

District 3 Zoom Meeting Agenda  
Thursday, October 22, 2020  
10:00am

Good Morning

Good News!

- Congratulations to Regina Browning, Shelby County and Diane Kelley, Kenton County on their Community Service awards at the 4-H State Association Meeting.

HR Update

- [Families First Coronavirus Act poster](#) is on the Extension Internal Coronavirus Website. The poster has information about COVID related paid sick leave and expanded family and medical leave. Counties should also print and post within the office where other labor notices are posted.
- The COVID Leave Code in MyUK is just for UK Health Care. There are separate categories for the Emergency Paid Sick Leave and Emergency Family Medical Leave Act Expansion that Extension employees should use when applicable.
  - If an employee test positive for COVID, the employee can call and report it to Worker's Care if the employee feels it was work related.
- Flu vaccine information has been in recent UK Now emails. Flu vaccines are strongly encouraged for all employees.
- Bi-weekly staff should participate in one of two Institutional Equity and Equal Opportunity (IEEO) Trainings listed in KERS. The trainings will be held Friday, Oct. 23<sup>rd</sup>, 10:30AM ET and Thursday, Nov. 19<sup>th</sup>, 2:30PM ET.
- UK CAFE Office of Diversity (OOD) All Reasonable Efforts Training will be held Nov. 24<sup>th</sup>, 9:00am-10:30am. Sign up in KERS. Last day to register is Nov. 17<sup>th</sup>.
- Agent PE deadline dates are upcoming in November and December:
  - Nov. 1<sup>st</sup> - Evaluation Cycle complete
  - Nov. 15<sup>th</sup> – Tentative Date for Agent PE Letters to be mailed
  - Dec. 15<sup>th</sup> – One on One Meetings with Agents Complete

- Office Staff PE deadlines are being established and will be compressed this year due to the Extension administrative transition.
  - Bi-weekly staff self-evaluations should be completed prior to the holiday break (i.e., by Dec. 18<sup>th</sup>).
  - PE process must be completed by January 31, 2021.
- Regarding the [taxation of Employee Education benefits \(above \\$5250\)](#), there is work underway to ensure additional upfront communication related to this issue.

#### EBO Updates

- QBO financial reviews
  - Quarterly reviews are conducted to move us into the next phase of supporting the staff using the system. First phase was training and implementation. Second phase is to ensure we are using the system consistently.
  - Special thanks to all fiscal contact agents for all their hard work on QBO. Every review that our analyst conduct, we are seeing tremendous growth in our skills which lead to reduced findings each quarter. Kudos to the fiscal contact agents for stepping often times out of their comfort zones to learn and implement a new financial management system!
- Tax revenues
  - With tax bills likely starting to come out next month for some counties, we want to remind counties to ensure they are depositing the tax revenues appropriately.
  - If they have information broken down by tax types, they should be recording the deposits as a split transaction using the various tax accounts we have set up for each tax type (real property, personal property, motor vehicles, etc).
  - Any questions about how to code tax revenues should be directed to the EBO team.
- Concur
  - September travel should have been submitted by now in Concur.
  - Q&A sessions were held to assist field staff with this process and will be held again for October travel submitted in November.

- Mileage Logs
  - UK kicking back logs that have home listed where it should have been the workplace. They are auditing closely any home destinations (starting or ending).
  - Based on information we have received thus far, COVID has not changed the permanent workstation for employees. Our understanding is that because the IRS has not changed their guidance, we are still required to request reimbursement from the shorter distance.
- Timeframe to Reimbursement
  - We are seeing some reports take upwards of 2 weeks to get processed. UK is conducting a much more stringent review in Concur.
  - If a travel was submitted over 2 weeks ago, we will ask for an update. If not, we ask that the traveler allow 2 weeks before requesting updates.
- Reporting
  - Reporting is still limited at this time. Still no means to invoice the county.
  - We will update you once we decide how best to proceed.
- DLG reporting
  - Although we had a few counties that had a little cleanup to do late last week, we have been informed that all counties are fully compliant with DLG reporting.
  - We are at 100% compliance as per Tammy Vernon at DLG. Kudos to fiscal contacts agents and county support staff.
- Equipment inventory
  - Inventory scanning process will begin Nov. 1<sup>st</sup> for state owned equipment.
  - Scanning process should be completed by Dec 15<sup>th</sup>. Info will be sent to counties by Dian Stapleton.
  - All county owned/purchased equipment over the amount of \$500 is to be accounted for at all times. The county will need to keep a spreadsheet with the following information listed: Item/description, cost, purchased when/where, who is it assigned to/or located in the building, etc.

