

COOPERATIVE EXTENSION



District 2 Staff Meeting November 11, 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*
- *Jackson County FCS Agent*
- *Bell County ANR Agent*

Administrative Update PPT

Extension Transition Update

NEP Update

- Amy Singleton-District 2 Area NEP Agent

EBO Update Video

Covid-19 Precautions

- All Extension COVID documents can be found here: <https://extension.ca.uky.edu/coronavirus-resources>
- All Covid exposures and concerns need to be reported to the District Director ASAP
- Reminder to make every effort to preserve the confidentiality of others' medical information. If they have a possible COVID exposure to report, we ask that they please present that information to their supervisor or District Director and await instructions.
- Employees should refrain from sharing others' medical information (i.e., the medical information of volunteers, colleagues, community members, etc.) with anyone other than their supervisor or in response to an inquiry from UK Healthcorps or a local health department.

- If another person (i.e., an employee, volunteer, community member, etc.) needs to be informed of a possible COVID exposure, that will be handled by UK Healthcorps and/or the local health department
- Please be vigilant as our area is getting hit hard right now, if you have symptoms let me know and do not come into the office.

COVID Program Successes

- Just a friendly reminder to keep doing your program successes during this time. There is a new link found here: https://uky.az1.qualtrics.com/jfe/form/SV_aV4PIBOmmrOFOFT *As a tip make sure you add as many pictures as you can for each submission.

KERS Reporting

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

Emergency Closings

- Please review updated Emergency Closing Policy (will be sent via email)

Staff Appreciation Day

- The 2020 College of Agriculture, Food and Environment Staff Appreciation Day will be Friday, Dec. 11. Join us virtually for the Outstanding Staff Awards, an address from Dean Nancy Cox, and live music. All virtual portions will be broadcast live on Zoom starting at 11 am. Zoom information will be sent prior to the event.
- Oh, and we can't forget the food! On-campus staff, please register by November 20 at the following link: <https://acsg.ca.uky.edu/webapps/staffapr/StaffLogin.asp>. Be sure to select the meal of your choice and one of the three convenient pickup locations. **You must pre-register for a meal. No extras will be ordered.**
- Off-campus units may place lunch orders through a local eatery of their choice. More details on this will be announced soon.
- Timeline:
 - 11 a.m. to 12 p.m. – Outstanding Staff Awards
 - 12 p.m. – Address from Dean Cox
 - 12:15-1 p.m. – Live Music by The Brown Brothers
 - On-campus meal pickup locations open from 11:30 a.m. to 12:30 p.m. only

Holiday Entry

- All 2020 Holidays (and New Year) are loaded. **Please have all holidays entered and approved before Thanksgiving** (i.e., by Nov. 25).
 - Thanksgiving – Nov. 26, 27 (enter both days and Holiday Thanksgiving)
 - Christmas – Dec. 25
 - Bonus Days – Dec. 21-24, 28-31 (to qualify, employees must be in a regular position on or before Oct. 25)
 - New Year – Jan. 1

Upcoming Deadlines

- Please see Extension Calendar for what is up and coming: [CES Calendar](#)

District Staff Meeting Schedule

- **December 9th, 2020** – TBD

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

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LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.