

COOPERATIVE EXTENSION



District 2 Staff Meeting
May 13, 2020
TEAMS Video Meeting
10:00 AM

Welcome

District 2 Agent Vacancies (in no particular order)

- *Owsley County 4-H Agent*
- *Leslie County ANR Agent*
- *Laurel County 4-H Agent*
- *Lee County 4-H Agent*
- *Rockcastle 4-H Agent*
- *Whitley County 4-H Agent*
- *Whitley County Horticulture Agent*
- *Leslie County FCS Agent*
- *Jackson County FCS Agent*
- *Bell County ANR Agent*

Congratulations CHIES Winner

- Cindy Maggard – Knott County - New Achievers Award - 3rd Place

NEP Update

- Amy Singleton-District 2 Area NEP Agent

Training & IT Update

Administrative Update PPT

Covid-19 Precautions

- Review the Healthy at Work Documents that Dr. Stephenson shared last Friday
- Follow CDC Guidelines
- Sanitize
- No Sharing food or gathering in common areas
- Plexiglass in front of Staff Assistants in entry ways that do not have a covering, we need to look at ways to provide them with a barrier for safety concerns

COVID-19 County Contact Agent

- We need (1) Agent per county to be designated the COVID-19 contact for the county
- This person will relay any information to each county office and be asked to gather things from the county at times
- Need to know by the end of today if possible.
- Email Diane Warren and DD

All Reasonable Efforts

Your “all reasonable efforts” can now be documented by simply checking the box on the KERS daily/service log, then completing the needed information (personal contact, purpose, and action taken). You can also upload any supporting documentation (Counties should still plan to keep copies of documentation in the office; this info is requested during county program reviews). All reasonable efforts must be made and documented until balanced participation is met and maintained in your county program.

Documentation includes, but is not limited to:

- Announcements
- Flyers
- Posters
- Pictures
- Emails
- Notes

Examples of “all reasonable efforts” may include:

- Used media outlets that target (the county’s underrepresented group inserted here) to announce programs and events
- Developed announcements, flyers, and posters to be placed in locations frequented by the underrepresented group
- Wrote personal letters to and contact members of the underrepresented group to encourage their participation
- Made personal contact with leaders from the underrepresented group to seek their assistance in reaching this audience
- Sought assistance from other community groups to encourage participation

If you have any questions about “All Reasonable Efforts”, please do not hesitate to contact Mia Farrell (Assistant Dean, CAFE Office of Diversity) at antomia.farrell@uky.edu. You can also contact Stacy Miller (Director, Extension Human Resources) with county program review related questions at stacy.miller@uky.edu.

KERS Reports

- Reminder to get reports into KERS by the 10th of the following month

Success Stories

- 4th and 5th due by July 15th, 2020

Plan of Work

- Time for annual update to keep POW current and relevant
- [POW Video](#)

- Include Program Indicators (related to emergency preparedness)
- For more information- <http://psd.ca.uky.edu/programdevelopment>
- July 1, 2020 -Draft of County Plan of Work submitted to District Director for review
- July 15, 2020 -Final copy of Plan of Work approved by District Director
- August 1, 2020 -Deadline to submit 4-Year Plan of Work into KERS

Mountain Ag Week-RCARS

- Mountain Ag Week: September 8-12th, 2020
- Kickoff Event -RCARS Farm to Fork Dinner: September 3rd, 2020
- Pumpkin Days: September 9th and 10th, 2020 (Wednesday and Thursday)
- Youth Environmental Science Day: September 11th, 2020 (Friday)
- Field Day: September 12th, 2020 (Saturday)
- D-2 Committee Members: Lora Davidson, Reed Graham, Jan Gibson, Jessica Morris, Ryan Spicer, Amy Singleton, Kayla Watts, Heather Graham

New I-9 Form

- New I-9 Form – packet was emailed to I-9 signers and went into effect April 27, 2020
- Do not print the form from anywhere else because the departments need all the forms in the packet to successfully onboard an employee. Also, the employer name and address fields are pre-populated on this form
- The [I-9 Manual](#) is your primary tool to complete an I-9, but please know that we highly encourage you to call, email or Skype Yankuba Banda (yankuba.banda@uky.edu) or Melissa Hoover (Melissa.Hoover@uky.edu) with any questions or concerns you have regarding the I-9 from

I-9 Training Schedule

- Q3 – 07/24/20 10AM-11AM
- Q4 - 12/04/20 10AM-11AM

CES In-service Training Financial Operations Overview

- May 19, 2020 Part 1 – 2:30 p.m. to 4:00 p.m.
- May 21, 2020, Part 2 - 2:30 p.m. to 4:00 p.m.
- Sign up in KERS
- Contact Ty Back with any questions

Adobe Training for D2

- Friday-May 15th, 2020= Adobe Training (10:00 AM)
- Sign up in KERS

Insurance Open Enrollment

- The UK Benefits Open Enrollment will take place this year online from April 29, 2020 -May 15, 2020.
- The [Benefits Open Enrollment](#) page is now available.
 - Dental/health employee rates are not increasing
 - If adding a dependent documentation will be required (ex: marriage license and redacted front page of tax from)

- Remember to update flexible spending contributions as needed (up to \$500 in healthcare FSA will roll over to FY'21)

Tuition Assistance Programs

- [Tuition Assistance Program website](#)
- **May 11, 2020:** Last day to submit EEP or FEP forms for Summer 2020 session.
- **August 6, 2020:** Last day to submit EEP and FEP for those with early registration.
- **August 28, 2020:** Last day to add a class for the 2020 fall semester.
- **September 2, 2020:** Last day to submit fall 2020 changes.

District 2 Newsletter

- Will try to publish once or twice a year
- Keep you informed
- Focus on our counties and programming

Upcoming Deadlines

- Please see Extension Calendar for what is up and coming:
https://districts.ca.uky.edu/files/ext_annual_calendar_19.20_8.22.19.pdf
- **May 15, 2020** Affirmative Action Plan Rough Draft due to DD
- **June 1, 2020** County Coordinators List due to DD
http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf
- **May 15, 2020** Fiscal Year SPGE budgets Must be passed Due to DD
- **June 30, 2020** Fiscal Year SPGE budgets Must be uploaded on DLG
- **June 30, 2020** Affirmative Action Report Submit in KERS for previous fiscal year (2 questions to answer and a chart)
- **June 30, 2020** Affirmative Action Plan “Final” Submitted in KERS
- **June 30, 2020** American Disabilities Act Assessment Plan Update as needed; if updating, submit ADA plan along with Affirmative Action Plan to Stacy Miller Copy to DD
- **June 30, 2020** Budget Amendments Submit on DLG; SPGE Form 101/column 2 (if needed) KRS 65A.020(2) No later than last day of fiscal year Copy to DD
- **June 30, 2020** In-Service Trainings All new sign ups should be submitted in KERS; Be sure to review the catalog monthly
- **June 30, 2020** ANR, 4H, FCSP Program Contact Assignments Original to DD. (DD then emails to appropriate Assistant Director)
- **June 30, 2020** District Board Meeting To review past years budget and rectify expenditure accounts Before June 30th
- **June 30, 2020** Bi-Weekly Mid-Year Review (if needed) Before June 30th Copy to DD
- **July 1, 2020** Draft of County Plan of Work submitted to District Director for review

District Staff Meeting Schedule

- **September 9th, 2020** – RCARS Auditorium (Possibly Online)
- **October 14th, 2020** - TBD
- **November 11th, 2020** – Jackson County Extension Office

- **December 9th, 2020 - TBD**

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LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.