## Marketing Update/Upcoming Communications

- Special thanks to all of you who completed the communication audit for Hayley Pierce. Data collected is now being compiled. Hayley will be sharing district level reports once the review is complete. Thus far, the communication audit has provided good data, comments and some positive requests. More details to follow.

## COVID Operational Guidance Reminders

- Reminder that guidance effective August 31<sup>st</sup> and updated in early September is still in effect.
- This guidance does include recommendations to ensure activities are in compliance with their local public health recommendations and guidelines, especially for any activities that do NOT have specific state-approved guidelines.
- Face masks – constructive conversation to individuals who refuse to wear mask.  
<https://www.uky.edu/hr/sites/www.uky.edu.hr/files/Constructive%20Conversations.pdf>

## AED Hiring Update

- Process moving forward for the eight positions in progress. Be on the lookout for information from your respective Regional Extension Director for information on when the candidates for the Area Extension Director County Zoom presentations will take place.
- Feedback forms on each candidate will be available to complete for 2 weeks after the last candidate presentation. The Extension Transition page is updated regularly as well.

## NEP update.

- 2021 NEP calendars will be arriving to county offices by 11/24. There is one calendar this year for both EFNEP and SNAP-Ed. If there are specific delivery instructions (special office hours etc.) please notify Rosie or Caroline.
- New NEP Copy Reimbursement request form: <https://kynep.ca.uky.edu/content/forms>

- 2021 SNAP-Ed Memorandums of Understanding should be completed with program partners: [https://kynep.ca.uky.edu/system/files/memorandum\\_of\\_understanding\\_snap-ed\\_.pdf](https://kynep.ca.uky.edu/system/files/memorandum_of_understanding_snap-ed_.pdf)
- Professor Popcorn virtual resources link: <https://kynep.ca.uky.edu/content/professor-popcorn-virtual-resources>

#### 2020 NEP Professional Development Trainings:

- 10/20 Low Touch Demonstration Recipes
- 10/27 Cook Wild KY- Wild Turkey
- 11/3 No webinar (Election Day)
- 11/10 UK Work Life- Home for the Holidays
- 11/17 Gifts from the Kitchen
- 11/24 No webinar (Thanksgiving week)
- 12/8 Chaos Free Holiday Meal Prep
- 12/15 Virtual Delivery of Teen Cuisine

#### October is Cybersecurity Awareness Month

- The DEITCs will be sending weekly emails in October as we have in years past.
- We are also creating a new Extension Cybersecurity Team to distribute information.
- Q&A Oct 29<sup>th</sup> at 10 AM:
  - Qualtrics survey to collect questions (just like the Teams Q&A) [https://uky.az1.qualtrics.com/jfe/form/SV\\_ePyuxTfLL7dGpny](https://uky.az1.qualtrics.com/jfe/form/SV_ePyuxTfLL7dGpny)
  - Zoom meeting link <https://uky.zoom.us/j/93692129101?pwd=MFVkrRjNqZnpBSUo1UHlqN3pSWk1XUT09>

## Important Dates to Remember

- IEEO Harassment Trainings – Oct. 23<sup>rd</sup> and Nov. 19<sup>th</sup>
- Cybersecurity Q&A Session – Oct. 29<sup>th</sup>
- Equipment Inventory (state) will be emailed counties in November for verification
- District Board Nominations due to Judge Executive by November 1st (also send copy to DD)
- Election Day (Holiday) - Nov. 3<sup>rd</sup>
- District Staff Meeting - Nov. 11<sup>th</sup>
- All Reasonable Efforts Training - Nov. 24<sup>th</sup>
- Thanksgiving (Holidays) – Nov. 26<sup>th</sup>-27<sup>th</sup>
- Report to the People – Dec. 1<sup>st</sup>
- Unconscious Bias Training for New Employees – Dec. 3<sup>rd</sup> and May 20, 2021
- Required I-9 Approved Signer Re-Training – Dec. 4<sup>th</sup>

Staff Appreciation T-shirts - will be dropping off county shirts on Friday at:

- Kenton Office – Kenton, Boone, Campbell and Pendleton
- Carroll Office – Carroll, Gallatin and Trimble,
- Shelby Office – Shelby, Henry, Oldham and Spencer
- Jefferson Office

See calendar link for October-November-December deadlines:

<http://districts.ca.uky.edu/OfficeTools>

Be sure to share updates with your county staff.

The next District Zoom Update, Thursday, October 29<sup>th</sup>, at 10:00am.