

District 3 Staff Agenda

February 13, 2019

Carroll County Extension Office

Birthdays:

January	February
<ul style="list-style-type: none"> • 8th Denise Donahue • 8th Joyce Doyle • 10th Corinne Belton • 14th Michele Stanton • 18th Ronda Rex • 22nd Sherri Farley • 23rd Kathy Byrnes • 29th Lorilee George • 31st Dan Allen 	<ul style="list-style-type: none"> • 1st Bryce Roberts • 10th Judy Hetterman • 22nd Sarah Stolz • 22nd Rex McBride • 22nd Mary Averbeck • 23rd Diane Kelley

Announcements:

Personnel Updates:

- Clara Samuels, D3 Administration Support Staff (STEPS)
- Isaac Hollon-Senior Extension Specialist for 4-H Youth Development, March 1, 2019
- Owen County ANR Agent – Kendal Bowman – March 1st
- New County Office Support Staff and Program Assistants
 - Boone, Bullitt, Kenton, Jefferson, Owen

Association Reports:

NEP Update: Rosie Allen

Guest Speaker – Ashley Holt, Assistant Director of Diversity & Inclusion

- Diversity Starts With Us. . .

ADMINISTRATIVE UPDATES

Innovative Program Sharing

- Topic: Agent Program Sharing District Meetings
 - Time: Feb 13, 2019 11:00 AM Eastern Time (US and Canada)
 - Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/8190326356>

Community Assessment

- Pilot county reports are complete
- Data is being compiled and analyzed
- Team is on track to complete all county reports by end of May
- All 120 reports will be released at the same time

TEconomy ROI Study

- Interviews took place on campus the last week of January focusing on key programs
- Additional interviews will take place by phone
- The team is on track to deliver a report in late April

Verified Volunteers Webinar and Recording

- Dates:
 - Monday Feb 25 3-4pm EST
 - Wednesday Feb 27 10-11 EST
 - Friday March 1 12-1pm EST
 - login and call in details.
 - Meeting URL: <https://sterlingts.zoom.us/j/230384385>
 - Dial: 408 638 0968
 - Meeting ID: 230 384 385
- Link to the recording of the first webinar:
 - [Verified Volunteers Webinar Recording](#)

Online STO (Science Translation and Outreach) Masters

- The University Senate Council should be approving soon, with the goal of starting classes in the fall
- For those interested in the Science Translation and Outreach online masters:
 - Go ahead and take the GRE, it will be required
 - Number interested in starting in the Fall?

Client Protection/Risk Management

- 4 – CP RM webinars have been scheduled. Agents can sign up in KERS
 - Jan. 11th, March 29th, August 2nd, and November 22nd
- As a reminder new background checks must be requested at least every 5 years and should be completed between Jan. 1st and April 30th for all volunteers. **D3 – 2019.**
- Excess Medical Accident Insurance:
 - UK Risk Management
 - UK Risk Management Program Coverage
 - Primarily youth events – 4-H youth, teen and adult counselors covered. Some FA and FCS events could be covered
 - Cannot be used for ANR, FCS, HORT adult focused events
 - Can pay by check. Will not receive the coverage certificate until after payment is received, but will have coverage (per UK RM)
 - American Income Life
 - American Income Life – lower coverage rates, but any program area can utilize.
 - Annual Plan – Provides Maximum Benefits of:
 - \$5,000.00 –Medical and hospital expenses resulting from injuries

- \$5,000.00 – Loss of life
- \$500.00 – Dental expense due to injury of sound, natural teeth
- \$10,000.00 – Loss of any two: arms, legs, feet, hands, or sight of both eyes.
- \$ 5,000.00 – Loss of any one arm, leg, foot, or hand
- \$ 3,000.00 – Loss of sight of one eye.
- Complete the online form at - <https://www.aiflife.com/specialriskdivision/activityreport>

State Extension Council

- February 26-27
- Embassy Suites – Lexington, KY
- Theme – “Kentucky’s Opioid Crisis”
- Encourage your delegates to attend.

