

District 3 Zoom Meeting Agenda  
Thursday, October 8, 2020  
10:00am

Good Morning

Good News!

Concur

- Questions or concerns. Hopefully Tina Ward's training was helpful as well as training video from Jill Walsh.
- Download Concur App. Allows you to complete concur and approve travel when out of office

Two-factor Log-in for Microsoft 365 (office 365) Coming Soon

- On Monday October 26<sup>th</sup>, two factor authentication will be required for logging into Office 365 including Outlook and Teams. This works the same as the two factor login for MyUK, with the same option to remember you for 30 days. It will increase the security of our Office 365 accounts and reduce spam emails.
- Reminder D3 migration from Skype to Teams, Oct. 14<sup>th</sup>. If you don't have Teams installed on your computer, contact Chris McKenzie.
- October is Cybersecurity Awareness Month
  - The DEITCs will be sending weekly emails this month.
  - 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=MFVkrjNqZnpBSUo1UHlqN3pSWk1XUT09>

Report to the People

- Deadline to submit to Program and Staff Development is December 1<sup>st</sup>.

- Send Information Request Form to me before sending to PSD.
- Check out the [updated Report to the People website](#) for more information. If you have questions, contact Pam Holbrook, 859-257-7193, [pamela.holbrook@uky.edu](mailto:pamela.holbrook@uky.edu).

#### Upcoming Holidays

- The University recognizes the following as official University holidays and can be found [here](#).
  - New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Presidential Election Day (every four years), Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

#### Unconscious Bias Training for New Employees

- December 3, 2020 and May 20, 2021
- Make sure new hire signs up for one of the training.

#### Staff Harassment Training

- Please make sure all office staff attend one of the training listed below. Need 100% participation. Agents are welcome to attend also. Will be by Zoom.
- Dates:
  - Friday, October 23, 10:30AM EST and Thursday, November 19, 2:30PM EST
- Sign up will be made available on KERS.

#### Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- Sign up on MyUK Learning for: "Form I-9 Training for Approved Signers" (VIRTUAL HR-EMP-FI9TAS)
  - Last Virtual Course offered this year will be on:  
December 4<sup>th</sup> at 10AM-11AM EST (unlimited number of participants)

- Only individuals on the approved I-9 signers list can sign an I-9. Use the most current I-9 packet.

#### Extension District Board Nominations

- Nominations for Extension District Board Deadline- November 1<sup>st</sup>.
- The County Extension Council must submit two names per nominee to the County Judge for each Extension District Board member appointment per KRS 164.635.
- The County Judge then makes the appointment by December 15<sup>th</sup>.

#### State Extension Council Delegate

- The State Office is working on updating delegates for next year.
- D3 has one delegate to rotate off the council in December 2020- Barbara Gregory. She has served two 3-year terms and will need to be replaced.
- Need a county to recruit someone to replace Barbara.

#### NEP/SNAP-Ed

- October 10<sup>th</sup> deadline for all SNAP-Ed hours to be entered into KERS (direct, indirect, professional development and administrative time).
- Be sure to read Rosie's and Caroline's email reminders about NEP updates.

See calendar link for October-November-December deadlines:

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

- County Payment due to Robin Oct. 1<sup>st</sup>
- 1<sup>st</sup> Quarter TRIP Payment due upon receipt of invoice.
- 1<sup>st</sup> Success Story due Oct. 10<sup>th</sup>
- DB Nominations due Nov. 1<sup>st</sup>
- County Equipment Inventory in November
- Report to the People due December 1<sup>st</sup>

Be sure to share updates with your county staff.

The next District Zoom Update, Thursday, October 15<sup>th</sup>, at 10:00am.