

May 20, 2022

EXTENSION EDUCATION & RECYCLING COMMITTEE
Douglas County Board of Supervisors
Wednesday, May 25, 2022, 1:00 p.m., Government Center, Boardroom 201
1316 N. 14th Street, Superior, Wisconsin
OR JOIN BY PHONE: (US) +1 929-277-9973 PIN: 998 993 159#
OR VIDEO: <https://meet.google.com/xwr-poff-xji>

***Due to COVID-19 concerns, members of the public may attend the meeting remotely.**

Please call the County Clerk's Office (395-1397) if you will not be able to attend.

MEMBERS: Sue Hendrickson, Chair Michael Raunio, Vice Chair Wendy Bong
Mike Streveler Charlie Glazman

A G E N D A

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time.)

1. Roll call.
2. Approval of March 16th, 2022, meeting minutes (attached).
3. Reports:
 - (a) Recycling – S. Johnson;
 - (b) Extension (report to be distributed):
 - (1) Area Extension Director – M. Pardee:
 - Update on agriculture education plan
 - WEXA Update;
 - (2) FoodWise – J. Montgomery/T. Nichols;
 - (3) Human Development & Relationships – T. Henegar;
 - (4) 4-H and Youth Development – K. Stenroos;
 - (5) 2021 Annual Report – E. Chicka.
4. Action items/referrals: Increase part-time Office/Media Associate position to full-time– (attached).
5. Informational: Presentation by Northwest Regional Planning on their survey of broadband availability in the northwest counties.
6. Future agenda items – next meeting date.
7. Adjournment.

cc: S. Nelson (Telegram) UW-Extension Staff Jennifer Barton (Recycling) Sheldon Johnson
County Board Ann Doucette Sue Sandvick Ashtin Gronning

NOTE: Attachments to agenda available in County Clerk's Office for viewing or copying, or on county's website www.douglascountywi.org
Action may be taken on items on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TOO (715)395-7521.

Posted: Courthouse, Government Center, Superior Public Library, www.douglascountywi.org

Kendra Schmidt 05/20/2022

Name Date

EXTENSION EDUCATION & RECYCLING COMMITTEE
Douglas County Board of Supervisors
Wednesday, March 16, 2022, 1:00 p.m., Government Center, Boardroom 201
1316 N. 14th Street, Superior, Wisconsin

Meeting called to order by Chair Hendrickson.

ROLL CALL: Present – Sue Hendrickson, Wendy Bong, Mike Streveler. Absent – Kelly Peterson. Michael Raunio. Others present – Heidi Johnson (remote), Ellen Chicka, Katie Stenroos, Julie Montgomery, Ashtin Gronning (remote), Mary Pardee (remote), Cheryl Westman, Committee Clerk.

APPROVAL OF MINUTES: Motion by Bong, second Streveler, to approve the minutes of December 15, 2021, meeting minutes. Motion carried.

Reports:

Recycling – A. Gronning: Hazardous waste collection event to be held on Tuesday, June 21st at Gordon/Wascott transfer station from 1-5 p.m.; newsletter to be distributed in May. Sharps information: City of Superior residents only may drop off at WLSSD in Duluth, MN. Potential exists for setting something up in Douglas County, with a larger container placed in a secure location and smaller containers in other Douglas County buildings.

Extension (Written Report in Meeting Packet):

Area Extension Director – M. Pardee: Completing annual employee reviews for 2021; and starting strategic planning process in Extension Department, currently recruiting members to serve on team.

FoodWise – J. Montgomery: Impact report for 2021 reviewed; submitted three garden grants; 2023 FoodWise grant plan due mid-April. Nichols providing education in five local elementary schools. Strong Bodies virtual series just wrapped up last week, and planning another session starting in May.

Human Development & Relationships – T. Henegar: Not present.

4-H and Youth Development – K. Stenroos: Next bimonthly activity night set for April 3rd at Parkland Town Hall; over 30 youth attended February event; planning for summer programming occurring in collaboration with Burnett County 4H. 1-day regional event at UW River Falls to be held in the future; and working with Tracy Henegar on teen mental health program implementation in the fall in the schools.

