

District 3 Staff Agenda

May 8th, 2019

Carroll County Extension Office

Birthdays:

May	June	July	August
Rachael Price- 5 th Kelly Woods- 9 th Levi Berg- 10 th Cathy Jansen- 10 th Ruth Chowning- 14 th Willie Howard- 16 th Cathy Toole- 21 st Chanda Hall- 22 nd Mollie Tichenor- 24 th Shelia Fawbush- 29 th	Regina Browning- 9 th Sherri Broderick- 12 th Jane Proctor- 27 th	Owen Prim- 11 th Kendal Bowman- 20 th Lora Stewart- 25 th	Kelly Smith- 11 th Diane Mason- 26 th

Personnel Updates

- Austin Dyer, D3 Administrative Support Staff
- Extension Director’s Position – Dr Laura Stephenson
- Transfer – Paul Adkins from Boone 4-H to Bullitt 4-H
- Resignation – Kevin Perkins, Trimble County ANR
- Retirement – Judy Hetterman, Owen FCS – April 30th; Post-Retirement – May 6th
Chris Duncan, Oldham FCS – June 30th
- Extension IT Training Position

Announcements & Celebrations

- Nebraska Disaster Relief Effort – Kendal Bowman
- Staff Service Awards

Summer Interns

NEP Update Rosie Allen

IT Update Chris McKenzie – 2 Factor Authentication and Window 10

Guest Speaker – Dr. Ken Jones, Director, Program & Staff Development
Planning and Reporting

ADMINISTRATIVE UPDATES

Innovative Program Sharing

- <https://youtu.be/U2wwwYnMxjg>

2019 Merit Increases

- A 2% merit pool has been proposed to the Board of Trustees

- BOT meets in June
- A standardized distribution based on performance rating will be developed for agents and support staff
- Differences will be effective July 1st and will show up on your July 2019 pay statement.

County Facilitator Job Responsibilities

- County Facilitators are not responsible for County Extension Council and related items.
- (this includes POW, Civil Rights Plans and Reports...)
- Will continue with roles until new structure is in place.

Hemp

- Extension provides research-based information.
- As the research on hemp progresses, you can find updates here: <https://hemp.ca.uky.edu/>
- New tools, like budget models, and the latest research are available through the hemp website.
- Agents that get questions about hemp should consult the website and reach out to Tom Keene or Bob Pearce with questions.

CBD

- Extension provides research-based information.
- Currently, there are no research-based tools, lessons or information for CBD oil.
- For questions, individuals should contact their health provider.
- Agents should never provide healthcare advice.
- Agents should never promote a brand or a person. Be wary of those marketing a product that ask for a platform to speak to Extension groups.
- Agents should use caution when talking about products that they use, as it can be seen as an endorsement for a certain product.

Political Participation Guidelines

- Policy #76: Political Activities and Public Office
- ...avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family...

High School Interns

- UK requires 14-17 year olds to be hired/employed through STEPS.
- STEPS monitors compliance with Child Labor Laws.

Concealed Carry

- No weapons on property leased, owned or occupied UK Employees.
- Weapons may be stored in private or official vehicles.
- Cannot be removed while on university properties mentioned above.

New Employee Orientation (NEO)

- Beginning July 1, 2019, (NEO) will be moving away from an in-person, 4-hour session.
- Online format in myUK Learning.

MS – Science Translation and Outreach

- Degree program approved by Council on Postsecondary Education and will be considered by full Board of Trustees soon.
- Take GRE
- Apply to Graduate School by August 2, 2019

- Complete Agent Study Plan and submit to DD and Asst. Director
- Start talking to specialist that might serve on Graduate Committee

KEHA Voting Delegates

- See detailed handout from Kim Henken
- Work with counties without FCS agent

Extension Agent Leadership Development Training

- CLD offers many valuable in-service trainings opportunities
- Available to county and/or multi-county groups also

Justice for All Posters

- Blue – SNAP
- Red - General Office Use. In all areas where programming occurs

Benefits Open Enrollment

- System is open for changes until May 10th
- New Health Plan – UK Saver (high deductible w/ HAS)
- Make changes through MYUK – Employee Self Service
- Check out Alex® at: <https://www.myalex.com/universityofkentucky/2019#intro>
- Check out the UK Open Enrollment Link on: <http://www.thempmgrouppllc.com>

Intellectual Property Training

- Current employees: If you received an email from the Vice President of Research requesting that you complete the UK Intellectual Property (IP) Policy Training, please promptly complete the training if you have not done so already.
- All new employees: Must complete the “UK Intellectual Property (IP) Policy” training on myUK Learning.

FCS Updates – See PowerPoint and Handouts

ANR Updates – See PowerPoint

4-H Updates – See PowerPoint and Handouts

CEDIK Updates – See PowerPoint and Handout

College Diversity Updates – See PowerPoint and Handout

Extension Financial Operations (EFO) Updates

- Compliance, QuickBooks, Travel & Budget
- Trainings and presentations website is being updated – to avoid have old policies being referenced.
- Year End – Travel Expense Reports – must be submitted and approved by July 3 to be posted to the old year.
- Standardized Forms

Tax Exemptions

- Remember that counties cannot use UK’s EIN/Tax Exemption.