Penalty Mail

- Points to remember regarding Federal Penalty Mail
 - No advertising or business of fairs, livestock shows and livestock sales
 - No established organizations' and associations' business may be sent
 - No personal messages, holiday greetings nor farewells may be sent
- See Rhesa King’s email

UK Healthcare Promotional Items

- Counties can order promo materials and educational handouts
- Complete on-line order form
- If you order, plan to pick up at Ag Distribution when contacted
- <https://ukhealthcare.uky.edu/community/programs/CES>

ESP Annual Meeting

- March 19-20
- Featuring:
 - “Workshop on the Move” a tour of Bernheim Arboretum and Research Forest
 - Retiree and Life Member Meeting
 - Annual Business Meeting and Awards Program
 - In-service: Dr. Barbara Chamberlin, New Mexico State University, Extension Instructional Design and Educational Media Specialist
- Register: https://uky.az1.qualtrics.com/jfe/form/SV_egqPHFSAazUotmt
- \$55 for Annual Meeting, \$10 for Workshop on the Move, \$35 for In-service
- Hotel:
 - Hampton Inn of Bardstown, Rate: \$109/night, single or double
 - Call 502-349-0100, code *ESP* for rate
- ESP Leads - Look for more information on this NEW innovative program at this year’s annual meeting.

Open Records Request

- Send IMMEDIATELY to Stacy Miller, Tim West and Amy Spagnuolo (UKOpenRecords@uky.edu) (stacy.miller@uky.edu) (tim.west@uky.edu)
- Counties should never respond to an open records request

New Staff Mentor Program

- Similar to the Agent Mentor Program
- 6 month program that pairs a new/developing staff member with an experienced staff member
- Mentor acts as a resource with 2 in person meetings and phone check-ins
- Currently looking for mentees

Research Survey Guidelines

- Guiding Principles:
 - Survey results must benefit Kentucky Cooperative Extension Service.
 - Purpose of survey, length of survey, instrument, methodology and how results will be used must be included in the survey request.
 - The UK Data Retention and Ownership Policy must be followed-
<http://www.research.uky.edu/ori/data.htm>
 - College of Agriculture Food and Environment students should complete the “College of Agriculture Food and Environment Graduate Student Research Project Proposal” form and submit to Jeff Young, Director of County Operations (jyoung@uky.edu)
 - Link to guide - http://ces-manuals.ca.uky.edu/files/survey_guidelinescesadmin.pdf

Retirement Counseling - TIAA-CREF/ Fidelity

- For UK Sponsored Retirement Events –
 - Official Travel / Day Trip
- For Personal Counseling within 2 years of retirement –
 - Official Travel/ Day Trip
- For all other Personal Retirement Counseling –
 - Call / Video Conference / Vacation leave

Unconscious Bias Training

- All employees must attend
- New employees, or those that have not yet taken the training, can register in myUK Learning

Mental Health First Aid Trainings

- District Trainings
 - Eight hour training (either in one day or two-day trainings)
 - Open to all agents
 - Limited to 30 participants per training
 - There will be a series for youth trainings as well
 - District contact will determine dates/times

US Census: How Extension Can Help

- Contact: Michelle L. Elison, Kentucky Partnership Specialist Philadelphia Regional Census Center
- Promotion – Extension involvement in promoting all residents to complete the U.S. Census
- Complete Count Committees (one in each county)
 - Schools Reps
 - Media
 - Non-profits/ Community/ Extension
 - Health Care

Support Staff Evaluation Timeline

- Step 1 – Self-Evaluation - Jan. 21st
- Step 2 – Supervisor Evaluation - Feb. 8th
- Step 3 – 1:1 Meeting - Feb. 20th
- Step 4 – Employee Signature - Feb. 26th
- Step 5 – Supervisor Signature - March 1st

Mileage Rate Changes

- These have been updated in TRIP
- \$0.58/mile for business use
- \$0.20/mile for medical or moving purposes
- \$0.14/mile in service of charitable organizations

KERS County Vehicle Mileage Logs

- Working on a new feature in KERS
- Log County Vehicle Mileage by driver
- District Directors will upload vehicle information by county
- KERS will create a summary of mileage driven for each vehicle by driver

