

**Rock County Agriculture & Extension Education Committee**  
**Wednesday January 13, 2016 – 7:00 p.m.**  
**Courthouse Conference Center, Rm. 250**  
**Rock County Courthouse**  
**Janesville, WI**

**Agenda**

1. Call to Order
2. Approval of Agenda
3. Approval of December 9, 2015 Meeting Minutes
4. Citizen Participation, Information and Announcements
5. Educator Report: Nick Baker, Agriculture Educator
6. Fair Board Report
7. 4-H Fairgrounds Maintenance and Contracts
  - a. Approval of Fairgrounds Rental Contracts
8. Approval of Extension Bills/Transfers/Encumbrances  
Final Increase of Manpower Encumbrance
9. Semi-Annual Professional Development Report
10. Educator Performance Review schedule and process
11. Discussion and Possible Action regarding proposed restructuring of UW-Extension
12. Department Update
13. Comments from the Committee
14. Adjourn

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-62119	OTHER SERVICES				
		P1600163	01/01/2016	UNIVERSITY OF WISCONSIN EXTENS	495.00
		P1600164	01/01/2016	UNIVERSITY OF WISCONSIN EXTENS	400.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	170,871.00	0.00	0.00	895.00	169,976.00
56-5600-0000-63100	OFC SUPP & EXP				
		P1600073	01/01/2016	JANESVILLE SENIOR CENTER	75.00
		P1600162	01/01/2016	EPSILON SIGMA PHI	65.00
		P1600165	01/01/2016	WAE4 HYDP	115.00
		P1600166	01/01/2016	WACAA	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	0.00	4,500.00	455.00	3,045.00
<b>U.W.EXTENSION PROG TOTAL</b>				<b>1,350.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$1,350.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 13 2016**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
56-5600-0000-63300	TRAVEL		12/21/2015	DUERST,DONNA	410.75
			12/15/2015	FLICKINGER,ANGELA	212.23
			12/21/2015	REBOUT,MEGAN	184.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,100.00	9,623.44	0.00	806.98	(330.42)
56-5600-0000-64200	TRAINING EXP	P1503853	11/29/2015	UNIVERSITY OF WISCONSIN EXTENS	1,050.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	962.00	28.00	1,050.00	(40.00)
56-5600-0000-64209	DEMO EXP	P1500183	12/01/2015	SENTRY FOOD STORE	239.93
		P1503696	11/18/2015	JANESVILLE CONFERENCE CENTER	1,346.85
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	2,288.68	111.81	1,586.78	12.73
56-5600-0000-64904	SUNDRY EXPENSE	P1500181	11/24/2015	MENARDS	437.13
		P1502236	12/17/2015	UNIVERSITY OF WISCONSIN SOIL A	127.00
		P1503707	11/30/2015	ROCK THE BIKE LLC	308.03
		P1503723	11/24/2015	DELONG CO INC,THE	500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	32,416.00	21,715.88	6,002.47	1,372.16	3,325.49
<b>U.W.EXTENSION PROG TOTAL</b>				<b>4,815.92</b>	
56-5625-0000-63400	OPERATING SUPPLI	P1500181	11/30/2015	MENARDS	131.32
		P1501508	10/13/2015	MID STATE EQUIPMENT JANESVILLE	25.72
		P1503726	11/24/2015	DELONG CO INC,THE	1,159.52
		P1503825	12/08/2015	ARNDT FARMS INC	476.00
		P1503829	12/08/2015	REILLY FARMS	250.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,300.00	7,973.77	394.36	2,042.56	(1,110.69)
<b>FARM-GENERAL FUND PROG TOTAL</b>				<b>2,042.56</b>	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$6,858.48**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JAN 13 2016**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

PURCHASE ORDER NUMBER P1500694 PEID 053067

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 12/18/15

DEPARTMENT UW-Extension

COMMITTEE A&E

VENDOR NAME Manpower

ACCOUNT NUMBER 56-5610-0000-62400

FUNDS DESCRIPTION R&M Labor

AMOUNT OF INCREASE \$ 5,300.00

INCREASE FROM \$ 39,200 TO \$ 44,500

ACCOUNT BALANCE AVAILABLE \$ 5,334 SO 12/18/15

REASON FOR AMENDMENT Encumbrance was increased in November. However, with the increase to Mr. Thompson's salary and the expected invoices through the end of the year, there is not sufficient funds in the encumbrance to pay the invoices.

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_



University of Wisconsin-Extension

University of Wisconsin Extension - Rock County  
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Nutrition Education Program  
63 Eclipse Center  
Beloit, WI 53511  
(608) 363-6272 / Fax (608) 363-6225

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TO: A&E Committee

PC: Josh Smith  
County Administrator

FROM: Angela Flickinger  
Donna Duerst

DATE: January 5, 2016

RE: Semi-Annual Report – Attendance at Conventions/Conferences

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Per Resolution 06-9A-087, no Educator or staff member from UW-Extension Rock County attended any training, convention or conference attendance that exceeded the total of costs of \$1,000 per event.

Thank you for your continued support of UW-Extension.

Semi Annual Report Attendance for Training 1.5.16

University of Wisconsin, U. S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

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Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity. This document can be provided in an alternative format by calling (608) 757-5696 (voice) (711 for Wisconsin Relay).