

District 3 Zoom Meeting Agenda
Thursday, August 6, 2020
10:00am

Good Morning

Good News

- David Gabbard, Owen Co. 4-H Agent
- Welcome back Sherri Broderick and Christin Herbst.

Administrative Updates:

HR Update

- Remind agents/County Managers what the protocols are for reporting potential COVID contact situations
 - Agents and County Managers should not be reaching out directly to volunteers, staff or clientele to inform them of a potential positive contact situation. If an individual needs to be contacted, that will be handled by the health department as part of their contact tracing process.
 - Report potential COVID contact situations through District Director to Stacy Miller in Extension Human Resources. UK Health officials will reach out with guidance and next steps and/or to gather information.
 - When reporting to District Director/Extension Human Resources, please provide the name of the employee who has had a potential COVID situation, that employee's cell number and building logs (employee/visitor logs).
 - Please remind agents and County Managers to ensure that building logs are completely filled out – visitor logs and employee logs. Have those sent to District Directors at least weekly for retention in a way District Directors can access it quickly. Please make sure logs are being sent and that they're being filled out completely.
 - CONFIDENTIALITY – Where we do have a potential COVID contact situation, we cannot control what other people are saying but we can control what we are saying. We do not discuss the specific health situation of any employee.

- Talking points are available and so our PR/governmental relations people as needed to help with any client or governmental relations issues that arise from local concerns.
- DON'T COME IN WITH SYMPTOMS. Do not assume symptoms you are experiencing are allergies. All employees should do the self-screening prior to coming in and do not come in if experiencing symptoms.
- STEPS Masks
 - STEPS has received the gray UK masks for their employees and will be sending them out this week. Hopefully they will be delivered by the end of the week.

Extension Business Operations

- Year-end
 - New year-end actuals file was sent to Fiscal Coordinators.
 - File should help to complete all reports related to actuals
 - District Office reporting (due 8/15)
 - DLG reporting (due 9/1)
 - County Offset Voucher (due 9/1)
 - UFIR (due 5/1)
 - Feedback on year-end process welcomed.
- Tax rate process
 - Process is underway – we expect large numbers to be coming in this week and next.
 - Certifications will come Tue, Wed & Thu.
 - We will do our best to turn them around and get them to district office the same day we receive them.
- Concur
 - No county pilots at this time - as per UK.
 - Going to pilot in FCS which will allow for some local staff to participate.
 - Training will be provided via online or recorded video sessions.

- Full “go-live” still scheduled for September.
- Training to be offered online and/or via recorded video.
- Stay tuned for more info as it becomes available.

Recap from District Zoom Calls

- Thank you to all who participated in the Districts. Your questions and comments were appreciated.
- We are working on a FAQ digest that will be posted on the transition website in the next week.

UK Extension Philanthropy

- One day for UK set for September 16th – Plans are underway for a UK wide Philanthropy Day.
- We will be featuring the ESP Professional Development fund that provides support opportunities for all Extension staff.
- Looking forward to more information in the future.

SNAP-Ed/NEP

- Reminder to read the weekly email from Rosie and Caroline for SNAP-Ed updates and to contact them with questions.
- The NEP Assistant Performance Evaluation will be discussed with Supervising Agents and NEP Assistants on August 12th at 2pm, <https://uky.zoom.us/j/95491284148>
- 2021 NEP year will begin on October 1, 2020. A zoom meeting on September 9th will share updates on our programming and our 2021 budget.
- NEP Assistants – September 9th at 2pm, <https://uky.zoom.us/j/99742569330>
- UKCES Agents – September 9th at 3:30 pm, <https://uky.zoom.us/j/94804381011>

4-H Zoom Meeting with Dr. Stephenson

- 4-H update with Dr. Stephenson on Thursday, August 13th, 9:30am-10:30am.

- She is supposed to be addressing some specifics regarding virtual 4-H programming.
- Change next week's D3 Zoom meeting to 11:00am.

Labor Day Holiday Leave

- Extension employees will still take the Labor Day Holiday leave on September 7th.
- The earlier announcement from UK Administration only applies to those UK employees who are involved in teaching on campus.

J Lester Miller Graduate Fellowship Application

- Please take time to consider applying for the J Lester Miller Graduate fellowship for Extension agents.
- Awarded to County Extension Agents who are enrolled in a Masters or Doctoral program.
- The Applications are due by close of business August 13th.
- Send to Dr. Stephenson and copy Darlene Mylin a pdf of all documents required if sending via email. If sending via mail only one hard copy is required.
- Flyer: http://districts.ca.uky.edu/files/j_l_miller_flyer_2017.pdf
- Application: http://districts.ca.uky.edu/files/j_l_miller_form_4.2020.pdf

Extension Work Address and Local Tax Form

- If you have received an e-mail from UK regarding the Local Tax Update, please hold off until you hear back from me.
- Our HR and Payroll Dept. are discussing this and I will hopefully be sending out an e-mail sometime today on how to proceed forward.

See calendar link for July-August-September deadlines: <http://districts.ca.uky.edu/OfficeTools>

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

The next District Zoom Update, Thursday, August 13th, at 11:00am