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**WASHINGTON COUNTY  
EDUCATION AND CULTURE COMMITTEE**

10 Washington County Fair Park  
11 West Bend, WI

12 March 6, 2012  
13 2:00 p.m.

14 Present: Marilyn H. Merten, Michael C. Bassill, Kenneth W. Brandt, Raymond W. Heidtke, and  
15 Lee Krueger.

16 Also Present: Finance Director Susan M. Haag, Administrative Coordinator Doug Johnson, County  
17 Attorney Kim Nass, County Board Chairperson Herbert J. Tennes, County Board Supervisors  
18 Richard L. Bertram, Melvin K. Ewert, Rick Gundrum, Ralph R. Hensel, and Dennis Myers, UWEX  
19 Community Development Educator Paul Roback, UWEX Family Living Educator Marma McIntee,  
20 Fair Park Executive Director Tera Greenland, Historical Society Executive Director Patricia Lutz,  
21 AIS Board President Scott Remmel, and County Clerk Assistant Gina Duck.

22 Chairperson Merten called the meeting to order and read the Affidavit of Posting.

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**MINUTES**

29 Moved by Mr. Bassill, seconded by Mr. Krueger to approve the minutes of February 7, 2012 and  
30 February 20, 2012, as presented. Motion carried.

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**4-H YOUTH DEVELOPMENT EDUCATOR UPDATE**

37 Mr. Roback shared that initial interviews will take place on Thursday, March 15, 2012 and  
38 interviews with the Education and Culture Committee will be held on April 4, 2012 at 1:00 pm in  
39 room 1023 of the Public Agency Center.

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**UWEX CENTENNIAL RESOLUTION**

47 Mr. Roback distributed and discussed a request for resolution, regarding a commemoration of the  
48 100<sup>th</sup> Anniversary of Cooperative Extension, a division of the University of Wisconsin Extension.  
49 He sought permission from the Committee to forward the request for resolution to the County  
50 Board.

51 Moved by Mr. Krueger, seconded by Mr. Brandt to approve the resolution Commemorating the  
52 100<sup>th</sup> Anniversary of Cooperative Extension, and forward to the County Board. Motion carried.

**FAMILY LIVING PROGRAM UPDATE**

53 Ms. McIntee distributed and discussed a Family Living Report. Key areas of program emphasis  
54 include healthy individuals and families, building family and community strengths and family  
55 financial security. A summary was presented of department programs in place to meet these needs  
56 for the community. The recent success of Celebrate Families was discussed. Ms. McIntee  
57 reviewed these Family Living department division program details in part to educate the Committee  
58 on her job duties prior to her upcoming retirement.

**FAMILY LIVING EDUCATOR POSITION DESCRIPTION**

Mr. Roback announced that Ms. McIntee will be retiring after 34 years with the University system and discussed the process to fill the position. A 'Position Description and Position Vacancy Announcement' was distributed and discussed. Mr. Roback sought approval on the position description from the Committee in order to begin the visioning process for the position. He hopes to have the position filled by September 1, 2012.

Moved by Mr. Heidtke, seconded by Mr. Brandt to approve the position description as presented and begin the visioning process for the position. Motion carried.

**UWEX EDUCATORS' MONTHLY REPORTS**

Mr. Roback distributed 'Program Highlights of March 2012' and highlighted several programs and events, such as the Master Gardener Educational Outreach, 4-H and Nutrition Education initiatives, and recent Community Development efforts to assist the Volunteer Center of Washington County and Allenton Area Advancement Association.

Moved by Mr. Bassill, seconded by Mr. Krueger to accept the UWEX Educators' monthly report, as presented. Motion carried.

**HISTORICAL SOCIETY FINANCIAL REPORT**

Ms. Lutz distributed and discussed profit and loss statements from 2011, and January and February of 2012. A financial overage was experienced in 2011 due to a few large donations as well as the absence of a director, and their salary, for part of the year. Ms. Lutz also shared a breakdown of miscellaneous expenses from 2011.

Moved by Mr. Heidtke, seconded by Mr. Krueger to accept the Historical Society financial statements, as presented. Motion carried.

**AIS FINANCIAL REPORT**

No discussion or action on this item.

**AIS LEASE AND OPERATING AGREEMENT**

Ms. Nass shared that she has made 14 changes to the AIS Lease and Operating Agreement that were discussed at the February 20, 2012 meeting. The updated version was sent to the entire County Board. The committee, County staff, and several County Board Supervisors in attendance discussed their concerns and suggestions to the Lease and Operating Agreement. Changes made and changes needed to the exhibits were addressed as well. Mr. Rimmel stated that AIS has approved the document. Per Ms. Nass, a cover resolution will be added to the final version of the Lease and Operating Agreement and its exhibits to bring to the next Education and Culture Meeting. The document will then be presented to the County Board at the April 17 meeting.

Moved by Mr. Bassill, seconded by Mr. Krueger to approve the AIS Lease and Operating Agreement as amended. Motion carried with Mr. Heidtke abstaining.

1 **NEXT MEETING DATE**

2 The Education and Culture Committee is tentatively scheduled to meet on Tuesday, April 3, 2012 at  
3 2:00 p.m. at the Regal Ware Museum.

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5 **ADJOURNMENT**

6 Ms. Merten adjourned the meeting at 3:38 p.m.

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Brenda J. Jaszewski, County Clerk