

District 3 Zoom Meeting Agenda
Thursday, August 13, 2020
11:00am

Good Morning

Administrative Updates:

Human Resources

- Daily self-screening requests/system will not be sent out to employees with off-campus workstations. Extension employees should continue signing logs daily as has been our continuing practice.
- Process for reporting exposure contacts/cases remains as current – to DD who will reach out to Stacy and report through UK as required.
- UK Employee testing that just launched on-campus is for a limited time and for individuals who are asymptomatic. Employees who would have to travel to take advantage of the free on-campus testing will need to take TDL.
- UK policy for time period away from work in a self-isolation situation is full 14 days.
- Tax forms and charts are due to Melissa Horton this week. For this purpose, “remote work” is for employees who are basically 100% remote work. Those who come to office for any time are to use the primary and secondary address fields.

NEP Update

- Fall campaign for Victory Garden – Training took place on August 4th and 3 additional Grow Your Own publications are ready for release
- Cook Wild KY – new recipes will be released this fall/early winter
- NEP can pay for postage for assistants to mail lesson materials if county is unable to offer funds
- Releasing updates to our curriculum to provide resources and items for individuals with disabilities – currently working with Human Development Institute to create resources and moving towards universal design for all of our participant handouts- we currently have our handouts in Braille available to any assistant who requests.

- NEP materials currently translated : Swahili, French, Spanish and are working on reaching out to HMONG population, primary requests have come from wky/bowling green area
- 2021 Budget –
 - Actually less dollars than the 2020 budget BUT we were able to maintain same level of funding for agent salaries and we are maintaining current staffing level for SNAP-Ed and EFNEP but we will not be hiring in the upcoming federal fiscal year October 1 – September 30th 2021.
 - We are looking at opportunities for assistants to cover multiple counties if counties are interested.
 - Each county will have \$1,000, each assistant will have \$1,000 for food demo/reimbursement
 - Each county will have a flat \$150 for copy reimbursement, each assistant will have \$150 for copy reimbursement
 - We will continue to purchase chop chop and seasoned and 2021 calendar for counties
 - Working with DCBS to have an automatic referral process for extension but that won't begin until after July 2021 (earliest)
 - Reinforcement items will only be purchased for assistants but we will continue to release materials at ag distribution for agents and assistants

Healthy Choices for Recovering Body- Pilot Counties

District	County and Position
District 1	Boyd, SNAP-Ed Floyd, EFNEP Lawrence, EFNEP Lewis, SNAP-Ed Mason, EFNEP Pike, EFNEP

District 2	Knott, SNAP-Ed x2 Whitley, EFNEP
District 3	Bullitt, EFNEP Jefferson, SNAP-Ed x2 Oldham, EFNEP
District 4	Fayette, SNAP-Ed & EFNEP Garrard, SNAP-Ed Harrison, SNAP-Ed Mercer, SNAP-Ed
District 5	Breckinridge, EFNEP Hardin, SNAP-Ed Pulaski, SNAP-Ed Taylor, EFNEP Washington, SNAP-Ed
District 6	Butler, SNAP-Ed Davies, SNAP-Ed Warren, SNAP-Ed
District 7	Hickman/Carlisle, SNAP-Ed Hopkins, SNAP-Ed McCracken, SNAP-Ed Muhlenberg, SNAP-Ed

SNAP-Ed/NEP Updates - Rosie Allen and Caroline Durr

- Fall campaign for Victory Garden – materials include social media graphics and posts, articles, handouts and video links for #victorygarden2020
- Gleaning Field Guide: Glean Kentucky will send 1 copy to each County Extension Office - www.gleanky.org/field-guide . More information on this guide can be found at: <https://gleanky.org/gleaning-field-guide-distributed-to-every-kentucky-county>

- NEP materials currently translated : Braille, Swahili, French, Spanish and are working on reaching out to HMONG population as-well-as adapting for individuals with developmental disabilities.
- NEP assistants and Agents can purchase food for demonstration purposes using our NEP recipes with NEP funds. We cannot purchase any food for sampling for our participants with NEP funds UNLESS they are in a residential facility or a part of the Feeding KY pilot.
- For 2020 NEP Assistant Performance Evaluation there will be an option for Non-Rated (NR) or rating according to adjusted rubric pending HR approval. NEP Assistants may not choose NR for two consecutive years.
- 2021 Budget will be discussed during Sept. 9 zoom at 3:30PM ET with Agents.
- **End of Federal Fiscal Year Deadlines for NEP**
 - **Friday, September 11**
 - July-September copy totals entered into KERS; estimate copy needs for September 12-30, and enter that number by September 11
 - Last day to purchase online items that are in stock.
 - **Friday, September 18**
 - September food receipts U.S. postmarked to the NEP office
 - September travel expense reports submitted in Concur and documents emailed to Chris and Molly
 - No spending and no travel reimbursements by NEP September 19-30
 - **Monday, September 21**
 - September travel expense reports receive supervisor approval in Concur by noon
 - **Several NEP trainings on teaching Virtually planned in September at 2:30PM ET:**
 - Sept 1-Recruiting Adults for Virtual Programming
 - Sept 8-Fun Ice Breakers for Virtual Programming
 - Sept 15-**Online Teaching Platforms**
 - Sept 22- Online tools to create graphics for Facebook
 - Sept 29- **Using Youth Curriculum on a Virtual Platform**

Hand Sanitizer Dispensers

- Hand Sanitizer Dispensers are being provided for the County offices.
- Robin sent a form to the COVID contact agent to complete and return today.
- Given that we have a limited quantity (300), you are asked to only enter numbers in the adjustments column that are **LESS** than the number in the proposed distribution column if your office do not need any or need less.
- We need to know if someone from the office will drive to Lexington to pick up order.
- These dispensers are designed for liquid sanitizing solutions such as the Jim Beam sanitizer (not foam or gel). Assembly required.

Extension Business Operation

- Public Information Advertisement - Due to the DLG portal being down and with COVID-19 restrictions, we are recommending that counties specify a date and time for financial information to be reviewed in the office.
- See Chris Shotwell's draft wording for advertisement sent by Robin.
- Tax Rates
 - Rates are coming in still.
 - Certifications will come to UK on Tuesdays, Wednesdays & Thursdays.
 - Questions from counties that have received theirs?

District Staff Meetings for 2020

- Hold the 2nd Wednesdays for district staff meetings via Zoom.
- September 9th, November 11th and December 9th (optional)

See calendar link for August-September-October deadlines:

- <http://districts.ca.uky.edu/OfficeTools>
- 4-H Online Access due August 15th
- Off-set Vouchers due Sept 1st

Do not forget to share updates with your county staff.

The next District Zoom Update, Thursday, August 20th, at 10:00am