4-H Updates - See PowerPoint and Handouts

FCS Updates – See PowerPoint and Handouts

ANR Updates – See PowerPoint and Handouts

CEDIK Updates – See PowerPoint

Extension Financial Operations (EFO) Updates

- Compliance, QuickBooks, Travel & Budget

DISTRICT UPDATES

Live Well Check-In

- Two locations: April 11th (Grant Co. Extension Office) and April 12th (Shelby County Extension Office)
- Click here to sign up: [UK LiveWell Check In](#)
- Best to sign up through Chrome.
- Contact Tammy Akins at tr.akin@uky.edu or HealthandWellness@uky.edu if you have issues.
- Encourage Office Support Staff and Program Assistants to sign up.
- Thanks to all you for taking the time to participate in this free health screening.

Barnhart Fund for Excellence - <https://administration.ca.uky.edu/barnhart-fund-for-excellence>

- The Barnhart Fund for Excellence Committee is now seeking proposals for Fiscal Year 2020 projects.
- Projects that will occur between July 1, 2019 and June 30, 2020 are eligible for consideration.
- Applications may be sent to AG-SUBMIT-L@LSV.UKY.EDU.
- The deadline to apply is March 18, 2019.
- [FY 2020 Application Form](#)

Chi Epsilon Sigma:

- 2019 Annual Meeting - April 10-12, 2019
- Holiday Inn University Plaza-Bowling Green, KY

County Program Reviews for 2019:

- Oldham & Shelby
- County Program Review Prep Document
 - http://ces-personnel.ca.uky.edu/files/county_program_review_previsit_form_jan_2016_-_edited.pdf
- County Program Review Pre-Visit Form
 - http://ces-personnel.ca.uky.edu/files/county_program_review_prep_document_2016.pdf

Employee Accountability

- Working From Home
 - Extension as an organization does NOT support employees working from home.
 - Occasionally, we will allow special permission for single occurrences of which need to be approved by the District Director.
 - Agents should always keep support staff up to date and informed of their work schedules.
 - Professional courtesy also requires that agents communicate with their office team in advance when they will be adjusting their schedules.
 - I recommend a shared office calendar kept by the agents/support staff that tracks when agents/assistants arrive, come and go throughout the day, and depart for the evening.
 - Accident/injury involving contacting Worker's Care
- Dress Code - http://ces-manuals.ca.uky.edu/files/professional_attire_1.pdf

Extension Review Update:

- Dr. Gary Palmer's Email

Secretary Training Day

State Fair Assignments:

- Need volunteer for Wood Science Assignment

Upcoming Due Dates:

- | | |
|--|---|
| • County Off-Set Voucher | February 1 st |
| • 2 nd TRIP Quarterly Payment | February (Payment is due upon receipt of the invoice) |
| • CES Budget Plan "Rough Draft" | TBA |
| • State Extension Council Meeting | February 26 th & 27 th |
| • March District Staff Meeting | March 13 th |
| • Status of County Office | April 1 st |
| • County Payment to UK | April 10 th |
| • LiveWell Check-ins | April 11 th and 12 th |

Program Areas:

→ **4-H:**

Cupcake Wars – How does our district select the two teams to compete at the State Fair-Mollie Tichenor
District Tractor Driving- Mollie Tichenor
District 3 Teens; February 15 and April 19 from 10-noon @ Carroll Co. Extension Office - Shelley Meyer
Teen Summit: Shelley Meyer; Sum19 County Summary Form and payment is due to Scovell Hall by February 22nd. Workshop and funshop proposals are due Feb 15th
Horse Update- Kelly Smith
4-H D3 Showcase- Mary Averbeck
State Teen Council Applications – Due to district contact (paul.adkins@uky.edu) by April 19 (Friday before association meeting)
•All applicants (new/returning) complete applications
•Scan each applicant’s documents into one file due to district contact
•Unfilled spots go to “state pool”-new process
•Updated “at-large” process
International Program Update- Paul Adkins
Agent Advisory- District concerts to Sherri Farley or Lora Stewart by February 21st; email was sent by Sherri with form on February 1

→ **FCS:**

- See handout

→ **ANR:**

