

***District 3 Zoom Meeting Agenda***  
***Thursday, April 16, 2020***  
***10:00am***

**Good Morning and thanks for joining the Zoom Meeting.**

**Good News**

**Administrative Updates**

- County Websites:
  - For support questions, use the web support listserv: [CAFE-WEB-SUPPORT-L@LSV.UKY.EDU](mailto:CAFE-WEB-SUPPORT-L@LSV.UKY.EDU).
    - That's the fastest way to receive a response and the web support can divide questions up – rather than the load falling on one person.
  - When contacting web support, it would be helpful if requests included the site needing assistance.
    - Frequently get questions like, "I can't log in to my website. Please help" with nothing to let them know what site they are working on.
  - All requests for editing privileges on websites must come from the District Director, not the agent/staff.
  - Reminder: The login page changed last month to [countyname.ca.uky.edu/portal](http://countyname.ca.uky.edu/portal). (It used to be /user). This was sent to all people that are listed as editors on the sites.
  
- Office/EDB paying bills electronically
  - See my email sent on Tuesday
  - Has information on paying bills online and documentations.
  - Any county having issues with paying bills?
  - Issues with scanning receipts?
    - Helpful to designate one person to scan receipts for the office
  
- Coordinating IT trainings with Chad Jennings
  - Chad has asked that each district work with him to set up district training versus having statewide trainings.

- He is currently ready to schedule OneDrive, Microsoft Teams, Adobe Acrobat and updating county website training sessions.
- Will contact Chad about scheduling D3 IT Trainings on Wednesday mornings at 9:00am.
- Small Business Development Center/CARES Act Stimulus Bill for Small Business
  - Thanks to those who participated in the Kentucky SBDC webinar yesterday.
  - Good information shared that agents can post on social media and to pass along to clientele.
  - If you registered but not able to participate in the meeting, you can watch the recording.
  - Feel free to contact one of the SBDC coaches for more information @ KyBizHelp.com/1-888-475-7232.
  - The SBDC is in the CAFÉ and the Dean is in full support of this collaboration.
  - Register in KERS for In-service Credit. Look for Kentucky Small Business Development Center: CARES Act
- Incorporating Emergency Preparedness and Response in the Plan of Work
  - Given the COVID-19 situation, some agents have expressed that councils may identify Emergency Preparedness and Response as an issue to address in the new four-year plan of work.
  - Additional information will be in this week's Thursday Video Cast.
  - Do you see this being identified with your Councils?
- COVID-19 Response Feedback Form and Social Media Spotlights
  - Thanks to those agents who have submitted program successes.
  - I encourage all of you to consider submitting your program successes to be spotlighted.
  - [https://uky.az1.qualtrics.com/jfe/form/SV\\_eOGI00GW7ueP1n7](https://uky.az1.qualtrics.com/jfe/form/SV_eOGI00GW7ueP1n7)
  - Agents can submit multiple program successes.
  - Administration is working to start an effort to share spotlight posts on the CES Facebook page daily.
- Thursday Video

- Dr. Stephenson will focus her message on pacing yourself in programming, taking time for yourself, thinking of our current situation as a marathon not a sprint, and to be sure you are keeping budget in mind as you deliver programs in alternate formats.
- Remote Work – Social Media Posting – Social Distance Guidelines
  - Remember the 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.
    - Coordinate office rotation of who and when staff come to the office.
  - Remote Working Ideas for County Extension Offices
    - [https://extension.ca.uky.edu/sites/extension.ca.uky.edu/files/remote\\_work\\_ideas2.pdf](https://extension.ca.uky.edu/sites/extension.ca.uky.edu/files/remote_work_ideas2.pdf)
  - Be mindful of personal social media posts during work hours.
    - Refrain from making personal post on social media during work time.
  - Be mindful of your actions while working in the office and away from the office.
    - Always practice safe hygiene: wash hands, sanitize office spaces often and maintain social distancing.
    - Maintain social distance from one another if you are in the office with others.
    - We don't want our actions away from the office to inadvertently spread germs and virus to co-workers.
    - If you are feeling sick, do not come to the office if you are schedule to be in the office that day.
  - Remember to always be professional as you balance working from home.
  - Also applies to Office Support Staff and Program Assistants.
  - The State Office will start thinking about how we ease back into working in the offices and “open” offices to public.
- Extension in the City
  - The “Extension in the City” in-service training scheduled for April 17<sup>th</sup> will be held via Zoom.

- [Please register in KERS](#). A Zoom meeting invite will be shared a few days prior.
- If you have issues registering, contact Dr. Jeff Young.
- Agents will be sharing some of their exciting programs, and Dr. Dan Kahl will be sharing information about the CEDIK Downtown Winchester project.

## Reminders and Deadlines

- SNAP-ED
  - A big THANK YOU as D3 is 100% with submitting our SNAP-Ed 2021 commitment.
  - A big THANK YOU for your continued support of low-income audiences in your communities.
  - See the Monday morning email from Rosie & Caroline about upcoming and past NEP trainings to increase your knowledge to help with your low-income audience work while getting SNAP-Ed hours + KERS credit. Two for the price of one.
  - Reminder to enter SNAP-Ed hours each month and to contact Leslie McCammish for accuracy of your committed hours.
  
- Bi-Weekly Time Entry and Approval:
  - All time entry and approval must be completed weekly by 5 pm each Thursday.
  - Email from Melissa Horton saying time had not entered or approved by deadline.
  
- Upcoming Deadlines
 

○ County Payment	April 10 <sup>th</sup>
○ 3 <sup>rd</sup> Success Story	April 10 <sup>th</sup>
○ Budget Information to Fiscal Court	April 15 <sup>th</sup>
○ Randall Barnett Award Application	Mid-May
○ Gifts, Grants, & Contracts	May 1 <sup>st</sup>
○ UFIR	May 1 <sup>st</sup>
○ Affirmative Action Rough Draft	May 15 <sup>th</sup>
○ See calendar for June & July deadlines	

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

**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.

The next Zoom update will be Thursday, April 23<sup>rd</sup>, at 10:00am.