

**MINUTES**  
**Trempealeau County Extension Education and Communication Committee**

Mike Nelson, Chair

1. Meeting called to order by Mike Nelson at 12:05 p.m. in the Trempealeau County Government Center in the Packer Room on May 3, 2012.
2. Notice was posted according to open meeting law requirements.

**Committee members present:**

Jay Low  
 Sally Miller  
 Arild Engelién  
 Olin Fimreite  
 Michael Nelson

**Others present:**

Steve Okonek  
 Cyndy Jacoby  
 Pat Malone  
 Jami Kabus  
 Ernie Vold  
 Bobbi Guthrie  
 Deb Jones

3. **MOTION: Adopt agenda as printed**  
(Engelién / Miller: **PASSED**).
4. **Introduction of Committee Members/Agents**

Mike Nelson started the introductions.

5. **Election of Committee Officers according to County Board Rule 22 (3):**

**Motion by Olin Fimreite, second Arild Engelién to nominate Mike Nelson as Chair. Motion carried.**

**Motion by Mike Nelson, second Arild Engelién to nominate Olin Fimreite as Vice-Chair. Motion carried**

**Motion by Olin Fimreite, second Arild Engelién to nominate Sally Miller for Secretary. Motion carried**

**Motion to close nominations and cast a unanimous ballot for officers. Motion carried.**

6. **Discussion of TCCTV Studio Financial Duties**

Cyndy is no longer doing the financial duties. Jami and Bobbi will keep basic financial responsibilities going for interim. Who will provide monthly budget update? Paul prepares monthly report.

7. **Hiring Summer Intern in TCCTV Studio**

Jami discussed the high school intern position. There is money in the budget for up to 12 weeks with wage at minimum wage plus \$2.00/hour. She passed out the position description. Jami will take lead with recruiting intern. Only standing committee approval is needed.

**Motion by Arild Engelién, seconded Sally Miller to approve the hiring of the summer intern. Motion carried.**

8. **Overview of UWEX hiring process for county staff**

Deb led the group in a discussion about the personnel relationship the county has with the University. County Educators are 100% state employees and the county is billed for 40% of salary and benefits. The State takes the lead in managing the hiring process. Final interviews are conducted in partnership with the county committee.

9. **Review of Trempealeau County Ag Position Description and the interview process to be followed**

Deb shared the position qualifications with the committee. She shared an inappropriate question handout and passed out the interview questions. She reviewed the interview process with the group.

10. **Closed Session per WI Stat 19.85(1)(c) to Consider Employment, Promotion, Compensation or Performance Evaluation Data of a public employee**

Mike Nelson announced the committee needed to go into closed session per 19.85(1)(c).

**Motion by Olin Fimreite, seconded by Arild Engelién to go into closed session per 19.85 (1)(c). Miller-yes, Engelién-yes, Fimreite-yes, Nelson-yes. Motion carried**

Committee went into closed session at 1:00 p.m.

11. **Reconvene Into Open Session**

**Motion by Arild Engelién, seconded by Olin Fimreite to reconvene into open session. Motion carried.**

**Motion by Sally Miller, seconded by Arild Engelién to affirm the decision made in closed session. Motion carried.**

12. **Next meeting date** was already set for May 22, 2012 at 9:00 a.m., in the Trempealeau County Government Center.

13. **MOTION: Adjourn meeting at 4:05 p.m.**  
**(Fimreite / Miller : PASSED).**

Pat Malone, Acting Secretary  
Agriculture and Extension Education Committee