

District 3 Zoom Meeting Agenda  
Thursday, July 9, 2020  
10:00am

Good Morning

Administrative Updates:

Contact Tracing

- Has made the Visitor Sign-in Logs very important- please keep those up to date.
- A copy needs to be available for DD access so please submit regularly to me and Robin.

Final FY20 TRIP billing

- TRIP billing has been sent to counties.
- Fiscal Coordinators should be sure payment is submitted in a timely manner.
- Any June travel submitted in travel expense reports on July 1 or later has been charged in the SAP system to FY21. This means that the invoices sent this week to counties primarily cover travel expenses through May 31.
- They are working through available options to get the June travel expenditures recorded appropriately and will get back to counties with the best course of action.

Year-End Actuals Reporting

- Please advise counties to be patient and get through the year-end process before submitting FY20 actuals to DLG.

Program Support Reporting

- Finalizing an instruction document for running new reports.
- Looking to distribute and post to the EBO website next week.
- Reports are due to DD by Aug 15<sup>th</sup>.

COVID-19 Supplies Purchased via UK Stores

- Supplies purchased through UK Stores will be billed through year-end accounting.
- Still working with UK Stores to figure out the shipping costs.

## QBO Training

- Completed initial training for all counties.
- Ongoing training to be offered in the future – watch for classes to be offered in KERS.

## SNAP-Ed / NEP Updates

- Thanks to those who completed the COVID 19 NEP Survey.
- With the updated the KERS Major Program codes there is a change for SNAP-Ed. #2066 is still there, but with a slightly different name “Nutrition and Food Systems General”. You can get to this quickly by starting to type the new name (type the first two letters “nu”) in the major program dropdown box.
- The latest Chop/Chop Newsletter can be found here:  
<https://kynep.ca.uky.edu/content/nep-resources-during-covid-19> (log-in to internal website to access)
- New Wally Cat Activity sheets have been sent via email
- Upcoming NEP online opportunities:
  - Cooking with Cast Iron July 14 @ 2:30 PM
  - Vegetarian Meals July 21 @ 2:30 PM
  - Cook Once, Eat for a Week July 28 @ 2:30 PM
  - Just a reminder to register in KERS to receive credit for participation. Agents can count participation as SNAP-Ed hours. To find recordings of past NEP trainings visit <https://kynep.ca.uky.edu/>

## Urban Extension Program

- Dr. Young is hopeful to be able to meet face to face for the quarterly Urban Extension Collaborations gathering on July 28<sup>th</sup>, 1:00pm-3:00pm, at the Bullitt County Extension Office.
  - KERS in-service signup- <https://kers.ca.uky.edu/core/reporting/training/5957>
  - Melody Nall and Melissa Bond will be sharing a CEDIK / Extension Arts update

- Julie Zimmerman - A peek into understanding your county and county data needs
- National Urban Extension Leaders (NUEL) Conference Award
  - To be awarded in May 2021 at the National Urban Extension Conference (tentatively at Atlantic City, NJ).
  - Kentucky agents are encouraged to nominate your co-workers or self-nominate.
  - Kentucky can submit one 1862 (KSU) and one 1890 (UK) nomination to Southern Region NUEL Leadership for consideration.
  - The deadline to submit is July 31, to Dr. Jeff Young and Dr. Courtney Owens at KSU.

#### State Extension Council Meeting

- Scheduled for August 11<sup>th</sup> and will be held as a virtual session (Zoom).
- Start at 8:45am and conclude by 12:00pm.
- An agenda and minutes from February 2020 meeting along with details for accessing the meeting are forthcoming within the next few weeks.
- 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>

How is the Heart2Heart #KentuckyLovesAg campaign going?

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 15<sup>th</sup>

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 16<sup>th</sup>, at 10:00am