ACTION ITEMS/REFERRALS: Broadband Resolution: Draft resolution reviewed. Suggested that NWRP attend a future meeting to provide information and statistics from survey outcome.

ACTION (RESOLUTION): Motion by Streveler, second Bong, to approve broadband resolution as presented, and forward to County Board. Motion carried unanimously.

INFORMATIONAL:

Agriculture and Horticulture Discussion with Heidi Johnson, Director of Agriculture Institute: Johnson updated committee on staffing challenges faced over the past several years. New hiring approach requested at state level is for higher levels of expertise in staff members and specialized positions, as well as more regional education, covering broader areas geographically speaking, and not filling any single county positions. Master Gardener program: can volunteer anywhere now, less oversight at state level, and course completed online. Horticulture – long-term goal is for public to be able to ask questions to online portal from anywhere, upload photos. Additional counties to be included on the site over time.

Sharps Recycling: Discussion – approaching local health facilities suggested for willingness to be an end receptacle. Fire Departments or town halls as local drop offs suggested. To be agenda item at future Towns Association meeting.

WEXA Update – S. Hendrickson: WCA facilitating the meetings via Zoom.

Future Agenda items – Next Meeting Date: June 15, 2022.

ADJOURNMENT: Motion by Bong, second Streveler, to adjourn. Motion carried. Meeting adjourned at 2:17 p.m.

Submitted by,

Cheryl L. Westman, Committee Clerk

**Full-Time Office/Media Associate Request, UW-Madison Extension Douglas County
Extension Education & Recycling Committee
Mary Pardee, Area Extension Director
May 25, 2022**

Background

Douglas County provided a full-time office support staff person for the Extension Department until March of 2020, when the COVID-19 pandemic prompted telecommuting and virtual programming policies. The full-time support staff was put on leave by the Douglas County Human Resources Department as the position did not allow for telecommuting. After several months of not having any office support, the job title and duties were changed and the position was reduced to part-time by the county. After one year of not having any office support for Extension, we hired a new Office/Media Associate (see attached position description). Ellen Chicka started in this part-time role in March of 2021 as an LTE to the end of the 2021, when the role became permanent with the county.

In 2020, the county budgeted \$49,184 for the full-time position. The 2021 budget was reduced by \$25,814, to \$23,370, to cover the part-time position.

Request

At the time of discussion about filling a support role for the Extension Department, it was Extension's understanding that filling the role at part-time was not necessarily permanent. At this time, we request that Douglas County change the Office/Media Associate to full-time. This requires a budget increase of \$43,164 (see attached Form B-5). We would be able to move the \$23,500 in the 2022 Extension budget for the retired agriculture educator to the support position. This is more than enough to cover the increase in salary. The rest of the increase is due to insurance and other benefits the county makes available to full-time employees.

Rationale

Ellen Chicka has proved to be an effective and important part of Extension's programming efforts. Her work ethic is demonstrated by her initiative, as well as her capacity to work independently and efficiently.

At part-time, Ellen is able to meet the objectives of the position at a basic level. Her attention to detail and professional value for excellence has reduced the administrative workload of the educators and enhanced their capacity for programming. There are, however, administrative tasks that could be moved to Ellen's workload (examples: management of the 4-H database and registrations, preparing reports for the county and other stakeholders, etc.). In addition, marketing and communication about additional Extension education opportunities can be improved, as well as the social media and virtual functions.

In addition to increased workload, the Extension Department will be able to be open to the public for full days rather than partial.



CURRENT PART-TIME JOB DESCRIPTION

DOUGLAS COUNTY (WI)
1316 N. 14th Street, Suite 301
Superior, WI 54880
<http://douglascountywi.org>

Part-Time LTE Office/Media Associate, Extension Office

An Equal Opportunity Employer

Online applications can be submitted until 11:59 pm on the closing date.

