

# District Staff Conference

February 6<sup>th</sup>, 2019



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# TEConomy ROI study

- Interviews took place on campus the last week of January focusing on key programs
- Additional interviews will take place by phone
- The team is on track to deliver a report in late April





# Verified Volunteers Webinar and Recording

Dates:

Monday Feb 25 3-4pm EST

Wednesday Feb 27 10-11 EST

Friday March 1 12-1pm EST

Here are login and call in details. I made it a recurring meeting, so the below credentials will get them into each meeting!

Meeting URL: <https://sterlingts.zoom.us/j/230384385>

Dial: 408 638 0968

Meeting ID: 230 384 385

Here is the link to the recording of the first webinar:

[Verified Volunteers Webinar Recording](#)



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# Online STO Masters

- The University Senate Council should be approving soon, with the goal of starting classes in the fall
- For those interested in the Science Translation and Outreach online masters:
  - Go ahead and take the GRE, it will be required
  - Number interested in starting in the Fall?



# Client Protection Risk Management

4 – CP RM webinars have been scheduled.  
Agents can sign up in KERS

Jan. 11th

March 29th

August 2nd

November 22nd



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# Client Protection Risk Management

As a reminder new background checks must be requested at least every 5 years and should be completed between Jan. 1<sup>st</sup> and April 30<sup>th</sup> for all volunteers.

D1 and D2 – 2018

D3 – 2019

D4 – 2020

D5 & D7 - 2021

D6 - 2022



# Excess Accident Insurance

## UK Risk Management Program Coverage

Primarily youth events – 4-H youth, teen and adult counselors covered. Some FA and FCS events could be covered

Cannot be used for ANR, FCS, HORT adult focused events

Can pay by check. Will not receive the coverage certificate until after payment is received, but will have coverage (per UK RM)



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# Excess Accident Insurance

## Coverage Benefits and Limits

ITEM	AMOUNT/COMMENT
Accident Medical Expense (Excess)	\$50,000
Accident Dental Expense (Excess)	Included
Deductible	Nil
Sickness Medical Expense (Excess)	\$500
Deductible	Nil
AD&D and Paralysis, Principal Sum	\$25,000
Benefit Period	One Year
Effective Date	1/1/19

## Rate Per Camper Per Day

CAMP	AMOUNT
4H Camps, Week Long	\$ .35
4H Camps, 2 Days	\$ .24
Sports Camps	\$ .52
Misc. Camps/Trips	\$ .22
Football Camp (Per Week)	\$9.50



# Excess Accident Insurance

## Other Options

American Income Life – lower coverage rates, but any program area can utilize.

### Annual Plan –

#### **Provides Maximum Benefits of:**

\$5,000.00 – Medical and hospital expenses resulting from injuries

\$5,000.00 – Loss of life

\$500.00 – Dental expense due to injury of sound, natural teeth

\$10,000.00 – Loss of any two: arms, legs, feet, hands, or sight of both eyes.

\$ 5,000.00 – Loss of any one arm, leg, foot, or hand

\$ 3,000.00 – Loss of sight of one eye.



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# Excess Accident Insurance

## Other Options

American Income Life – lower coverage rates, but any program area can utilize.

Complete the online form at -

<https://www.aile.com/specialriskdivision/activityreport>



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# Innovative Program Sharing

Topic: Agent Program Sharing District Meetings

Time: Feb 13, 2019 11:00 AM Eastern Time (US and Canada)

Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/8190326356>

Or iPhone one-tap (US Toll): 16468769923,8190326356# or 16699006833,8190326356#

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

+1 669 900 6833 (US Toll)

Meeting ID: 819 032 6356

International numbers available: <https://zoom.us/j/8190326356>

Or Skype for Business (Lync):

[SIP:8190326356@lync.zoom.us](https://lync.zoom.us/j/8190326356)



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# State Extension Council Meeting

February 26-27

Embassy Suites – Lexington, KY

Theme – “Kentucky’s Opioid Crisis”

Encourage your delegates to attend.



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# Penalty Mail

## Points to remember regarding Federal Penalty Mail

- No advertising or business of fairs, livestock shows and livestock sales
- No established organizations' and associations' business may be sent
- No personal messages, holiday greetings nor farewells may be sent
- Full message from Rhesa King contained in notes below.



# UK Healthcare Promotional Items

## FLU RESTRICTIONS

[Visitation restrictions now in effect. Learn more »](#)



[Home](#) » Cooperative Extension Service

## Cooperative Extension Service

### Welcome UK Extension Agents

As part of UK HealthCare's mission, we are called to promote better health for the people of Kentucky through creative leadership and quality initiatives in patient care, health education and medical research.

We are proud to collaborate with the Kentucky Cooperative Extension Service to provide research-based materials to help you educate and empower the citizens of the Commonwealth for better health.



### On This Page

[Monthly Health Observances](#)

### COOPERATIVE EXTENSION SERVICE ORDER FORM

[Request Health Education Materials »](#)

### Get Educational Materials to Distribute

To request educational materials, use UK HealthCare's [Cooperative Extension Service Order Form](#). Once you submit your order, it will be processed and taken to the Ag Distribution Center.

**Due to high demand, we must limit item quantities to 100 per order unless an exception has been approved.**

To apply for an exception, please email your event information to Linda Young at [lyoung@uky.edu](mailto:lyoung@uky.edu).

### Blog

Join the conversation and get up-the-minute news and health information from UK HealthCare by [reading our blog](#). [HealthMatters](#) provides health and wellness information from the experts at UK HealthCare along with interviews with our providers.

### Monthly Health Observances

Visit the [CES order form](#) and order materials related to these topics to recognize the monthly health observances.

### February

- Age-Related Macular Degeneration Awareness Month



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# UK Healthcare Promotional Items

- Counties can order promo materials and educational handouts
- Complete on-line order form
- If you order, plan to pick up at Ag Distribution when contacted
- <https://ukhealthcare.uky.edu/community/programs/CES>





# ESP Annual Meeting

- \$55 for Annual Meeting, \$10 for Workshop on the Move, \$35 for In-service
- Hotel:
  - Hampton Inn of Bardstown, Rate: \$109/night, single or double
  - Call 502-349-0100, code *ESP* for rate



# ESP Annual Meeting

- March 19-20
  - Featuring:
    - “Workshop on the Move” a tour of Bernheim Arboretum and Research Forest
    - Retiree and Life Member Meeting
    - Annual Business Meeting and Awards Program
    - In-service: Dr. Barbara Chamberlin, New Mexico State University, Extension Instructional Design and Educational Media Specialist
  - Register:  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_egqPHFSAazUotmt](https://uky.az1.qualtrics.com/jfe/form/SV_egqPHFSAazUotmt)



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## Leads

Look for more information on this NEW innovative program at this year's annual meeting.



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# Open Records Requests

- Send IMMEDIATELY to Stacy Miller, Tim West and Amy Spagnuolo ([UKOpenRecords@uky.edu](mailto:UKOpenRecords@uky.edu)) ([stacy.miller@uky.edu](mailto:stacy.miller@uky.edu)) ([tim.west@uky.edu](mailto:tim.west@uky.edu))
- Counties should **never** respond to an open records request



# New Staff Mentor Program

- Similar to the Agent Mentor Program
- 6 month program that pairs a new/developing staff member with an experienced staff member
- Mentor acts as a resource with 2 in person meetings and phone check-ins
- Currently looking for mentees



