

COOPERATIVE EXTENSION



District 2 Staff Meeting September 9, 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 4H Agent*
- *Jackson County FCS Agent*
- *Bell County ANR Agent*

Administrative Update PPT

NEP Update

- Amy Singleton-District 2 Area NEP Agent

Covid-19 Precautions

- All Extension COVID documents can be found here: <https://extension.ca.uky.edu/coronavirus-resources>
- Print Ready Signage
 - [UK Extension Social Distancing](#)
 - [UK Extension Face Masks](#)
 - [Wally Cat Handwashing - version 1](#)
 - [Wally Cat Handwashing - version 2](#)
 - [KY Healthy at Work](#)
 - [KY Healthy at Work Do You Feel Sick](#)
 - [CDC Stop the Spread Sign](#)
 - [CDC Symptoms Sign](#)

- [CDC Cleaning and Disinfection](#)
- "Mask Required" Signs
 - [English](#)
 - [Spanish](#)

KERS Reports

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

Success Stories

- 1st Success Story for FY 21' is due October 10th, 2020
- 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.

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

- Q4 - 12/04/20 10AM-11AM

Drug Free Policy

- The University of Kentucky is committed to providing a healthy and safe environment for its students, faculty and staff. As a recipient of federal grants and contracts, UK provides its drug-free policy statement to all students, faculty and staff each year. [View the policy statement online.](#)

Skype Transitioning to Microsoft Teams

- Beginning on October 1, IT will begin migrating Skype For Business users to Microsoft Teams. Your District Tech will provide more information as we get closer to the date.
- As we transition to Microsoft Teams, Chad Jennings and Agricultural Communications Services would like to ensure you have all the information you need to make sure this is an easy process for everyone in Extension. On Wednesday, September 23rd at 10:00 am ET we will be offering another Teams Q&A where you can join to ask any questions you have about the program. [You can submit your question ahead of time here](#), to ensure that we are able to research your inquiry to get the best possible answer. We look forward to seeing you on Zoom at <https://uky.zoom.us/j/96752614160>, on September 23rd.

Photos on Social Media

- UK PR is asking that all photos of people on our social media channels reflect mask wearing and social distancing. If you are using a photo from last year, they are asking everyone to consider a disclaimer statement paired with the content to let your audience that the picture was taken before mask/social distancing requirements. It is important we are consistent in our digital spaces right now. Please make these changes going forward. If you have any questions, reach out to [Hayley Pierce](#).

Advertisements

- Any advertisement required to be published in a newspaper under KRS Chapter 424 shall contain the following statement at the end of the advertisement: ***"This advertisement was paid for by [insert the name of the governmental body required to advertise in a newspaper] using taxpayer dollars in the amount of \$[insert the amount paid for the advertisement]."***

Upcoming Deadlines

- Please see Extension Calendar for what is up and coming: [CES Calendar](#)
- SNAP Ed Hours are due by the 10th of the following month as well, the SNAP Year is ending soon, several still have lots of hours to complete-please make this a priority
- Quarterly Payment Due October 10th

District Staff Meeting Schedule

- **October 14th, 2020** - TBD
- **November 11th, 2020** – Jackson County Extension Office
- **December 9th, 2020** - TBD

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

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.