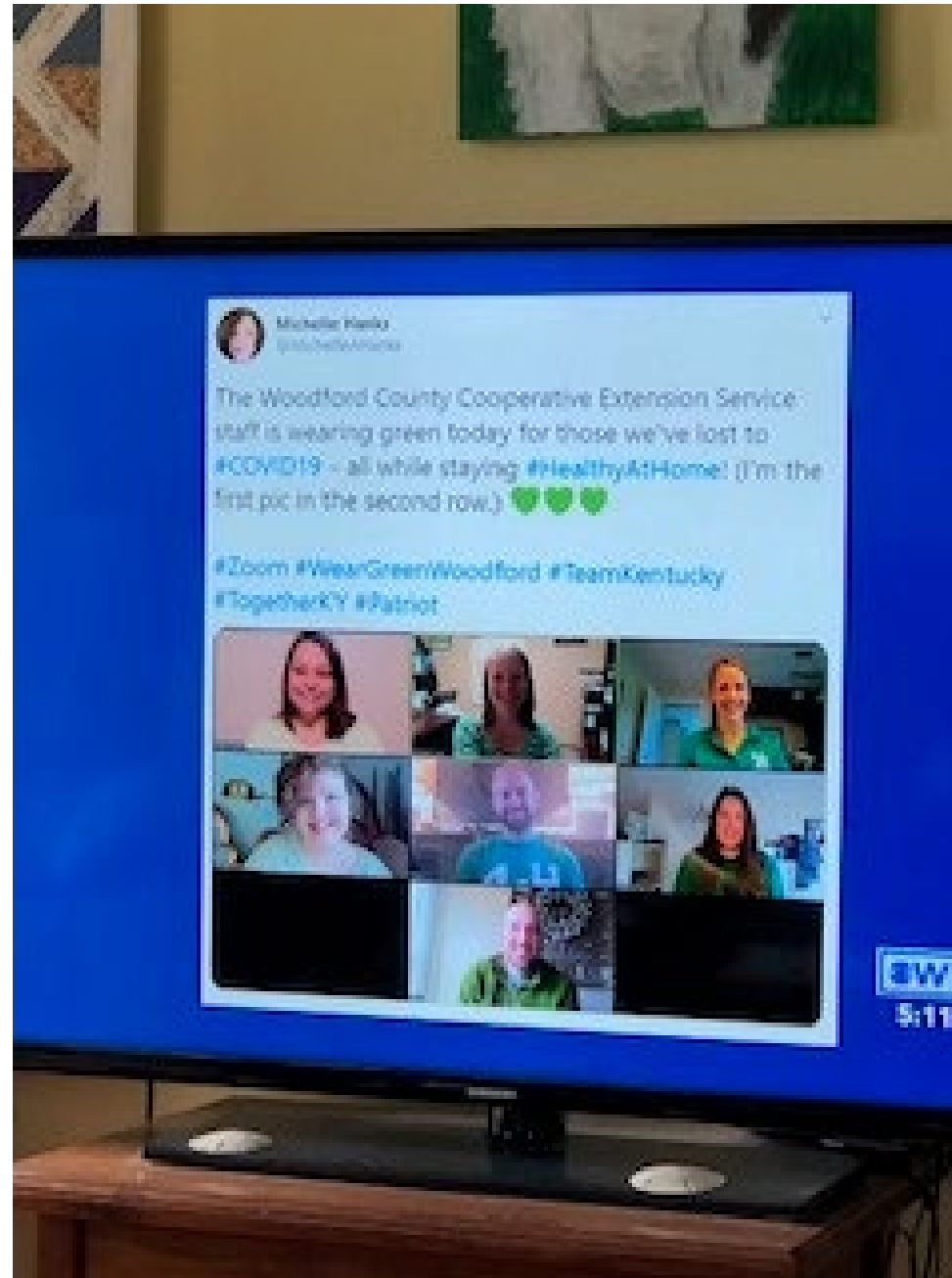


District 4 Weekly Update

April 2, 2020

Shout Out by Governor!



Continue
Restricted
Public Access
through
May 15

- Remote Work is preferred method of working at this time.
- Support Staff should list direct supervisor on Remote work request form
- Direct supervisor forwards email from Erica Chambers to district director
- District Director sends response to employee



COVID-19 Internal Page

Find the latest resources here

[Go to page](#)

- **Monday Extension Memo**
 - Read Carefully – will be the main form of communication for all program areas
 - Be sure to follow links imbedded in memo
 - Accessible also on COVID-19 internal page
- **This week's memo:**
 - Office operations
 - Protocol for farm / site visits
 - ANR, FCS, 4-H, SNAP resources

Weekly Communication from CES Administration

- Monday – Extension Memo
- Tuesday - “Healthy At Home” Newsletter
for clientele
- Thursday – ZOOM recorded video message
- <https://web.microsoftstream.com/video/d9eb3839-3b3e-43af-bbfe-a4493ca7bda4>
- Thursday – 1:30 pm D4 ZOOM meeting

ANR Best Practices

- Prefer virtual means when practical
- Best Practices for safe site visits

4-H Program
Updates –
announced in
today's
recorded
ZOOM video

- 4-H Teen Conference – Suspended
- 4-H International Exchange – Suspended
- State 4-H Horse Contests and State 4-H Horse Show - Suspended

Staff
Appreciation
T-shirts

- Support Staff Contact agents received an order form to complete from Debbie Clark
- Please return by **April 8**

HR Reminders

- Emergency Paid Sick Leave Act
- Converting TDL to AL – during the month of April

<https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/convert-temporary-disability-leave>

- Open Enrollment: April 24 – May 10

Resources to Help Us Work Differently

- Self Care Webinar – earlier today – specifically for CES employees
- <http://Workanywhere.uky.edu> web resources
- Move Well daily workouts via ZOOM (recorded) – must register
- Avoid ZOOM bombing
- https://uknow.uky.edu/professional-news/uk-faculty-members-warned-zoom-bombing-learn-how-prevent-it?j=208797&sfmc_sub=122677220&l=19872_HTML&u=6492203&mid=10966798&jb=0.