- Either use the Extension District Board's Tax Exempt number or Program Council Tax Exemption if they have 501c3 non-profit status. (Financial Guidelines for CES County Volunteer Groups – Tax Exemption Status Overview)
- <http://ces-manuals.ca.uky.edu/content/financial-guidelines-ces-county-volunteer-groups>

Professional Improvement Day Trips

- Day travel for professional development association business or activities should be coded as County Travel.

DISTRICT UPDATES

Budget:

- Thank you to your county budget information in to the DD office.
- UFIR Deadline Extended to May 15
- Budget Signed Hardcopies - 3 original signed hardcopies due to D3 Office
- Fiscal Year SPGE Budgets
 - Due to DD by May 15th
 - DLG website by June 30th

County Coordinator Lists:

- Signed forms to District Director due by June 1st
- http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf
- Each county should have a trained I9 Signer in the office; if not, please get with (District Support) to schedule a training.

Career Ladder Advancements:

- Congratulations to those who received the advancement on the Career Ladder!
- **Level II** – Bethany Pratt & Rachael Price; **Level III** – Corrine Belton, Shelley Meyer & Michelle Simon; **Level IV** – Traci Missun; **Level V** – Christy Eastwood, Bryce Roberts & Cathy Toole
- Salary Increases July 1st, 2019

Leave Request:

- Be proactive in submitting leave in MYUK for approval
- Take old leave before June 30, 2019 or donate to Shared Leave Pool
- Interested in Shared Leave Pool? Check out the UKHR Benefits!

District 3 Support Staff Training:

- Wednesday, May 15th, @ GameWorks in Newport, Ky.
- Accepting Late Registrations- Form & Payment must be submitted ASAP – Henry County
- Registration and refreshments will open at 9:00 a.m.

Employee Accountability

- Dress Code
- Agent Safety

Kentucky State Fair 2018:

- Need a replacement in Rabbits Category for Kevin Perkins.
- KDA teaming with Extension to provide drop-off locations for Open Class State Fair Exhibit Entry
- **Pick Up Locations:** Christian, Laurel, McCracken, Montgomery and Taylor
- Deadline to register July 10th

- Zoom Meeting on May 9th with KDA to finalize plans

Live Well Check-in Health Screening

- Thanks to all of you for taking the time to participate in the screening
- 67 employees participated; 36 (Grant) and 29 (Shelby)

National Urban Extension Conference:

- 2019 Conference May 20-23, Seattle, Washington
- Number of agents from D3 and other districts attending!

County Program Reviews:

- 2019: Oldham & Shelby

Performance Evaluations:

- All agents working over a year and County Managers will be reviewed this year.
- **June 1st** – SAP/Performance Factors Open for Agent and Manager Self Evaluations
- **August 1st** - All Agent Self Evaluations and 4-H Access/ES-237 Report submitted
- **September 13th** - District Directors or County Managers will review all documents and complete agent (and manager) PE's in SAP/Success Factors.
- **February 15th** – One on One Meetings with Agents Complete

State Extension Council Meeting

- August 7, 2019 @ at the Kentucky State University Research Farm, 1525 Mills Lane, Frankfort, KY
- Available Hotels in Frankfort - Best Western Parkside Inn, Fairfield Inn & Suites by Marriott Frankfort & Home2 Suites by Hilton (new and very nice)

Success Stories:

- Due Quarterly (October 10th, January 10th, April 10th and (x2) July 15th)
- July 15: Final 2 Stories Due in KERS

Upcoming Due Dates:

- Open Enrollment – UK Benefits ends May 10th
- Plan of Work-Final Draft due into KERS by June 30th
- Affirmative Action Plan-Rough Draft to DD by May 15th and final due June 30th (KERS)
- Affirmative Action Report-Due by June 30th (KERS)
- County Coordinators Form- June 30th
- Final Monthly KERS Reports Due-July 15th
- Final 2 Success Stories Due by July 15th
- Priority Indicator and Featured Programs Report-Due by July 15th
- Program Support Actual Expenditures to EDB & DD-Due by July 15th
- Agent Self-Evaluations Due Date -TBA
- ES-237/ 4-H Enrollment Report Submitted Due August 1st (All agents & assistants need to give youth numbers to 4-H for this report. It is a county youth report. Must include all work with youth-6 hours or more.)
- Actual Income & Expenditures due to DD by August 15th for Review
- Actual Income & Expenditures uploaded to DLG by September 1st
- Publish statement in local paper regarding financial reports by September 1st
- Tax rate forms due to DD (set tax rates in late July or August) by September 15th

Program Area Updates:

4-H:

- Photo Booth- Shelley Meyer
- May 10 is the deadline for the 4-H Spring Showcase reservations- Mary Averbeck
- State Teen Council follow-up- Paul Adkins
- International Exchange Program update- Paul Adkins
- District Night Out- email from Sherri Farley with details

ANR:

FCS:

NOTES:

