

District 3 Zoom Meeting Agenda
Thursday, April 9, 2020
10:00am

Good Morning and thanks for joining the Zoom Meeting.

Good News

Administrative Updates

- Limited Public Access
 - As mentioned, Extension Offices are *NOT* closed – we are open for business, just operating a little differently.
 - Agents should *NOT* announce the office is closed but instead share the new ways to reach them.
 - Should have in place a process for phone coverage and a publicized system for receiving items like soil samples and Grab-n-Go bags must be in place. (I9 Forms)
 - Ensure funds coming to the office are being handled appropriately.
 - No in-person meetings (CEC, DB & Program Councils) to take place. Virtual Meeting and Teleconference preferred.
 - Office Voice Mail Greeting Guidance
 - The greeting for the main office line voicemail/messaging system should be updated to note that the office is currently limiting public access and provide instructions for leaving a message along with an explanation of time frame for a returned call.
 - Greetings for individual voice mailboxes should be updated to acknowledge if the employee is working remotely and/or when the employee will be in the office.
 - If an out of office message is needed/preferred, it should *NOT* state that an office is closed.
- Budget Submission
 - Fiscal Coordinators see my email on submitting completed budget to me.

- Ensure you have received signed copies of the Budget Plan, Schedule of Disbursements and MOA.
- Scan a copy of the Budget Plan, Schedule of Disbursements and MOA and save as Budgets\FY2020-21**FY21 Final Budgets**.
- Reminder to get draft completed and forward to Beth Atkinson for review.
- Wait until you hear from me for final approval before getting Board President's signature.
- Extension District Board Meeting - Online
 - Tips for Virtual and Teleconference Meeting with Extension District Boards
- Senate Bill 5
 - No update on Senate Bill 5. It was vetoed by the Governor. Legislature potentially has the votes to override the veto.
 - Senate Bill 5 is designed to provide coordinated local oversight to set tax rates through the county fiscal court.
 - This would require Extension board to submit tax rates for approval by the fiscal court.
- Updated communications coming from the Administration
 - Monday Memo from Dr. Stephenson
 - Client Protection/Risk Management Files
 - Several people have requested permission to remove Client Protection/Risk Management (CPRM or Volunteer Files) from the office to work on these from their remote work location.
 - It has been determined that this is permissible until the CES resumes normal operating procedures IF the following protocols are followed.
 - Share Your Program Successes
 - We want to hear about your programs!
 - [Use this form to share a program or activity from the past week which was impactful and gave you a sense of accomplishment.](#)
 - POW

- Deadline extended to August 1st
 - Agents are highly encouraged to work on the POW as team.
 - Look at reducing or combining Map Titles.
 - PSD Website - <https://psd.ca.uky.edu/content/pow>
 - Program Areas Resource Materials to assist in developing county POW
 - FCS - [2020 FCS POW](#),
 - ANR - <https://anr.ca.uky.edu/content/plan-work-2020>
 - 4-H - <https://4-h.ca.uky.edu/2020POW>
- Healthy-At-Home Newsletter.
 - Article on Managing time when working from home
 - Feel free to share this will you on your social networks, LISTSERV and clientele.
- Thursday Extension Video Cast to share updates.
 - Be sure to take time to watch the video.
- Remote Work and Social Media Posting
 - Be mindful of personal social media posts during work hours.
 - Remember to always be professional as you balance working from home.
 - Do not make personal post on FB during work time.
 - We do not want an employee expressing his or her personal opinions on social media as though they are the opinions of the University or Extension.
 - Also applies to Office Support Staff and Program Assistants.
- Hiring Update
 - Still in UK “pause”.
 - The Dean will advocate for Extension hiring to resume in June.
- Needs of County Staff
 - Staff requested access to trainings scheduled later out so that they could do those now.
 - Chad Jennings will offer an online training each week for Extension.

- Looking to develop a “one-stop” location listing all remote programs and webinars.
- Feel free to send me some suggestions on training ideas.
- Suggestions for Periodic Clientele Updates
 - Extension District Boards
 - Administration is looking into starting a periodic email to EDB highlighting how Extension has responded to the COVID-19 pandemic and to sharing successes stories.

Reminders and Deadlines

- SNAP-ED
 - Check latest reported hours from Leslie McCammish and committed hours.
 - Some agents have zero hours reported so far and one had over 8,000 committed hours.
 - Weekly NEP Zoom Meetings for resources. See Rosie’s email.
- District T-shirts
 - Due April 10.
 - Only one person per county to complete and return form.
- Status of County Offices
 - Due April 1st
 - New addresses, new building, additions, etc.
- County Payment to UK
 - Due April 10th
 - Thanks to those who have submitted your payment.
 - If you haven’t, please do so as soon as you can.
- Space Inventory (any counties adding space)
 - Due April 17th
 - Counties who have either changed their office and/or meeting space, please email me.
- 3rd Success Stories due April 10th

- UFIR Report (Uniform Financial Information Report)
 - Due May 1st
 - Submit on DLG for the previous fiscal year
 - KRS 65.905 http://kydlgweb.ky.gov/entities/16_SpgePortal.cfm

- Gifts, Grants & Contracts (Financial Report Form)
 - Due May 1st
 - http://districts.ca.uky.edu/files/financial_report_form_2017_0.pdf

- Visit Extension Webpage for more April-May-June Deadlines Dates:
 - <http://districts.ca.uky.edu/OfficeTools>

- Office Staff Meetings
 - Office staff must continue with their weekly office staff meetings.
 - Send invite to District Director.

- Bi-Weekly Time Entry and Approval:
 - All time entry and approval must be completed weekly by 5 pm each Thursday.

Emerging Concerns?

- If you are experiencing some concerns or challenges related to your county office hours operation or programming issues, feel free to contact me.

Do not forget to share these updates with your county staff to keep them in the loop. As always, call or email me if you have questions.

The next Zoom update will be Thursday, April 16th, at 10:00am.