# Research Survey Guidelines

## Guiding Principles:

- Survey results must benefit Kentucky Cooperative Extension Service.
- Purpose of survey, length of survey, instrument, methodology and how results will be used must be included in the survey request.
- The UK Data Retention and Ownership Policy must be followed-  
<http://www.research.uky.edu/ori/data.htm>
- College of Agriculture Food and Environment students should complete the “College of Agriculture Food and Environment Graduate Student Research Project Proposal” form and submit to Jeff Young, Director of County Operations ([jyoung@uky.edu](mailto:jyoung@uky.edu))
- Link to guide - [http://ces-manuals.ca.uky.edu/files/survey\\_guidelinescesadmin.pdf](http://ces-manuals.ca.uky.edu/files/survey_guidelinescesadmin.pdf)



# Retirement Counseling TIAA-CREF/ Fidelity

For UK Sponsored Retirement Events –

Official Travel / Day Trip

For Personal Counseling within 2 years of retirement –

Official Travel/ Day Trip

For all other Personal Retirement Counseling –

Call / Video Conference / Vacation leave



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# Unconscious Bias Training

- All employees must attend
- New employees, or those that have not yet taken the training, can register in myUK Learning



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# Mental Health First Aid

- District Trainings
  - Eight hour training (either in one day or two day trainings)
  - Open to all agents
  - Limited to 30 participants per training
  - There will be a series for youth trainings as well
  - District contact will determine dates/times



# U.S. Census Job Opportunities



**JOIN THE 2020 CENSUS TEAM**

United States  
**Census 2020**

**APPLY ONLINE!**  
[2020census.gov/jobs](https://2020census.gov/jobs)

The U.S. Census Bureau is an  
Equal Opportunity Employer.

**U.S. Census Bureau**  
Like This Page · October 11 ·

You can help your community! Apply for one of thousands of temporary #2020Census jobs. Census results determine the number of seats each state has in the U.S. House of Representatives as well as how funds are spent on roads, schools and hospitals. Apply online at: [2020census.gov/jobs](https://2020census.gov/jobs) #ApplyToday

67 · 8 Comments · 222 Shares

Like · Comment · Share

Most Relevant

Drenda Carter I enjoyed working the 2010 census and I would like to get in on the first hiring wave for Maryland, how soon will that be? I have put in my app is that all I can do for now?  
Like · Reply · 2w

U.S. Census Bureau Hello, If you have a question about your application, please call 1-855-JOB-2020.  
Like · Reply · 2w

Orin O'Neill I really enjoyed working on the 2010 Census. My application is on its way! 🙏  
Like · Reply · 3w · 2

Pamela Davis Shawn Wentz, can you pass this on to Judy? They might know when they'll be hiring for door knocking.  
Like · Reply · 3w · 1 Reply

Jane McI and do you have to be an



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# U.S. Census: How Extension Can Help

- Contact: Michelle L. Elison, Kentucky Partnership Specialist  
Philadelphia Regional Census Center
- Promotion
- Complete Count Committees (one in each county)
  - Schools Reps
  - Media
  - Non-profits/ Community/ Extension
  - Health Care



# Support Staff Evaluation Timeline



# Mileage Rate Changes

- These have been updated in TRIP
- \$0.58/mile for business use
- \$0.20/mile for medical or moving purposes
- \$0.14/mile in service of charitable organizations



# KERS County Vehicle Mileage Logs

- Working on a new feature in KERS
- Log County Vehicle Mileage by driver
- District Directors will upload vehicle information by county
- KERS will create a summary of mileage driven for each vehicle by driver



# 4-H Updates

- Isaac Hollon, Estill County 4-H, will be transitioning to Senior Specialist for 4-H Youth Development on 3/1
- If you have any messages for Martha Welch, who will be retiring on 3/31, please send those to Mark Mains



# 4-H Updates

- 4-H Annual Report is now available.
  - Be sure to check out the **NEW** 4-H calendar.
  - Please share both as widely as possible.
  - Request an electronic file from the State Office. There are a limited number of printed reports.
- Contact Agent List
  - Lists should be returned by 4/1
  - Be aware of the time and responsibility commitments of assignments





