



LARIMER COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

**1525 Blue Spruce Drive
Fort Collins, Colorado 80524
(970) 498-6000
FAX: (970) 498-6025
www.larimer.org/ext**

Extension Advisory Committee Meeting Minutes

January 5th, 2022
8:00 a.m. – 10:00 a.m. virtually via Zoom

Advisory Board members attending: Matt Holloran, Kara Rudnick, Regan Thomas, Maia Jackson

Guest: Tony Koski

Commissioner's Office: Commissioner Kristin Stephens

Extension staff attending: Kerri Rollins, Andy Weakland, Cari Brown, Lisa Auer, Alison O'Connor

AGENDA approved as written.

CALL TO ORDER: at 8:07 a.m. by Regan Thomas

PUBLIC COMMENT: Tony Koski – No Comment

AGENDA REVIEW: No additions or changes to the agenda.

APPROVAL OF LAST MEETING MINUTES: Moved by Kara Rudnick; seconded. Motion passed and minutes approved.

COUNTY COMMISSIONER LIAISON REPORT/COMMENTS:

Kristin: The County budget was just passed. There was not a lot of in person participation; it was mostly online. We will be looking to the community on how to spend the American Rescue Plan dollars. We will be looking for projects that are transformational (affordable housing, homelessness, etc.) I was made Chair of the Board as of the last meeting. Also redid our liaison positions and exterior representation positions, but kept all the same positions from last year. I

will still be liaison to this committee. The fires in Boulder are still weighing on our minds. We are in the process of approving our own emergency plans. We will be thinking of how we can prevent fires in highly populated areas. Our Office of Emergency Management is willing to help and the Sheriff's Office is already helping Boulder County as well.

INFORMATION ITEMS: (10 minutes, highlights)

Kerri: Here at Extension we are doing some good things. I have set up a Powerhouse 1 and 2 site visit this week for February 11, 2022, from 2:00-4:00 p.m. Please RSVP to Andy by January 19, 2022, if you would like to attend the tour. Also wanted to remind everyone about the County box at the Eagles game on January 21, 2022. We have 11 seats available. We will offer seats to staff and committee members first.

Just a couple highlights in 4-H, enrollment is a little low, but we are hoping that will tick up as March comes. I believe that people are just waiting to commit right now. Cari is working with the 4-H team as far as marketing goes.

Kara: I don't want to toot my own horn, but I received the Outstanding Leader of the Year Award.

Kerri: You should toot your own horn, that is fantastic! That is very cool and very well deserved and we truly appreciate all you do for us! Looks like Alison is on so I will let her speak to horticulture updates.

Alison: The Master Gardener Apprentice program will start next week. We are still doing annual recruitment of Master Gardeners. We haven't had that much attrition and I am very proud of them. We did have an annual banquet at the beginning of December. We had about 50 individuals attend. Cari Brown also attended and that was much appreciated. Starting next week on the second Wednesday of the month we will be doing virtual classes. They are for the public and anyone can register.

Kara: Quick question. How are we doing on hiring the new Market Manager?

Kerri: We are in the process of working with HR on the job description and getting it posted this week.

Lisa: I will be presenting on Mivos, but wanted to update on the Juntos program. Kids that go through this program usually have a 100% graduation rate. We will be holding stakeholder meetings in the community and are hoping to launch the program with Family Nights next Fall. Please let me know if you want to be a part of those meetings. It is a process and we want to be sure to have community involvement.

4-H (Katie, Pam, Diane, Toby and Bailey):

- Review of 2020-21 4-H Year:
 - 4-H Members - 789
 - 4-H Members Completed - 683
 - 87% Member Completion
 - 4-H Leaders - 262
 - 4-H Leaders Completed - 256

