

District 3 Zoom Meeting Agenda
Thursday, April 30, 2020
10:00am

Good Morning
Good News

Administrative Updates

Budget

- We have received general information to prepare for a 9.5% budget reduction in Extension funds (state recurring).
- We are looking at all options at this point. Our value that will guide us as we make the decisions is to preserve currently filled positions if at all possible.
- Once we have finalized these budget reductions, we will work with District Directors to work with agents and EDBs regarding finalizing budgets.
- What we do know:
 - No raises for upcoming year in budget.
 - The increase in minimum wage to \$12.50 will continue.
 - The county budget groupings that we shared in the initial budget process will continue as is (changes from previous tiers).

Hiring

- We do not know when the hiring pause will be lifted. We anticipate we will not begin hiring until at least July.
- Counties should plan to use the job bank or work with Stacy Miller regarding other temporary service hiring.

Benefits – Open Enrollment

- April 29th-May 17th
- Alex Digital Interactive Tool is available to walk people through completing enrollment.
- For more information on the benefits options and changes for the 2020-2021 Plan Year, and adding, canceling or changing your benefits elections, go to: <https://www.uky.edu/hr/event/benefits-open-enrollment>.

- In addition, [watch an overview on Open Enrollment here](#).
- If you do not make any new elections, all your elections from the last plan year will carry over **EXCEPT** your Flexible Spending Account (FSA) elections.
- If you would like to place money in a Flexible Spending Account next year, **you must make that election and determine the amount to be placed in Flexible Spending each year**.

Time Approval

- Time approval – It is important that all time is entered and approved by 5 pm on Thursday to ensure all receive payment.
- With a majority of people on remote work it is important that we complete these on time to allow for adequate checks in the system to meet deadlines.

Extension Business Operations Update

- UFIR:
 - Due May 1. Refer to the tool provided by Extension Business Operations in order to prepare the UFIR
http://cafebussnesscenter.ca.uky.edu/files/2019_electronic_ufir_v2.xlsx
- CBO Review Process
 - Analysts are piloting the review process using March financials.
 - We will implement the formal review process in Q4 (April – June).
 - You can expect to receive the first round of reviews in early to mid-May.
 - Our goal is to review each county once per quarter in order to provide support necessary to ensure bookkeeping is done accurately and timely.
- DLG Reporting Dashboard
 - Will be taken down effective April 30th.
 - All reporting will now be done by email submission.
 - The process will start with the registration form and payment.
 - A new budget form has been developed by DLG.
 - We are working to understand what impact it will have on our process (if any) and will be preparing guidance for county fiscal contacts.

Remote Work Accountability

- Need to be certain that personnel working remotely are working and productive.
- To ensure that we are adequately tracking our remote work, we need to do the following:
 - Minutes of office staff meetings – documented attendance
 - Weekly schedule – where and what staff is planning for the week
 - Make sure agents and program assistants are completing KERS.
- Dr. Laura Stephenson's email in regard to the Governor's 10 Steps to Healthy at Work.

IT Trainings with Chad Jennings

- Those who participated in the OneDrive training, Chad wants you to complete this survey. https://uky.az1.qualtrics.com/jfe/form/SV_6Q0JrPR0nBn25yl
- Training is posted to the [District 3 Webinar channel](#).
- Here is the direct link to the OneDrive session:
<https://web.microsoftstream.com/video/d4fd3977-dc69-44ea-bc7c-089a64730ae3>
- Next Training will be Thursday, May 7 @9am on Microsoft Teams
- Our May 7th Zoom meetings will be at 2pm.

Hand Sanitizer

- Jim Beam Distilleries
 - D3 order submitted. Increase counties gallons and added spray bottles (cost).
 - Will let you know if second order is available.
 - Suggest the Farmer's Market reach out to their local County Health Department.
 - Some County Health Departments may have informed Farmer's Markets they can provide free hand sanitizers through the summer.
- Neeley's Family Distillery – Gallatin County
 - They are making hand sanitizer...use the FDA approved recipe.
 - They furnish their own gallon bottles now and they usually ask for a \$25 donation.
 - If you tell them you are with Extension, they will probably wave the \$25.
 - You can call ahead and they will bring it out to the car.
 - Open Monday – Saturday from 11:00am to 6:00pm.

2020 Census

- 56.2% of Kentucky households have responded to the 2020 Census.
- We still have several counties with low response.
- Need Extension help continuing to encourage people to take 10 minutes to complete their census online, by phone, or by mail.
- For more details on promoting the Census, see mailed forwarded to agents.

Do not forget to complete your Monthly Reports and SNAP-Ed hours.

Upcoming Deadlines

- Randall Barnett Award Application May 1st
- Gifts, Grants, & Contracts May 1st
- UFIR May 1st
- Affirmative Action Rough Draft May 15th
- See calendar for June & July deadlines

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

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

All Zoom agendas are posted on the District 3 Website for future review.

The next Zoom update will be Thursday, May 7th at 2pm.