# 4-H Updates

- Client Protection/Risk Management
  - As of 3/1 the new, and only, vendor for background checks will be Verified Volunteers
  - Level 2 check (for general volunteers) \$15
  - Level 3 checks (for overnight volunteers) \$30



# 4-H Updates

- Service Trip: Peru
  - 2 year cultural program culminating in a service trip
  - See email from Rachel Noble with details
- Applications for STC, Board and Officers are available, be sure to check the deadlines
- Shooting Sports/Firearms Policy changes
  - Updated form has been mailed and is on the website (DDs have copies to share with you)
  - All volunteers who store firearms or equipment need to sign this form with a copy given to the volunteer and the original filed in the office



# 4-H Updates

- Camp
  - 2020 camp fee will be \$225
  - We are asking all counties to reach their minimum numbers by campers by tier
- FCS Program In-services
  - 4-H agents should contact the FCS program coordinator before signing up for FCS provided in-services



# FCS Updates

- Annual training February 18 – 22
  - Note: Western KY training location has moved to the WKU Conference Center, 2355 Nashville Rd, 42104, Room 112 with the February 18 Food Preservation Workshop at the Barren Co Extension Office
- New Curriculum
  - *Positive Employability: Preparing for Financial Success* will roll out this spring
  - Training dates
    - April 16 – 17 at McCracken County Extension Office
    - July 11 – 12 in Ashland, KY – Location TBD



# FCS Updates

- Greece Study Tour
  - 24 participants from UK and Kansas State
  - There will be a lunch and learn webinar series in February focusing on the subject matter content of the study tour
- FCS Program/Material Request Form
  - To improve communication a Qualtrics form will come centrally into the main office and be distributed to the correct person to handle the request.  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_2hKcF3L1n2IIVT7](https://uky.az1.qualtrics.com/jfe/form/SV_2hKcF3L1n2IIVT7)



# FCS Updates

- KEHA State Meeting
  - May 14 – 16
  - Crowne Plaza in Louisville
  - Registration details are at [www.keha.org](http://www.keha.org)
  - 2020 meeting will be April 21-23, 2020 at the Owensboro Convention Center and the 2021 meeting is tentatively scheduled for April 27-29 at the Holiday Inn University Plaza and Sloan Convention Center in Bowling Green
- If you are covering Homemakers, you can be added to the listserv anytime by contacting Kim Henken



# FCS Updates

- Patricia Brantley Todd Awards of Excellence
  - Nominations are now open
  - FCS Agents are eligible for the extension outreach award
  - <https://hes.ca.uky.edu/content/patricia-brantley-todd-awards-of-excellence>. Nominators must complete the online form and upload both a 2-page nomination statement and vitae or resume for the nominee
  - Nominations MUST BE submitted by March 15, 2019



# ANR Updates

- Innovation Skill Building Training
  - 2/21 – 2/22, 9:30 – 4:30
  - Scott County Extension Office
  - Register in KERS by 2/14



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# District Hemp Meeting

**Contact Tom Keene**, Agronomy Specialist with possible dates for your district meeting.



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# District Hemp Webinar

Topic: Industrial Hemp Webinar

Time: Feb 12, 2019 9:30 AM Eastern Time (US and Canada)

Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/8190326356>

Or iPhone one-tap (US Toll): 16468769923,8190326356# or  
16699006833,8190326356#

Or Telephone:

Dial:

+1 646 876 9923 (US Toll)

+1 669 900 6833 (US Toll)

**Meeting ID: 819 032 6356**

International numbers available: <https://zoom.us/j/8190326356>

Or Skype for Business (Lync):

[SIP:8190326356@lync.zoom.us](https://lync.zoom.us/j/8190326356)



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# ANR Updates

- Fruit and Vegetable Pest/Disease Management Training
  - 2/20, 8:00 – 12:00 (EST)
  - UK Horticulture Research Farm
- Small Ruminant Grazing Conference
  - 2/23, 7:30 – 2:30 (EST)
  - Derrickson Agricultural Complex, Morehead State University



