

District 3 Zoom Meeting Agenda
Thursday, July 2, 2020
10:00am

Good Morning

Administrative Updates:

EBO Update

- DLG Email Notes
 - The FY 2021 Registration Form, FY 2019 and FY 2020 Budget Summary Forms can be downloaded from the DLG website.
 - The forms are located on the SPGE Public Portal page in the Downloads section.
 - DLG will email the FY 2021 Budget Summary Form to districts once the FY 2021 Registration Fee has been paid.
 - Payment links will be emailed and/or texted to you after the Registration Form is received. **Paper checks will not be accepted.**
 - Due to high submission volume and lack of staffing, it will take a few weeks (possibly **3-4 weeks**) to receive the payment link.
 - Therefore, districts may not be able to pay the fee and submit its FY 2021 Budget Estimates until after the due date.
 - Be sure to include the district name and Entity Identification number (EID) on each form.
- FY20 Budget Summary Form – Amendments Section
 - **Enter any Amendments or Line Item Transfers.**
 - If there are no Amendments or Line Item Transfers, **leave the figures as zeros and submit the form once the Year End Actuals are entered.**
 - **DO NOT** enter the Budget Estimate figures in the Amendments section. This section should only show the **DIFFERENCE** amounts.
 - Amendments are an increase in the total budget dollars and require board approval. Decreases in total budget dollars do not require board approval.

- Line item transfers do not affect the total budget dollars but are shifted between categories as line item transfers and does not require board approval as long as it does not exceed the total dollar budgeted.
- New Minimum Wage Increases
 - Salary increase letters were emailed to eligible employees.
 - UK will be covering the costs of the new minimum increases.
 - No need to prepare budget adjustments – EBO will true-up the actuals at year-end.

UK Policy After Employee Out of State Travel

- We have had many questions about how to handle employees traveling out of state and returning to work. Many things change on a daily/weekly basis in response to the Governor's guidelines.
- We have found that UK policy now does NOT require quarantining after out of state travel.
- Anyone who travels out of state should monitor their temperature and other symptoms.
- Note below that university endorsed domestic travel is strongly discouraged.
- We are not approving any work related out of state travel that involves over 50 people to be consistent with current health and safety recommendations.
- As guidelines change we will keep you updated.

The governor's executive order that changed the travel restrictions, but included 14-day self-quarantine after traveling from out of state is

here: https://governor.ky.gov/attachments/20200506_Executive-Order_2020-315_Travel.pdf. But they have since rescinded all travel restrictions: https://govsite-assets.s3.amazonaws.com/hCKid1hmTrmshmdgoP7A_Executive%20Order%202020-415%20Relating%20to%20Travel.pdf. This means there is no longer a 14-day self-isolation governor mandate for domestic travel.

Although UK discourages domestic travel (both for business and personal reasons), it is not banned. Employees should monitor for temperature and other symptoms upon return from any travel. As of May 27, UK's travel policy is (<https://www.uky.edu/coronavirus/faqs>):

All University-sponsored or endorsed international travel is suspended indefinitely. Employees with current reservations for international travel should work to cancel them as soon as possible. There is an appeals process. The U.S. Department of State has issued its highest level advisory, warning U.S. citizens against all international travel. The CDC has issued its highest level advisory, warning of the same.

All travelers arriving in the U.S. from abroad will be required to self-isolate for 14 days after their arrival in the U.S. before they will be allowed to return to campus.

All University-sponsored or endorsed domestic travel is strongly discouraged. Anyone who travels out of state should monitor their temperature and other symptoms.

Anyone traveling internationally for personal reasons should self-isolate for 14 days upon return while monitoring their temperature and other symptoms, before returning to campus. The University of Kentucky recommends that you not travel internationally for personal reasons at this time. Members of the UK community who are not U.S. citizens should also review the recent presidential proclamations to understand how traveling to Brazil, China, Europe or Iran may affect their ability to re-enter the U.S.

Post-Retirements and Study Leaves

- At this time, UK has suspended any NEW post-retirements and study leave requests.
- Those study leaves that are currently approved can continue.
- Any person who is on post-retirement at this time can continue and renew per policy.

Reminders for Fiscal Coordinators

- [UKCES Year-End Closing Schedule](#) and Deadlines
 - EBO Team ask that counties please make every effort to adhere to the specified deadlines so that approval processes are met accordingly.
- Including Attachments to QBO Transactions
 - Attaching the document at the time of entry
 - Attaching the documents at some regular interval (e.g. every Friday)
 - Purchase of portable scanners that will quickly feed various shapes and sizes of receipts

- Using QBO mobile app to take picture and load receipts
- Using personal mobile devices to take pictures and email to support staff
- Using copiers to scan documents to shared drives

Contact Tracing Engagement Event Webinar

- See Dr. Stephenson's email with attached PowerPoint presentation, Participant Communications Packet and Public Service Announcement Toolkit.
- Materials can also be found on kycovid19.ky.gov website.
- Please share this information with your communities to help them understand contact tracing.
- Be aware of the protocol to avoid scammers who might try to take advantage and ask for personal information.

Launch of the Heart2Heart #KentuckyLovesAg Campaign

- The Heart2Heart campaign began as a project between the University of Kentucky College of Nursing and the Fayette County 4-H program as a way to show appreciation for front-line health-care workers.
- Expand the partnership between the College of Nursing and UK CAFE to now recognize and celebrate the contributions of the Kentucky agriculture industry.
- Offices are encourage to join the effort in saying "thank you" to the Kentucky agriculture industry. There are several ways to help spread the word and encourage clientele to participate.
 1. Raise awareness and support the Kentucky agriculture industry by adding the #KentuckyLovesAg social media profile frame.
 2. Share the Heart2Heart #KentuckyLovesAg social media profile frame from the [college's Facebook page](#), and encourage your social media followers to update their profile frame.

3. Download the Heart2Heart #KentuckyLovesAg campaign sign at <https://www.ca.uky.edu/heart2heart>, and include it in “Brown Bags” or “Programs-to-Go” from the local County Extension Office.
4. Download the Heart2Heart #KentuckyLovesAg stationery, note cards, and coloring cards at <https://www.ca.uky.edu/heart2heart> and include them in “Brown Bags” or “Programs-to-Go.”
5. Post the Heart2Heart #KentuckyLovesAg thank you campaign card on social media to encourage individuals to participate in the letter writing campaign.

SNAP-Ed

- Thank you to those who have completed our NEP survey. We would like to share everyone’s work with our funders. We’ve had a 25% response rate from Agents. The deadline has been extended to July 8th and it can be found here: Link: https://uky.az1.qualtrics.com/jfe/form/SV_0xKvDDxighNXKS1
- Families now have until **August 31st** to apply for Pandemic EBT (P-EBT) food benefits. The new announcement can be found on Facebook at: <https://www.facebook.com/watch/?v=3026221947468542> and the application and screening information can be found here: <https://benefind.ky.gov/PreScreening/PEBTInformationAndRules>

Questions or concerns on Reopening Guidelines issued last week?

Deadlines for End of Year Reporting

- The following reports are to be submitted into KERS by the dates included below:
 - POW Draft – July 1
 - Statistical Contacts – July 15
 - Success Stories – July 15
 - Program Indicators – July 15
 - County Plans of Work Uploaded in KERS – August 1

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 9th, at 10:00am