

District 3 Zoom Meeting Agenda  
Thursday, June 11, 2020  
10:00am

Good Morning

Good News

Administrative Updates:

Questions on Office Reopening and Event Planning Guidelines?

- No more than 50% of employees in office at one time and no more than 33% of occupational capacity in the facility
- Employee and Visitor's Sign-in Sheets – Must sign at every entry and re-entry. Send a copy to me.
- Event Planning – Continue to provide services through contactless methods (virtually)
- Reminder to send me your office reopening guidelines by Monday, June 15<sup>th</sup>
- US Census Using Extension Offices
  - Boone, Campbell, Henry, Kenton, Pendleton, Owen
  - Dates and Times:
    - July 31st - Friday 8am through 6pm
    - August 1st- Saturday 8am through 6pm
    - August 3rd- Monday 8am through 6pm
    - August 4th- Tuesday 8am through 6pm
    - August 5th- Wednesday 8am through 6pm
    - August 13th- Thursday 8am through 6pm
  - Agree to cleaning and sanitizing used office areas before and after use, provide hand sanitizers, encourage to wear face masks and follow UK/State/CDC social distancing guidelines.
  - Contact Person: Kathrene Lo, Administrative Clerk, Lexington, KY Area Census Office, U.S. Census Bureau, (859)788-4000, kathrene.lo@2020census.gov

### Healthy at Work training

- All county employees are required to watch the Healthy at Work training and complete the Qualtrics survey once completed. Over 70 D3 employees have completed the survey.
- DD's will get a report on employees who have submitted the verification survey.
- Custodians will have access to a recording of the cleaning training if they miss the Zoom meeting. A verification survey will also be used with the cleaning and disinfection training.

### Follow-up on supply ordering survey

- Eighty counties submitted survey responses.
- Kim Henken will follow-up with UK Stores to share the survey results and to find out if Stores would like to make any changes to how counties submit orders.
- She is also working on identifying a vendor to offer Extension-branded floor decals for county ordering.

### Update on Administrative Transition plans

- The state and county agent transition teams will be meeting this week to discuss the revised plans for the administrative reorganization due to the budget reductions.
- Follow-up with all agents will follow in July as well as information and feedback from Extension District Boards with plans to begin hiring as soon as UK allows in the fall.

### County Program Reviews

- Next cycle was scheduled to begin in 2021. This will be postponed to 2022.
- Bullitt, Jefferson and Spencer in 2022
- Outstanding reports from the last cycle need to be submitted soon if you have done so.

## Extension Business Operations Updates

- TRIP billing for April & May is being distributed in order to collect payments and get them deposited in university system before year-end
  - EBO Team will be working on June billing once the fiscal year closes and will send out a final FY20 bill at that point.
- Have drafted a year-end calendar for counties and will be sharing soon.
- EBO Team is in final preparations for QBO trainings
  - D3 and D5 will be trained via Zoom over the course of the next few weeks
  - All will go live July 1

## SNAP-Ed/NEP

- A NEP survey for 4/1-present will be coming with compilations being submitted to NIFA. Indirect numbers: Chop/Chop Magazines, NEP Reinforcement Items, Plate It UP Recipe Cards, Calendars, Wally Cat Handwashing Posters, Wally Cat Recipes, My Plate Materials, Cook Wild Recipes, Seasoned Magazines, Other Resources of materials
- Direct contacts: how many TIMES (not contacts) information was provided via Facebook Live, ZOOM, In Person, Other
- Garden Reimbursement Form found on Agent page of NEP website. \$75 per county for FY 10/1/2019-9/30/2020
- Copy reimbursement totals must be entered into KERS SNAP-Ed reporting by June 12. Estimate the number of copies needed from June 13 - June 30.
- Food receipts dated June 1 - June 19 must be U.S. postmarked by June 19. Receipts dated June 20 - June 30 will not be processed by UK and will be returned.
- No travel for NEP Assistants June 22 - June 30. All NEP TRIP must be submitted and approved by June 19.
- Supervising Agents, if you approve travel and anticipate being absent, designate a substitute approver.

#### County Coordinator Lists:

- Signed forms to District Director due by June 1<sup>st</sup>. Missing some counties still.  
[http://districts.ca.uky.edu/files/co\\_coordinator\\_list\\_form\\_12.2016.pdf](http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf)

#### Plan of Work

- July 1 - Draft due for District Director Review
- August 1 – Final POW entered into KERS

#### HR Policy and Procedure #72: Voting Revised October 10, 2012

- Any employee, who is eligible to vote in national, state or local elections, is encouraged to exercise those voting privileges. Work schedules normally permit adequate time for an employee to vote, either before or after normal working hours.  
<https://www.uky.edu/hr/policies>

#### Payroll Schedule

- Staff must enter their time each Thursday and agents to approve time each Thursday.
- Dr. Stephenson made this decision. Until we hear something different from her, make sure time is enter and approved as required.

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

#### Upcoming Due Dates

- Plan of Work Draft – July 1<sup>st</sup> (email to DD)
- Plan of Work-Final Draft due into KERS by August 1<sup>st</sup>
- Affirmative Action Plan-Rough Draft to DD by May 15<sup>th</sup> and final due June 30<sup>th</sup> (KERS)
- Affirmative Action Report-Due by June 30<sup>th</sup> (KERS)
- Final Monthly KERS Reports Due-July 15<sup>th</sup>
- Final 2 Success Stories Due by July 15<sup>th</sup>
- Priority Indicator and Featured Programs Report-Due by July 15<sup>th</sup>
- Program Support Actual Expenditures to EDB & DD-Due by July 15<sup>th</sup>
- Agent Self-Evaluation Performance Appraisal – August 1 (only those agents who opt-in, were NR for FY19 or received a “1” on a single MJR)

- ES-237/ 4-H Enrollment Report Submitted Due August 1<sup>st</sup> (All agents & assistants need to give youth numbers to 4-H for this report. It is a county youth report. Must include all work with youth-6 hours or more.)
- Actual Income & Expenditures due to DD by August 15<sup>th</sup> for Review
- Actual Income & Expenditures uploaded to DLG by September 1<sup>st</sup>
- Publish statement in local paper regarding financial reports by September 1<sup>st</sup>
- Tax rate forms due to DD (set tax rates in late July or August) by September 15<sup>th</sup>

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

The next District Zoom Update, Thursday, June 18<sup>th</sup>, at 10:00am