# ANR Updates

- Kentucky Alfalfa and Stored Forages Conference
  - 2/21, 8:00 – 3:00 (EST)
  - Fayette County Extension Office
- Organic Association of Kentucky Conference
  - 3/1 – 3/2
  - Clarion Hotel and Conference Center - North
  - <https://www.oak-ky.org/2019-conference-overview>



# ANR Updates

- Ag Engineering Showcase
  - 3/8, 9:00 – 3:30 (EST)
  - Barnhart Building, UK Campus
- KYH2O
  - New podcast about all things water
  - <https://kyh2o.podbean.com>



# CEDIK UPDATE

- CEDIK/CLD Agent trainings
- In-Service Training 10005268: Effective Communication
- When: 2/11/2019
- Location: 4-H Leadership Center in Jabez, KY
- Contact: Lissa Pohl, [lissa.pohl@uky.edu](mailto:lissa.pohl@uky.edu)
  
- In-Service Training 10005285: Approaches to Resolving Conflict
- When: 4/10/2019
- Location: Warren County Extension Office, 3132 Nashville Rd, Bowling Green, KY 42101
- Contact: Dan Kahl 859-257- 2542 [daniel.kahl@uky.edu](mailto:daniel.kahl@uky.edu) Or Ron Hustedde 859-257-3186 [rhusted@uky.edu](mailto:rhusted@uky.edu)



# CEDIK UPDATE

- **Community Design 101: Streetscapes-Visioning Vibrant Relationships**
- TRAINING ID            10005119
- TRAINING DATE(S): 3/19/2019
- LOCATION:            Webinar
- TIME(S):              11:00-12:00 pm ET
  
- DESCRIPTION:        Enhancing streetscapes can offer quality of life benefits for communities from economic development to healthier lifestyles. AUDIENCE:            All  
Extension Agents and staff
- CONTACT:            Jayoung Koo, 859-257-3853, jayoung.koo@uky.edu
- INSTRUCTIONAL HOURS:        1 (Credit given for attendance at entire session. Partial credit not available.)
- LAST DAY TO REGISTER:        3/5/2019
- LAST DAY TO CANCEL:        3/11/2019



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# CEDIK UPDATE



- **CREATE** (Celebrating Retail, Accommodation, Tourism, and Entertainment) Bridges initiative will be
- hosting civic forums to give regional business owners in the retail, accommodation, tourism, and
- entertainment sectors an opportunity to discuss their needs in the local economy!
  
- **CREATE** Bridges' primary goal is to showcase the assets of Eastern Kentucky by recognizing how
- valuable these sectors can be in revitalizing our economy.
  
- **CREATE** Bridges is designed to support the development and expansion of these vital community
- assets. Regional data will be compiled as a result of these forums and will be addressed through
- the development of new workforce initiatives and utilization of existing supports.
  
- Please join us at one of the six regional civic forums listed on the back of this flyer to kick off
- the **CREATE**
  
- Bridges movement in Eastern Kentucky!



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# District Staff: EFO Update



## Extension Financial Operations

Chris Shotwell, Director Financial Operations

Tina Ward, College Business Analyst

Ty Back, Fiscal Compliance Officer

Jeremy Teal, Fiscal Compliance Officer

# Compliance

- Work continues on a consolidated financial operations manual
  - All existing guidelines have been brought into one document
  - Additional guidelines have been added where necessary
  - Standardized forms being developed (to be distributed in March):
    1. Payment Voucher
    2. Daily Deposit Log
    3. Safe Log

# Compliance

- Cash Receiving Reminders
  - Create a cash receipt in carbon form (triplicate) for all income
    - One copy to the payer
    - One copy kept with deposit documentation
    - One copy kept in receipt book
  - Receipts should be used for on-site transactions, off-site transactions and for mailed payments
  - Restrictively endorse checks immediately upon receipt
    - “For Deposit Only”

# Compliance

- Cash Receiving Reminders

- Receipt forms must include:

- a) The amount of the payment;
    - b) The mode of payment (e.g., cash or check);
    - c) Name of person making payment;
    - d) Purpose of payment;
    - e) Date of payment;
    - f) Sequential number;
    - g) Account payment applied to, if applicable; and
    - h) Signature of the employee receiving funds for written receipt.

