

District 3 Zoom Meeting Agenda
Thursday, April 23, 2020
10:00am

Good Morning

Good News

Administrative Updates

Plan of Work

- July 1st - Draft of County Plan of Work submitted to District Director for review
- July 15th - Final copy of Plan of Work approved by District Director
- August 1st - Deadline to submit 4-Year Plan of Work into KERS
- Offices with KSU agents should include those agents in on POW discussions as well.
- Emergency Preparedness and Response in the Plan of Work
 - There are no direct Major Programs for Emergency Management/Preparedness.
 - However is a list of specific major programs and program indicators that counties should consider using when reporting program efforts.
- Agents are to work with County Extension Councils to continue setting program priorities to help determine what Major Programs (Extension Program Area specific) will be the county's focus areas.
- Dr. Ken Jones to record video to share during May district staff meeting.
 - Need a volunteer to work with Dr. Jones on the video and sharing of information.

COVID-19 Response Feedback Form and Social Media Spotlights

- Compilations 5 includes 30 forms submitted between 8:00 a.m. on Friday, April 17th and 7:45 a.m. today, April 22nd.
- The next compilation will be shared on Friday.

Skype for Business Transition

- Some people were migrated from Skype in March.
- Skype for Business operates through a server on-campus and is moving to a fully cloud-based system.

- Discussions of either going to Skype for Business online or Microsoft Teams.
- If we go to Skype for Business, we will have to migrate to Teams next year.
 - IT group suggested people start logging into to both Skype for Business and Teams now, migrate to Skype for Business online in August, then fully transition to Teams next year.
- To eliminate two migrations, District Directors recommend everyone is to use Microsoft Teams for online communications.

FCS Program Potentially Offering Trainings for County Staff

- Keys to Embracing Aging
- Suggested topics - Positive Attitude, Important of Sleep, Stress Management, Financial Considerations, etc.
- For all interested staff- agents, support staff and program assistants.
- Would there be interest from D3?

Opening America Again

- Dr. Stephenson will review key points from the three phases of Opening America Again.
 - Based on downward trend of COVID-19 symptoms and cases for 14-day period.
- Administration to start identifying events and activities typically scheduled in May, June and July so we can start thinking through the potential phases of opening.
- The recommendation to cancel all non-critical events through May 31st has been approved by university administration. The university events team is now discussing events scheduled in June.

2021 State Extension Conference

- Administration is still moving forward with having the State Extension Conference 2021.
- Dates are February 3-5, @ Hyatt in Lexington
- I nominated several people to potentially serve on the planning committee.
 - ANR - Levi Berg and Marlee Kelley
 - FCS - Shelia Fawbush and Rachael Price
 - 4-H - Diane Kelley and Denise Donahue

- Hort. - DJ Scully and Lacey Kessell
- Kim Henken will notify you if selected.

Options for Online Extension District Board Meetings

- One county mentioned that fiscal court is meeting via Zoom and sharing video on Facebook Live. Consensus that an Extension District Board could follow same approach as fiscal court.
- The IT team had a Zoom meeting yesterday to go through the safe-guards to prevent Zoom bombing.
- The meeting was recorded and will be posted on the internal resource page.

IT trainings with Chad Jennings

- Training dates and topics:
 - Tuesday, April 28 @9am, OneDrive
 - Thursday, May 7 @9am, Microsoft Teams
 - Thursday, May 21 @9am, Website Updating
 - Tuesday, May 26 @9am, Adobe Acrobat
- We will move our May 7th and 21st Zoom meetings from 10am to 2pm.
- See Robin's email to accept invite to trainings. Support Staff and Assistants can participate.

May District Staff Meeting

- Plans are to have a district staff meeting in May.

Hand Sanitizer

- Jim Beam Distilleries is manufacturing hand sanitizer and has offered it free to every UK department as they have it available.
- It is a thin sanitizer that is best used in a spray bottle.
- Counties can order the sanitizer by the half gallons - their only cost will be for any shipping costs to the office.
- Limit to two gallons so there will be enough to go around for all offices.
- Costs will be charged to county cost center.

- First come first serve. It's best to get your order in as soon as possible.
- See Robin's email to place county orders.

Randall Barnett Award

- Friendly reminder that applications for the Randall Barnett Award are currently being accepted.
- Each Extension District is eligible to submit two entries for the award.
- The deadline for submitting entries for judging is May 1st.
- This year's selection will be recognized at the Summer Meeting of the State Extension Council, scheduled for August 11th at the KSU Demonstration Farm.
- The winning Council will receive \$500.
- Applications should be submitted to Dr. Laura Stephenson, Associate Dean and Director of Extension, S-107 Agricultural Science North, University of Kentucky, Lexington, KY 40546-0091.

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.
- Offices should maintain county operations as much as possible.
 - Should have a process for phone coverage and receiving items delivered to the office.
 - Packages should continue to be delivered to the office instead of to agents or assistants home.
 - Make sure money handling procedure are being followed appropriately.
- Posting Researched Base Information on Social Media
 - Outside Resources - Be sure to vet information before posting on social media sites.
 - It may be a good idea to contact someone at the State Office for their insight before posting.
 - We do not want misleading information being shared by the Extension Office.
- Remote Working Ideas for County Extension Offices

- https://extension.ca.uky.edu/sites/extension.ca.uky.edu/files/remote_work_ideas2.pdf
- 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.
 - We do not 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.

Do not forget to complete your monthly reports, SNAP-Ed hours and be sure bi-weekly staff time is entered and approved by 5:00pm each Thursday.

Upcoming Deadlines

- | | |
|---|----------------------|
| ● Randall Barnett Award Application | May 1 st |
| ● Gifts, Grants, & Contracts | May 1 st |
| ● UFIR | May 1 st |
| ● Affirmative Action Rough Draft | May 15 th |
| ● See calendar for June & July deadlines | |
| http://districts.ca.uky.edu/OfficeTools | |

Do not forget to share these updates with your county staff.

The next Zoom update will be Thursday, April 30th, at 10:00am.