Staying Healthy At the Office

- Shared Used equipment and high-touch areas
- Computers and computer equipment
 - Do not use hand sanitizing gels to disinfect computer equipment.
- Post reminders to wipe down equipment before & after use
- Practice Social Distancing at all times
- Office telephones
- Receiving boxes/mailing envelopes

District Board Meetings

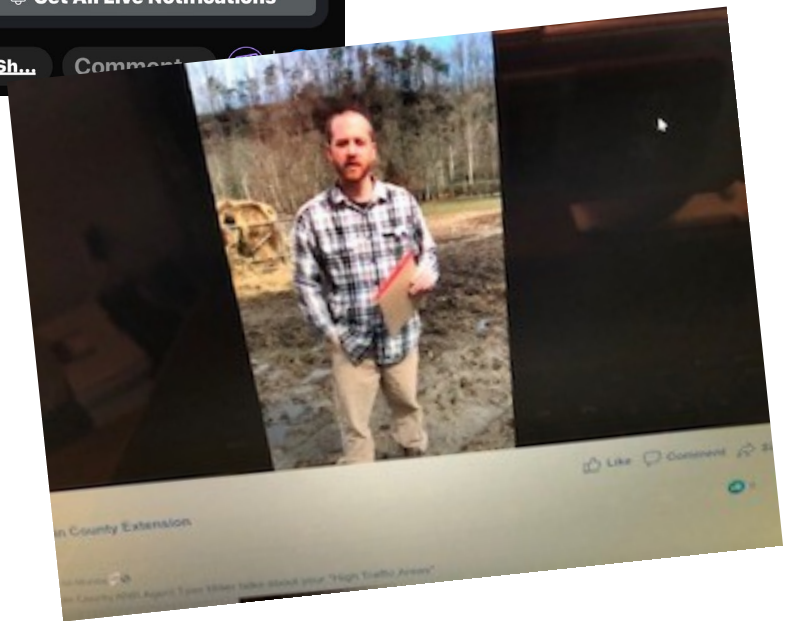
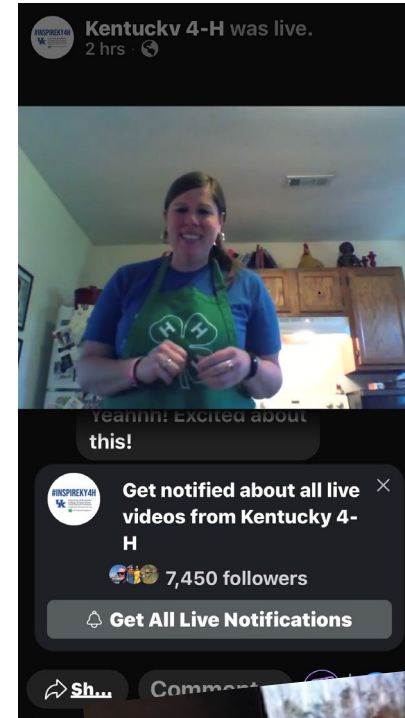
- **Avoid all Face-to-Face Meetings**
- Governor has relaxed requirements for Open Meetings – members may join by phone. Post the conference phone number for public notice
- Submitting Budget Forms:
 - Final excel file – send to Debbie Clark
 - Snail-mail or arrange for exchange with Jenny:
 - Original Signed hard copy of budget plan, MOA, Schedule, 5/10 year plans and all program support budgets
 - Once original is verified to match excel copy on file, copy of MOA with DD signature and Quarterly payment invoice will be emailed back to county
 - UPS / FedEx is not any faster

Upcoming deadlines/due date

- Due Weekly: Office Staff Minutes – email to Debbie Clark, drop into County Group OneDrive folder (minutes should reflect more than just your schedules) 😊
- April 10: Monthly KERS reports, including TRIP
- April 10: 4th Quarter Payment to UK (Dr. Stephenson's office) – email copy to Debbie Clark
- April 15: EDB Budget to County Fiscal Court
- May 1: Final Budget Excel file, signed original budget forms
- May 1: Gifts, Grants & Contracts form
- May 1: UFIR for previous FY (FY19) submit to DLG
- May 15: Affirmative Action Plan – draft for DD review

Questions,
Idea Sharing,
Shout Outs!

- Summer Camp Tournament Brackets???
- Welcome Jason Vaughn - Powell County ANR
- Social Media:
 - Baking with Cathy Weaver!
 - Tyler Miller - Managing High Traffic Areas



Stay Connected, Stay Safe
and “We Will Get Through
This Together”
#TeamKentucky

See you Next Thursday, 1:30 pm

