

**Resource & Recreation Committee**  
**Minutes of Meeting**  
**April 5, 2007 @ 9:30 AM**  
**Adams County Community Center**  
**569 N. Cedar Street, Room 103**  
**Adams, WI 53910**

1. **Call to Order:** Meeting was called to order by Chairman Repinski at 9:31 AM, in Room 103, Adams County Community Center.
2. **Properly announced:** Yes
3. **Roll Call:** Roll call was taken by Felts-Podoll; Neuenfeldt, Dehmlow and Repinski present. Staff present Don Genrich, Agriculture Agent, Edie Felts-Podoll Department Head/Family Living Agent.
4. **Agenda Approval:** Motion by Dehmlow and Second by Neuenfeldt to approve the agenda as presented. Motion carried.  
**Note:** Licitar joined the meeting at 9:35 AM.
5. **Approve Minutes:** Motion by Neuenfeldt Second by Dehmlow to accept minutes of the Resource & Recreation Committee of March 15, 2007 as presented. Motion carried.  
**Note:** Ward joined the meeting at 9:40 AM.
6. **Public Participation:** None
7. **Communications:** None
8. **Items for Action or Discussion**
  - a) Vouchers/Expenditures from March 2007: Motion by Dehmlow and Second by Licitar to approve the vouchers for 2007 budget as presented and send to Finance Committee. Motion carried.
  - b) Review and Place on File Monthly Reports of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Dehmlow Second by Licitar to place monthly reports on file. Motion carried.
  - c) Approve Calendars of Jennifer Swensen, Donald Genrich and Edie Felts-Podoll: Motion by Dehmlow Second by Neuenfeldt to approve calendars of staff. Motion carried.
  - d) Support Staff Job Descriptions– Full-time Clerk Typist job description was revised. Motion by Dehmlow Second by Neuenfeldt to send revised job description to Administrative Committee. Motion carried. Full-time Secretary/Receptionist/Bookkeeper job description was revised. Motion by Dehmlow Second by Neuenfeldt to send revised job description to Administrative Committee. Motion carried. Motion by Neuenfeldt Second by Licitar to revise the part-time clerk-typist position to drop words per minute (wpm) for shorthand/speed writing and add need for valid driver’s license. Motion carried. Job descriptions were revised and signed by the committee
  - e) Compensatory Time – No excess compensatory time is accrued in the Extension office.
  - f) Vacation –Motion by Ward Second by Neuenfeldt to allow Edie Felts-Podoll to use her excess vacation by November 1, 2007. Motion carried.
  - g) Part-Time Clerical Position Vacancy – Update – Eleven people have been offered testing. Most qualified will be offered interviews.
  - h) Community Center Action Plan Update – Community Center Action Plan is going well. It will be reviewed at the Executive Committee meeting in June.

- i) In-service Postal Changes - Motion by Licitar Second by Dehmlow to send one support staff member to the Postal Changes In-service in Portage on April 25<sup>th</sup>.  
Motion Carried
- 9. **Resource/Extension Report of Departments**
  - a) Staff Presentation- Don Genrich presented on his Horticulture Education programs.
- 10. **Resource/Extension Report of Committee Members**
  - a) Wisconsin Association of County Extension Committees (WACEC) – members Report. – News release and photos will be put in the Rapids, Dells and Adams Times newspapers regarding visits with Hines, Schneider and Lassa.
- 11. **Set Next Meeting Date** – May 3, 2007 at 10:00 AM in Room 103 at the Adams County Community Center.
- 12. **Agenda Items for Next Meeting:** None at this time.
- 13. **Adjourn:** Motion by Dehmlow and Second by Licitar to adjourn. Motion carried. .

Minutes taken by Edie Felts-Podoll  
Family Living Educator/Department Head  
UW-Extension, Adams County

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Glenn Licitar, Committee Secretary

These minutes have not been approved by the Resource & Recreation Committee.