SALARY: \$18.61 - \$20.21 Hourly

OPENING DATE: 02/02/21

CLOSING DATE: 02/02/21 11:59 PM

DESCRIPTION:

The Office/Media Associate in the Extension office supports the outreach programs of the UW-Madison Division of Extension Douglas County educators by combining exceptional communication, graphic design and organizational skills with an ability to manage multiple tasks and timelines in an academic environment.

Part-Time, 20 hours/week. Limited Term Employment through December 31, 2021.

ESSENTIAL DUTIES:

- Develop and execute communication plans that promote the programming and outcomes of Extension educators and ensure effective interaction with various audiences and stakeholders. This includes:
 1. Administer, maintain and produce creative and accurate content for Douglas County Extension website (WordPress platform) and social media platforms;
 2. Design and layout of newsletters, presentations, handouts and other informational and promotional materials;
 3. Assist in producing professional and accessible videos and podcasts;
 4. Prepare reports for stakeholders using program outcome data obtained from Extension.
- Support the logistics and coordination of virtual and in-person programming, including registration, participant communication, and preparation of program materials;
- Provide clientele with information, supplies and referrals to local and state Extension resources;
- Manage and track the department budget including processing vouchers and invoices and preparing reports;
- Serve as the office technology liaison in order to maintain all office equipment and computers;
- Perform regular office management tasks such as supply orders and mail distribution;
- Collaborate with an innovative office team to promote a positive in-person and virtual office environment;
- Continue to enhance existing skills and acquire new skills that will lead to the successful execution of a demanding workload;
- Identify areas of improvement and create effective, efficient and accurate office systems and processes; and
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, with a minimum of two years' experience in an office setting. Prefer two or more years of college/technical training in multimedia design, communication or related field with 1-3 years of office experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SUPPLEMENTAL INFORMATION:

Working Conditions

This job operates in a professional office environment and routinely uses standard office equipment, such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as keyboarding. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation. Requires the ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Testing Requirements

Testing may be administered to assess skills and abilities necessary to perform the essential duties of this position. Structured interview, references and/or background investigation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://douglascountywi.org>

Job #LTEOMAEX022021
LTE OFFICE/MEDIA ASSOCIATE, EXTENSION OFFICE
MP

OUR OFFICE IS LOCATED AT:
1316 N. 14th Street, Suite 301
Superior, WI 54880
715-395-1429

An Equal Opportunity Employer

LTE Office/Media Associate, Extension Office Supplemental Questionnaire

- * 1. Briefly explain a team project you have worked on. What was your role on the team? What was the outcome of the project?
- * 2. What software are you comfortable using for design and layout of newsletter, pamphlets or other similar materials? How would you rate your skill in each application (Beginner, Intermediate or Advanced)?
- * 3. Please describe methods you would use to communicate with team members who are working remotely or at a different office than yours.
- * 4. What methods do you use to manage and prioritize upcoming projects and tasks? Briefly explain.
- * Required Question

Douglas County
2023 Budget
Form B-5
New Positions and Upgrades

FUND	MAJOR FUNCTION	DEPARTMENT	COST CENTER	COMMITTEE
101	Extension	Extension	56210	

NEW POSITION(S)

Class.	Number of Pos.	Salary per Hour	Salary per Year	Total	FICA	Retire.	Life & Hospital Ins.	Workers Comp.	Misc	Total Cost

Reason for new position(s):

Note: Total salary should include total amount to be paid, including overtime, etc.

PROPOSED POSITION RECLASSIFICATION(S)

Position	Present Class.	Prop. Class.	Present Salary	Proposed Salary	Increase in Salary	Increase in FICA	Increase in Retire.	Inc. in Workers Comp. & Other Ins	Total Inc. in Cost
Office Media Associate	G-3	G-3	\$20,866.00	\$39,124.00	\$18,258.00	\$1,405.87	\$2,543.00	\$20,957.00	\$43,163.87

Reason for proposed reclassification: Increase position from part time 1040 hours to full time 1950 hours

Department Head Approval

County Administrator Recommended

Standing Committee Approval

Administration Committee Approval

PLEASE NOTE: For new positions: Attach a copy of the Job Description
Attach a copy of respective committee minutes