

District 3 Zoom Meeting Notes
Thursday, April 2, 2020
10:00am

Welcome aboard Casey Townsend, Campbell Co. 4-H Agent. Casey's first day was April 1st.

Administrative Updates

- DLG –Governor announced that he had signed SB 150
 - Allows special taxing districts to conduct business via conference calls when face-to-face and video options are not available.
 - It reads, “Live audio teleconference if the public agency does not have the technological capacity or availability to provide for the live video teleconference.”
 - Hopefully, this will help counties to conduct business safely in this situation if you do not have videoconferencing options.
 - The provisions in SB150 are options as long as we are operating under the Governor’s “state of emergency” declaration, so we will need to watch for when it has lifted.
 - At this point, it will help government entities such as Extension District Boards be more able to meet the April 15th budget approval deadline.
 - The provision still requires public notice: Time, day, method, agenda, etc. This includes “specific information on how any member of the public or media organization can access the meeting.”
 - Link to the legislation:
<https://apps.legislature.ky.gov/recorddocuments/bill/20RS/sb150/bill.pdf> .

- **Social Distancing**
 - No in-person meetings to take place. Video and Teleconference preferred.

- **Updated communications coming from the Administration**
 - Each Monday during the COVID-19 situation, Administration will be sending an Extension newsletter to all Extension employees to ensure communication.

- Each Tuesday, Administration will be sharing a Healthy at Home Newsletter.
 - Will feature articles from all program areas.
 - The first edition emailed yesterday: <https://extension.ca.uky.edu/healthy-home-newsletter> .
 - Please share this will you on your social networks, LISTSERV and clientele.
- An Extension Video Cast will shared each Thursday afternoon. Be sure to take time to watch the video cast when airing.
- **Career Ladder Letters**
 - Dr. Stephenson will be sending out letters this week or next week.
- **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.
 - Regularly scheduled hours or approved remote work requests.
 - Performing outside employment during your regularly scheduled or approved work hours is considered a conflict of interest and is not permitted.
 - Check emails frequently and read messages thoroughly to keep abreast of the latest information and requests for action.
- **UK Worklife Online Training for Extension**
 - Invited to join in on a Zoom program focusing on the value of self-care, practical suggestions for meaningful self-care activities and tips for adapting during times of social distancing.
 - Time: Apr 2, 2020 12:00 PM Eastern Time. Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/517913192>
 - This program will be led by two of the therapists from UK's Work-Life office and will be for CES staff only.
 - There will be time for questions and the therapists will send supplemental materials after the program.

Temporary Employees

- As of right now, all hiring is paused. That includes the STEPS hiring.

Reminders:

- District T-shirts
 - It is that time of year again to place your order for a t-shirt.
 - Office Staff Coordinator to coordinate getting this completed for the office and returning it back to Robin by April 10.
 - Please list all employees (first and last name) in your office with their size.
 - If your office contains any SNAP/EFNEP employees, please list their first and last name too.
 - Only one person per county to complete and return form.

- QBO Training
 - For those counties that have not completed the QBO Training, the scheduled dates are June 16th at the Grant County Extension Office and June 23rd at the Shelby County Extension Office.
 - You only have to attend one of training. It will be an all-day training. Counties are welcome to invite their Office Bookkeeper and Treasurer to the training. You will need to bring at least one computer with you to the training.
 - RSVP to Robin the number of people from your county who will be attending the training.

- Budget
 - 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.

- Deadline Dates
 - KERS & SNAP Ed Reports
 - Space Inventory (any counties adding space) - April 1st
 - Status of County Offices (New addresses, new building, additions, etc.) - April 1st
 - County Payment to UK (Original letter/check to Laura Stephenson) April 10th
 - Visit Extension Webpage for deadlines dates:
 - <http://districts.ca.uky.edu/OfficeTools>

- D3 Secretary Training
 - Canceled and not be rescheduled.

- All Reasonable Effort in KERS System Now
 - The purpose of this transition is to increase the visibility and transparency of the “All Reasonable Efforts” being made within your individual county programs.
 - Your “all reasonable efforts” can be documented by simply checking the box on the KERS daily/service log, then completing the needed information (personal contact, purpose, and action taken).
 - You can also upload any supporting documentation (Counties should still plan to keep copies of documentation in the office; this info is requested during county program reviews).
 - All reasonable efforts must be made and documented until balanced participation is met and maintained in your county program.

- 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 and approved by the supervising agent. **NO exceptions.**

Person Protective Equipment

- Facemasks – Oldham County Homemakers
 - Extension involvement if it is facility specific and share patterns.
 - We cannot provide any pattern or fabric recommendations, nor can we provide any information about the effectiveness of these items.

- Face Shield – Governor’s request for Extension help.
 - He has asked the Community College system to make face shield parts with their 3D printers to help with the critical need in the state for personal protective equipment for health care workers.

- Extension has been asked to work with Community Colleges to mobilize volunteers to help assemble the masks using social distancing.
- Jefferson Community and Technical College (Jefferson Co.) and Gateway CTC (Boone Co.) are the only two in D3 participating.
- When the information becomes available, Torey Earle will provide KCTCS Point of Contact for each facility to the County POC in the corresponding county.
- County POC will work with KCTCS POC to coordinate delivery of face shield materials to the County Extension Office and assembled face shields back to the KCTCS facility.
- County POC should work with volunteer groups to coordinate and schedule time for material pickup and delivery of assembled face shields at the County Extension office and to ensure CDC Social Distancing guidelines are being properly followed.

Emergency Management Agency

- Thank everyone for completing the Kentucky Emergency Management Agency Survey.
- D3 had 100% participation.
- There were 284 responses with all 120 counties participating.

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 9th, at 10:00am.