- 98% Leader Completion
- # of Projects - 1,636
- # of Projects Completed - 1,323
- 81% Project Completion
- Reviewing 2020-2021 and looking forward:
 - Numbers of both members and volunteers have dropped, but these drops are in line with what is being seen across Colorado and Nationally. These drops are interpreted to be significantly impacted by the COVID pandemic.
 - The 4-H team is working closely with Cari Brown on marketing efforts through early March in order to try to drive higher enrollment, and attempt to reach more eligible youth.
 - Enrollment is currently low with 174 members and 79 volunteers at some stage of enrollment. Enrollment closes March 15, 2022.
 - The 4-H agents are focusing their goals for the coming year on strengthening and improving the quality of current program offerings.
 - Agents have been working closely with Key Leaders to develop a strong programming plan for the 2021-2022 year.
 - We held a variety of educational events and workshops this fall. Some planned workshops, which were intended to orient current members to the project and be informational for potential members, were canceled due to lack of interest. Our 4-H programming has not had many 4-H workshops in the October through December months in recent years, so we expect we can have more success with this approach with more advanced advertising and as our 4-H community becomes more familiar with the concept over time.
 - We are excited to offer two new projects this year: Beekeeping and Metalworking. Colorado State began offering these new projects last year.
- Achievement Night: A successful Achievement Night was held on November 5, 2021, at The Ranch, with roughly 150-200 attendees. The Junior Leadership Club decorated and served refreshments. Three senior members served as emcees. Volunteers' and members' achievements from the year were highlighted.
- Early 2022: We will kick off the year with orientations across a variety of projects to get current members started, and also to serve as opportunities for potential members to learn more about opportunities and consider joining the projects.

Horticulture and Farmers' Market (Alison):

- Master Gardeners: A very successful year overall with continued volunteer enthusiasm and interest in continuing education. There is hope that hybrid classes will be offered in 2022 with more social interaction options. The Master Gardeners had 4,507 volunteer hours, 1,503 continuing education hours and connected with 7,784 individuals in Larimer County in 2021.
- Apprentice Master Gardeners: There are 13 incoming CMG apprentices for 2022 and one transfer (from Texas). They will start training the week of January 10, 2022.
- Farmers' Market: Vendor applications are scheduled to open on January 15, 2022, for the 2022 season.
- Virtual Gardening Classes: With Amy Lentz in Weld County, the virtual gardening webinars will continue on the second Wednesday of each month at noon (12 p.m.), supported by the Loveland Library and Clearview Library District. Different topics will be presented each month. Registration will be required and the recording will be available following the presentation. The [CO-Horts Blog](#) hosts registration and recordings. The dates are:

January 12: Seed Starting
February 9: Gardening Myths
March 9: Planning the Cut Flower Garden
April 13: Landscape Irrigation
May 11: Managing Japanese Beetle
June 8: Dry Shade Gardening
July 13: How to Clean, Store, and Prepare Vegetables
August 10: Pet-Friendly Landscaping
September 14: Fruit Trees
October 12: Plants for Fall Color
November 9: Gardening Year-in-Review
December 14: Evergreens for the Landscape

Food & Nutrition (Amber):

- Worked in partnership with a Garfield County Director/FCS agent to update the Food Safety Works class curriculum and reformat it to be offered virtually. We co-hosted the first virtual class in December and have another virtual offering in January. The development of this updated curriculum has enabled the opportunity for the class to be offered in Spanish statewide. This should be available this winter.
- Working to hire a one year FTE (Larimer County) to teach and proctor exams for a Certified Food Protection Manager course to the public. The curriculum offered will be through National Environmental Health Agency (NEHA) in place of the more widely known ServSafe course. The job description will be posted this month.
- Had successful virtual classes in November and December including Cottage Foods, High Elevation Baking, Mediterranean Diet and Meal Planning with Confidence.
- Will be launching a virtual Financial Literacy class series this month for Larimer County Human Services clients.

Ag & Natural Resources (Karen):

- Native Plant Masters (NPM): Completed a successful year with 17 volunteers who educated 4,774 adults and 41 youth with information learned in a NPM course. These volunteers provided 638 hours of educational outreach. Begin preparation for 2022 NPM courses.
- Colorado Building Farmers Program: Will hold an 8-week hybrid course at the Extension office from January 12 to March 2, 2022.
- Emergency Preparedness: Spoke with sixth graders from Walt Clark Middle School in Loveland about preparing for disasters that can happen in Larimer County (wildfires, floods, tornadoes, snowstorms).
- One-on-one contacts and site visits: 226 one-on-one contacts and 36 site visits conducted in 2021.
- Radon Education: Four virtual radon programs scheduled for January, which is Radon Action Month.

Community Development (Sue & Lisa):

- Sue distributed a class list for January through May 2022, along with bi-monthly morning meditation sessions. Sue will be offering:

Jan 14: Hope & Healing
Feb. 11: Self-care Planning Workshop
Mar. 9: Emotional Resilience
April 11: Attend to Pain Mindfully
May 11: Authentic Connection

- Sue and Cheryl launched the new and improved Senior Access Points website! After many, many months in development, the site is now available for Larimer County residents and family members to search for aging-related resources. Check out the new website:

[LarimerSeniors.org](https://larimerSeniors.org).

