

District 3 Zoom Meeting Agenda
Thursday, July 16, 2020
10:00am

Good Morning

Administrative Updates:

EBO Financial Updates:

- Remind fiscal contacts to contact his staff for any accruals and year end items.
- Travel accruals
 - June travel has already been taken care of to ensure that it was done correctly and it is University fed data.
 - Our staff completed those to complete them correctly in the fiscal year.
 - If there are questions, have them reach out to Beth or Chris. This is the only accrual they will make unless the counties ask.
- Program Support Actuals Reporting - Due Aug 15th
 - Instructions for running the required reporting for FY20 Program Support Actuals to the District Office were emailed to Fiscal Coordinators.
 - The instructions are for those using QuickBooks Online, however, similar reports should be run from existing systems in counties who just recently converted to QBO.
 - These instructions have also been posted to the EBO website and the pertinent links can be found below.
 - As a friendly reminder, counties not using QBO to send a copy to Beth Atkinson also.
 - If there are any questions regarding this process, contact Beth.
http://cafebusinesscenter.ca.uky.edu/files/program_support_reporting_instructions.pdf

Mail Updates

- District techs are pulling off Satori on county owned computers as they have time.
- Rhesa King will no longer be available to answer questions regarding Extension mail as of July 31st.
- District Administrative Support Staff will be answering any questions after they have had a training meeting to discuss later this month.

- The fiscal oversight will be transferred to the EBO Team for the metered mail.
- Information can be found on the Extension website about the changes:
<https://communications.ca.uky.edu/content/bulk-mail>
<https://communications.ca.uky.edu/content/first-class-mail>

Meeting Clubs and Groups – KEHA, Cattleman’s, Other Organizations

- Refer to the reopening guidance shared for meetings last week.
- If the agent is there or held at a county office then the UK COVID protocol should be followed.
- If the clubs are meeting outside the office, without Extension employees they are encouraged to follow the KY health rules.
- Please share this with you folks when planning meetings.

Volunteer Led Activities for 4-H

- Dr. Mark Mains will work with Stacy Miller to ensure we have correct procedures in place for volunteer led events.
- Volunteer led programs can continue at the Extension office if an agent or staff member is present.
- At this point, until we have further guidance, we are minimizing the volunteer led programs held offsite to those activities such as Shooting Sports that has specific guidance.
- In the near future, Dr. Mains will share next steps in volunteer led 4-H programs and volunteer COVID training that will be available.

Facemasks

- As agents and county staff work with people who may not want to wear masks for non-medical reasons here are some ideas for handling them: “We want to offer services to everyone. It is a requirement for us to open to the public and we do not want to

jeopardize our ability to serve everyone so we ask that you comply with wearing a facemask”.

- If agents get push back then use different avenues – such as step outside and take care of the situation or find another venue such as a breezeway to social distance at the office. Or refer them to others such as the DD to complain.
- Please use new signs that require masks that will be provided to you this week on the UK Extension COVID website.

District Meetings to Discuss Administrative Reorganization

- There will be meetings scheduled with Dr. Stephenson and transition team members to discuss the administrative reorganization due to the budget cuts as a result of COVID.
- District’s Zoom invitations will be sent to all district staff for the following dates:
 - July 28 – 2:00 p.m. – District 6
 - July 29 – 9:30 a.m. – District 1
 - July 29 – 2:00 p.m. – District 5
 - **July 30 – 10:00 a.m. – District 3**
 - July 30 – 11:30 a.m. – District 7
 - July 30 – 1:30 p.m. – District 4
 - July 31 – 10:00 a.m. – District 2
 - July 31 – 2:00 p.m. – State Faculty

SNAP-Ed / NEP Updates

- Supervising Agents and NEP Assistants save-the-zoom-dates:
 - July 27, 2PM - NEP Food and Physical Activity Questionnaire update
 - August 12, 2PM - NEP Performance Evaluation, NEERS, KERS, and Success stories update

Urban Extension Program

- Reminder about the quarterly Urban Extension Collaborations gathering, July 28th, 1:00pm-3:00pm, at the Bullitt County Extension Office.
 - KERS in-service signup- <https://kers.ca.uky.edu/core/reporting/training/5957>
- National Urban Extension Leaders (NUEL) Conference Award
 - To be awarded in May 2021 at the National Urban Extension Conference (tentatively at Atlantic City, NJ).
 - UK and KSU agents are encouraged to nominate your co-workers or self-nominate.
 - The application was emailed to agents last week.
 - The deadline to submit is July 31st.

Phishing Emails

From: Hewitt, Noah <Noah.Hewitt@uky.edu>
Sent: Tuesday, July 14, 2020 10:10 PM
Subject: I.T DESK

Hello

This is a special notice that your UNIVERSITY OF KENTUCKY and password has been accessed from another computer. Kindly login with your current linkblue account (username and password) to confirm it's still active.

Follow the process below to confirm it's still active.

To update your password, follow the instruction below:

1. Click on the link [Click here](#)
2. Sign in using your school email and Password.
3. Click UPDATE

- The university will not email you generally and say “click here” they will say go to Account Manager, etc.
- If you hover over the link with your mouse it will show you where this is directing you. It is a little harder to read with the safe-links feature, but this link is in fact pointing at a Google Drive document where they will store your login info.

- If you just read the email and didn't do anything, you should be fine. If you clicked the link and entered information, you should go to the UK Account Manager site (ukam.uky.edu) and change your linkblue password as soon as possible.

State Extension Council Meeting

- Scheduled for August 11th and will be held as a virtual session (Zoom).
- Start at 8:45am and conclude by 12:00pm.
- Counties with delegates, help remind them of the meeting and to join in on Zoom meeting.

Microsoft Teams Q&A Session hosted by Chad Jennings

- We are offering a 90 minute Q&A session to help Extension employees with any questions that may have arisen with their use of Microsoft Teams since our district trainings.
- Everyone is welcome to join in.
- Wed 7/22/2020 10:00 AM - 11:30 AM
- Zoom Link: <https://uky.zoom.us/j/98355348261>

Questions or concerns on Reopening Guidelines?

Deadlines for End of Year Reporting

- Statistical Contacts – July 15
- Success Stories – July 15
- Program Indicators – July 15
- County Plans of Work Uploaded in KERS – August 1
- ES237 Report – August 15th

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, July 23rd, at 10:00am