

District 3 Zoom Meeting Agenda
Thursday, December 17, 2020
10:00am

Good Morning

Good News!

HR

- Conflict of Interest
 - Any time an employee feels they have a potential conflict of interest, the employee must complete the disclosure form.
 - Beginning January 2022, county-based employees will also be asked to complete the disclosure annually in January.
 - An employee of the university, Extension or their family member cannot benefit from contracts with District Boards. Contracts with an employee or their family member which are in place on December 1, 2020 will be permitted to continue until the conclusion of the term of the contract, but the contract must expire on or before June 30, 2021.
 - The State Office will be offering trainings to Area Extension Directors and County Managers in the spring to help with answering questions.
 - Plan to share information with the Extension District Boards after the first of the year once the administration transition begins to take place.
- Dec. 16 - Bi Weekly Staff Time Approvals
- Dec. 18 - Bi-Weekly PE's Self-Evaluation due, reviewed by current DD
- Jan. 29 - All Supervisor Signatures due on PE's

Extension Business Operations

- KERS Mileage Reports - The preferred recommendation is to list to/from destinations separately.
 - Need to have the starting location to the destination miles and then a new line returning from the destination to work or home miles. So each day trip will have at least 2 lines per day.

- Example: When you take a 4 mile round trip to the post office, you will need to put 2 mile to post office and 2 mile back to the office.

Marketing and Upcoming Communications

- December Communications:
 - January 11 - Monday Memo
 - January 14 - Extension Update (boards and SEC)
 - January 25 - Monday Memo
 - Employees cannot opt out of these emails.
- Reminder about posting pictures on social media. Make sure you/people are wearing a mask. If not, include a capture explaining no mask wearing.
- Hayley needs agents to participate in a FAQ marketing questions. I need two volunteers.

COVID Operational Guidance Reminders

- It's imperative that everyone follow the covid office operational guidance. Violations of the masking policy and other COVID policies may be addressed through corrective action.
- Be sure you are wearing masks and maintaining 6 feet of distance between yourself and others at all times. The Employee and Visitor's Log must be maintained and fully completed at all entry/exit. Agents should be having virtual meetings and programs.

Holiday Leave

- Jan. 18 - MLK UK Holiday: Uploaded Now/Current Supervisors approve

NEP/SNAP-Ed

- Reminder to continue reporting SNAP-Ed hours each month. Check your committed hours submitted for accuracy.
- See Rosie's and Caroline's emails for weekly NEP trainings opportunities.

2021 Agent Meetings

- Agents should continue to hold the second Wednesday of each month for program planning meetings.
- The program leaders will be leading the meetings virtually each month. Area Extension Directors will be in attendance in the meetings to support program efforts.
 - 4-H programs will meet at 8 am CT/9 am ET through noon.
 - FCS and ANR programs will meet individually at 1 pm CT/2 pm ET through the afternoon. In this way those two agent counties will have the opportunity to attend 4-H and their subject matter areas.

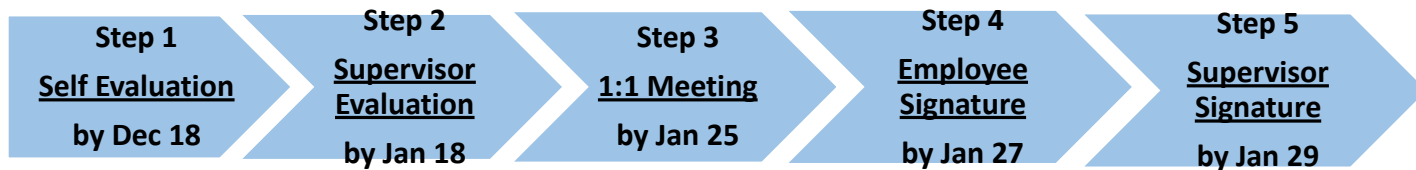
Kentucky Cooperative Extension Diversity Award Nominations Now Open

- Nominations for the 2020 Kentucky Cooperative Extension Diversity Award are now open. Nominations are due electronically by January 8, 2021. Submissions can be completed online at the following link:

https://uky.az1.qualtrics.com/jfe/form/SV_aWQwWeixa397bIF.

2020 Staff Performance Evaluations

- Bi-Weekly Performance Appraisal Self-Evaluation Opens – Dec. 7th.
- Please note that, due to the Extension Transition, we are on the expedited “[2020 Extension Co. Supp. PE](#)” Timeline.



- If you are currently supervising a staff member who is on a post-retirement appointment, have them to complete the [Staff Post-Retirement Performance Evaluation Form](#) and forward the completed form to me.

Important Dates to Remember

- District Board Members Appointed – Dec. 15th
- County Payment to UK – Jan. 10th
- Special District Report Form Deadline – Jan. 31st
- Career Ladder Applications – Feb. 1st
- County Offset Voucher – Feb. 1st
- Unconscious Bias Training for New Employees – May 20, 2021

See calendar link for December-January-February deadlines:

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

The next Zoom Update will be in January.

Happy Holiday and Be Safe