- Outreach impacts for Senior Access Points:
 - The SAP team, with the support of five volunteer ambassadors, distributed 3235 outreach materials in English and 272 magnets in Spanish.
 - There were 5977 website users and outreach had produced 207 phone calls to the Office on Aging.
 - Outreach was conducted in medical clinics, eye centers, libraries, coffee shops, senior centers and hair salons.
 - Five Senior Access Points Ambassadors contributed 110 hours in 2021.
 - Cheryl did an interview about SAP for KRFC “Community at Work” show. Listen here: <https://soundcloud.com/user-51483923/senior-access-points-community-at-work-dec-2-2021>.
- Sue was invited to present on CSU Extension’s aging initiatives at the Colorado Counties Incorporated Winter Conference meetings in Colorado Springs in December. The panel discussion was called, “Lifelong Colorado: Community Preparedness for Aging Population”.
- We will be sending out informational emails to community stakeholders during the month of January regarding information on the Juntos program with an invitation to be part of the conversations. Stakeholder meetings will be held in February/March. For more information please contact Lisa Auer auerlm@larimer.org or Katie Daywalker daywalka@co.larimer.co.us.
- The Mi Voz/FLTI 10 week Leadership Lab and FLTI ten-week youth program is currently taking applications. The adult class is offered in an English/Spanish language justice model. Please see the fliers in the drive for more information.

PRESENTATION: MiVoz and Family Leadership Training Program - Lisa Auer

- A. Please refer to PowerPoint presentation and MiVoz slides.
- B. 2021 Leadership Graduates (Slide), 2021 Session Tops (10 Topics), 2021 Project Highlights (Muevete, New Hope and Life, Security and Renovation, La Escuelita, Signs for Poudre Valley, Prevee).
- C. 2022: Ten session leadership lab, FLTI youth curriculum, partnership with La Familia and Larimer County Extension FLTI.
- D. FLTI Youth Flyers/Applications.
- E. Kara: Quick questions. Are you familiar with an organization called COYAC? One of my kids participated in it and it is a great organization. I will send you some information, but I would recommend having the kids participate in this.

Lisa: That sounds great. I would love to hear a presentation on this. I will send this information on.

Kerri: Thank you, Kara. You are full of all sorts of great information. Any other questions for Lisa? - no

DISCUSSION:

A. Larimer County Climate Smart Initiative participation:

a. Kerri: Curious to see if anyone attended meetings? Should I keep sending out information?

b. Regan: I did not attend but I would like to continue receiving information.

c. Kerri: Great, I will continue to send more information on this.

d. Kara: Can I put in a plug for Climate Smart? This is going to really help inform a lot of decisions we will be making over the next year. Any input you can give us in whatever form is really valuable. All of your input will help create and form our policies.

e. Kerri: Agreed. Some things I will send may not be directly related to Extension, but we are all community members and all need to be informed.

B. Board purpose and function review

a. Regan: I sent a quick email in December to review the board purposes and now I just want to touch base. Do we all feel we are meeting the purpose of our bylaws, meeting structure, and participation as a board? Are we meeting our purpose? Are we meeting the Commissioners' purpose? Are we meeting the purpose of Extension staff?

b. Kerri: On the agendas and meetings if there are suggestions with the agenda format please let me know. Is it working well for everyone? I know meetings are full, but most times we are able to end at two hours. Any feedback? If people are stepping off the board I usually like to know why. Most times it is because of having a job that doesn't allow them to meet during the work day. Looking for any feedback.

c. Kara: My hope is that I am supporting the board and asking appropriate questions to help out Extension. I do get involved and I do believe in Extension. I think we are serving it, but having more members and diversity will help strengthen that.

d. Kristin: We will be recruiting for new board members. We didn't want to just fill in slots we wanted to recruit to help increase diversity within the board itself. We are really trying to broaden all the boards in many different ways to have more input from different parts of the community that we may not always hear from. We had our first recruitment for our new board and had about 36 applicants. I would think it will probably start in early March and trying to get members joined by early summer. I would say this board has really shown a commitment to diversity and inclusion that I would like to see implemented in all of the boards. So much great work is being done in Extension right now and we are appreciative of the work that you do.

e. Kerri: Thanks, Kristen. Kara, I just wanted to add that you ask great questions and are fully engaged.

f. Regan: I just will add that within the four years that I have been on the board we have had a lot of people come and go, but overall I believe we do meet our purpose and we have been very engaged with staff. I just want to make sure that everyone feels that we are engaged. Kerri, what I would like to do is have a call out for any agenda items from whatever sources they have to put on our agenda. Any time you have any feedback please reach out to me.

g. Kerri: We had it on the agenda, but I am going to add it in and call it "Board Feedback". This will be at the front of the agenda.

