brandt. Motion carried, with all voting “Aye” on a voice vote. *This contract is on file at the UW-Extension Office.*
- Amber Rehberg updated on the FoodWise Educator position. We are currently in a discovery phase. After that period, it is our intention to post the position in October, do interviews in November, hire in December and have someone ready to start in the beginning of January.
- Request for Office Space – We have been approached by a UW-Madison colleague (who does graphic design for the Engineering Dept.) who lives in Florence and works remotely from her home. She is looking to use office space in the Florence Extension Office (2-3 days per week) to develop a comradery with and exposure to our community – and help her not to feel so isolated. We are exploring this possibility-making sure it is feasible and will be a good fit for all.

### **Approve Revised Job Descriptions**

Lindow presented revised copies (with the changes in red) of the job descriptions for the Office Manager and the 4-H Summer Intern. These have been submitted to Donna Trudell and Heidi for the wage review. Supervisor Brandt moved to approve the revised job descriptions and forward them onto the Personnel Committee for approval, supported by Supervisor Modschiedler. Motion carried, with all voting “Aye” on a voice vote. *These documents are on file at the UW-Extension Office.*

### **Educator Reports**

A combined written report from all educators was handed out. Rugg, Bournoville and Kolb gave verbal reports on each of their respective disciplines including the 4-H AmeriCorps. Lindow gave an update on the Summer Horticulture Assistant programming and support this summer. *These reports are on file at the UW-Extension Office.*

### **Website Overview**

Rugg has spent much time updating our website to the new platform. She demonstrated how to get to the website (florence.extension.wisc.edu) and the new look. She also pointed out that under the “Directory” tab, the Educator’s County Reports are posted and available to all for viewing. Our Florence Extension Website and Facebook page are where you will find all Extension news – even programs & camps that we are not involved in directly, but are open to all.

### **Future Agenda Items**

Sign the 136 Contract

### **Next Meeting Dates**

Monday, November 18, 2024, at 4:30PM

There being no further business, the meeting was adjourned by the Chair at 5:58 PM.

Respectfully submitted,  
Jane Lindow  
Office Manager