

A photograph of a field with yellow wildflowers in the foreground and a dark building in the background. The text is overlaid on the image.

# District 4 Weekly Update

Thursday April 30

# Budget

- Preparing for a 9.5% reduction in Extension funds (state recurring funds)
- No raises for upcoming fiscal year (July 1, 2020-June 30, 2021).
- The increase in minimum wage to \$12.50 will continue.
- The county budget groupings that we shared in the initial budget process will continue (county contributions).

# IT Training with Chad Jennings for D4

- **May 12 – Microsoft Teams Training 10:00 am – 12noon**
- Join from PC, Mac, Linux, or mobile device:  
<https://uky.zoom.us/j/95583008868>
- **May 19 – Updating County Websites 10:00 am – 12noon**
- Join from PC, Mac, Linux, or mobile device:  
<https://uky.zoom.us/j/95196687278>
- Link to Training Guides: <https://learningservices.ca.uky.edu/guides>

# Vacancies / Hiring

- President Capilouto has imposed a hiring pause
- We do not yet know the length of the hiring pause, but we anticipate we will not begin hiring until at least July
- Counties in need of Support Staff Help:
  - Contact DD and work through Stacy Miller's office
  - University Job Bank
  - Other Temporary Service Hiring

# Benefits – Open Enrollment

- <https://www.uky.edu/hr/event/benefits-open-enrollment>
- **NO INCREASE** to your monthly health insurance cost
- watch an overview on Open Enrollment here:  
<https://web.microsoftstream.com/video/e4579c66-21f7-45e6-b47e-318b90d8bc45>
- If you do not make any new elections, all your elections from the last plan year will carry over **EXCEPT** your Flexible Spending Account (FSA) elections. If you would like to place money in a Flexible Spending Account next year, **you must make that election and determine the amount to be placed in Flexible Spending each year.**

# New Tools to assist with Benefits

- **ALEX** – enter your personal information and recommendations on benefit plans are presented
- **SAVI** –
  - Contribute to College Savings Plan for your dependents
  - Student Loan Forgiveness Program
- **UK Benefits Webinars:**
  - Intro to Benefits Open Enrollment – May 4
  - Student Loan Forgiveness Webinar – May 12

# It's Thursday.....

- All time and leave for bi-weekly staff **must** be entered and approved **by 5 pm each Thursday**
- If **Bi-weekly staff** need to make a **change** to their entry – be sure to **tell** your supervisor and remind them they need to approve again
- If Supervisors are experiencing **technical issues** with app or with online portal – **double check after 30 minutes** to make sure approval went through.
- Please watch for any email notices from Debbie or Melissa Horton
- Contact Debbie or Melissa **immediately** if you are having any difficulty with either entering or approving time



May 25, 2020



# Extension Business Operations

- UFIR: Due May 1. Refer to the tool provided by Extension Business Operations in order to prepare the UFIR  
[http://cafebusinesscenter.ca.uky.edu/files/2019\\_electronic\\_ufir\\_v2.xlsx](http://cafebusinesscenter.ca.uky.edu/files/2019_electronic_ufir_v2.xlsx)
- The following counties have shared with Debbie that the UFIR is complete: **Boyle, Madison, Powell, Scott and Woodford**
- If you have already completed the UFIR, please be sure to email Debbie so we can update our records.

# Gifts, Grants & Contracts Financial Form

- One report per county
- Received reports from: Clark, Lincoln, Madison & Scott
- If you have no gifts, grants or contracts to report then please email Debbie Clark to let her know that your county has no report for this fiscal year

# ALL BUDGET DOCUMENTS ARE IN!



- Debbie is sending back to the FISCAL COORDINATOR an electronic Copy of budget forms
- Use last page of Schedule of Disbursements (includes DD initials) as invoice for quarterly payments to UK beginning July 10.

# Review of QBO Financials

- Budget Analysts (Beth) will begin a formal review process during the fourth quarter (April – June)
- Purpose to troubleshoot any issues in QBO and ensure bookkeeping is accurate and timely
- Goal is to review each county once per quarter

# Dept. of Local Govt. Website

- As of today, **April 30** – reporting portal is no longer available
- All reporting will be done via email submission
- Starts with registration form and payment
- A new budget reporting form has been developed by DLG
- EBO is working to understand what impact it will have on our process (if any) and will be preparing guidance for county fiscal contacts

# Remote Work Accountability

- Minutes of Office Staff meetings – document attendance
- Minutes are to include weekly schedule
- Minutes should also reflect what agents and staff are doing individually and as a team
- KERS reporting will also be used as a record of accountability

# 2020 Census

- Digital Weekend: May 1-3
- Resource Guides have been emailed to agents
- Check out the response rate for your county/city
- Thank you for helping to remind citizens to complete the census!

# Kentucky State Fair

District Assignments (*not including livestock shows*) have been posted to District 4 Website – under Misc. link



# May 13 District Staff Meeting

- Via ZOOM, Agents only
- Breakout rooms for Program Area Meetings
- Announcements from Professional Associations
- Poll Survey for Future District Staff Meetings