- h. Kara: Is there a chance we can have a document in the Google Drive that spells out all of our dates so I can update that calendar.
- i. Andy: I will add that document to the Google folder.
- C. Showcase updates - Cari Brown
 - a. Please refer to slides.
 - b. Cari: The Showcase will be on March 2, 2022. It will be virtual.
 - c. Goal, draft agenda: intro, 2021 Larimer County Extension video, short: 4-H and County Fair, trivia questions, wrap up – Kerri.
 - d. Draft Video Outline: Fast intro, program highlights, Needs Assessment and Strategic Guidance.
 - e. Board participation, community partners? Gift bag feedback?
 - f. Kara: I will volunteer. Just touch base with me and let me know what you would like me to do.
 - g. Regan: I can help out as well and just let me know what you need.
 - h. Kerri: We can send this list out to the Advisory board as well.
 - i. Cari: We have a community partner list internally, but obviously the point of the showcase video is reaching out to those that should know about Extension. Please email me any names of those you would like to be a part of this showcase presentation.
 - j. Kara: Amber has a list of people that I believe should be aware.
 - k. Regan: Outside of our regular partnership should we extend into our emergency management community? I am sure there are a number of partners out there. I just don't know them.
 - l. Kara: If you can share this presentation on Google Drive then we can assist and help with more ideas.
 - m. Kristin: We have always invited local and community leaders. Maybe even State Senators and other statewide stakeholders. This would be of interest to these types of individuals. I will send you an email when I have some time to think about it.
 - n. Kerri: Is it better to have a Google document where we put names and contact info?
 - o. Cari: I can do that. I will make a Google spreadsheet so everyone can fill it out.
 - p. Kara: Can you give us a deadline?
 - q. Cari: I will get a deadline out to everyone. For the gift bags, we were thinking of asking people to come to our office. Is there any opposition?
 - r. Kristin: I think that works. Maybe there can be additional materials included in the gift bags.
 - s. Cari: Thank you I will follow up with additional information.

ACTION:

- Board Elections - Chair, Vice Chair
 - Regan: Next action item is the board officers, Chair and Vice Chair, elections. I am open to anyone who wants to be Chair.
 - Kara: I do want to throw my hat in the ring.
 - Regan: The position mainly just meets with Kerri before meetings in preparation for the meeting. When we were doing meetings in person, that person would also be the host. Outside of that it would be just creating the agenda and any other additional items. I would move to nominate Kara as Chair of the advisory board. Do we have a second?

- Kerri: I know Matt is having some technical issues so we won't be able to get his input right now. If there is anyone else that would like to be Chair we can vote for email, if not we can vote right now verbally.
- Regan: I think that there are only three board members on the call right now.
- Kara: Quorum would be half.
- Kerri: Then we can move forward today. Regan, how would you like to proceed?
- Regan: I think that Kara has spoken up. I think that I would vote "yes" for Kara to be Chair and then for Vice Chair we would need Matt to speak up to see if he would like to be Vice Chair for the year.
- Kerri: Matt has emailed me and he is still interested in being Vice Chair and he is a "yes" for Kara to be Chair.
- Regan: So with that Kara will now be Chair and Matt will remain Vice Chair.
- Kerri: Regan, I just wanted to say thank you for being Chair for the past 3 years.

OTHER BUSINESS: Community trends and issues or other items.

- Kerri: That is it for our agenda. Is there anything else for the March meeting that we will want to add?
- Regan: Is the showcase before or after our March meeting?
- Kerri: The showcase will be after our board meeting on March 2, 2022.
- Matt: I did join that Climate Wise meeting and I was very impressed with the proactive approach the County is taking moving forward. I would say if any can join those meetings that would be helpful. There was a climate denier at that meeting so the meeting became a little contentious. The more voices we can get for being proactive the better.
- Kerri: Matt, thank you for representing us on that. I will send out more information in a wrap-up email from this meeting.

MEETING ADJOURNED at 9:33 a.m.

NEXT MEETING: Wednesday, March 2, 2022 at 8:00 a.m.

Respectfully submitted,
 Andy Weakland
 January 5th, 2022