# Compliance

- Cash Receiving Reminders
  - Limit access to cash and keep funds secure at all times
  - Restrict access to areas where cash is counted or handled to persons directly involved and restrict visibility by the public in areas where money is handled.
  - Never leave cash unattended. If an employee leaves his or her workstation for any reason, regardless of how briefly, appropriately secure cash in a locked place.

# QuickBooks Online

- D2 has been trained and is currently using the system
  - Working to enter budgets and set-up accounts for each county
  - Once reconciliations are complete, conversion entries from old system will be entered by EFO team
- D1 will be trained in February with “go live” on March 1
  - Feb 20 – Floyd County (Northeast Area)
  - Feb 25 – Montgomery County (Licking River Area)
- Other district trainings are scheduled (see EFO website)

# QuickBooks Online

- Future trainings to be conducted solely by EFO team (with support from CPA firm as necessary)
  - Trainings include hands-on experience with practice exercises
  - Training is for fiscal contact, support staff and others as necessary (bookkeeper or EDB Treasurer)
  - Plan to bring a laptop for each county being trained

# QuickBooks Online

- With conversion to the new QBO system, counties **must** keep old electronic accounting records in old systems until those fiscal years are audited.
- Counties converting from QBO **must** export all data from the old QBO client and keep until those fiscal years are audited.
- Contact your auditor as necessary for any further guidance



# QuickBooks Online

- Standardized reports will be scheduled and emailed to the appropriate county fiscal contact and district director on a regular basis (monthly, quarterly, annually).
  - Examples of scheduled reports include:
    - Budget vs. Actual
    - Statement of Net Assets (Balance Sheet)
    - Statement of Activities (Income Statement)
    - SPGE/UFIR Report

# Travel

- County Vehicle Mileage Logs
  - Work being done to finalize the process of entering mileage info
  - Logs will look very similar to personal vehicle logs
  - Logs will be printed, reviewed, signed locally and submitted to DD on a monthly basis
    - Goal is to move this to an electronic workflow process

# Travel

### New Mileage Record

**DRAFT**

TRIP Type:

Day Trip

Overnight Trip

Expense Date:

02/07/2019

Vehicle Type:

Personal Vehicle

County Vehicle

County Vehicle:

-- select --

Starting Location:

Workplace

Destination(s):

Program Category:

--- select ---

Business Purpose:

Mileage (miles):

Comments:

Cancel

Submit

# Travel

- County Vehicle Mileage Logs
  - Only counties with county owned vehicles will see this new screen
  - A spreadsheet will be distributed by the district office to collect info on current county owned vehicles
  - Info will be used to create initial inventory of vehicles which will be used in the new mileage log system

# Travel

- TRIP reminders:
  - Use comments to show how you traveled if no mileage is claimed
  - Submitting trips on same day as the last date of travel recorded in your trip report ends up being a request and has to get all the way through the system before the traveler can click save and send again for reimbursement

# Budget

- Awaiting information from senior leadership at UK to make final budget decisions
- Numerous scenarios have been developed but some factors in the decision package are still unknown at this time
- Budget forms have been modified slightly to aid in the transfer of information into QBO
  - Office Operations section has been updated with QBO Chart of Accounts titles

# Budget

- Review FY19-20 Budget Forms
- Due Dates:
  - Provide rough draft to District Director for review by March 15
  - Provide final copy to District Board for signature no later than April 15
  - Provide final Summary Budget to Fiscal Court no later than April 15  
(“Summary” tab from excel document)

# Questions

