

District 3 Zoom Meeting Agenda
Thursday, June 4, 2020
10:00am

Good Morning

Good News

- Congratulations to Marlee Kelley for completion of her Master's Degree.

Administrative Updates:

Reopening Extension Offices Guidelines Starting June 1st.

- How are things coming along with gradual opening to more public access?
- Reminder to send me your office reopening guidelines.

Event Planning within COVID-19 Guidelines

- As much as possible virtual meetings should be the first communication method. If face to face meetings/events are necessary there are to be no more than 10 people per event/meeting allowed.
- In accordance with Kentucky Healthy at Work guidance, the total number of employees and visitors in the office should be no more than 33% of the occupational capacity of the facility.
- Farm visits are allowed per social distancing guidance as an essential agriculture business function.
- Renting facilities – Any rentals will need to adhere to government guidelines (presently 10 or fewer with 6-foot distancing).
- Groups will need to agree to clean and sanitize the used areas before and after the event, provide hand sanitizing and it's recommended for people to wear face masks.

Healthy at Work Training

- A Healthy at Work Video Training will be finalized this week with a URL for staff. Will need to complete a quick verification survey once you have watched the video.

- A separate video on cleaning protocols will be provided for custodial staff. It should also be shared with contracted cleaning services and a verification survey will be set for this video as well.
- All county personnel will be required to view the Healthy at Work training and each custodian will need to watch the cleaning protocol training.

Face Mask Distribution and UK Supply Stores Ordering Survey

- Hopefully everyone received their cloth face masks. If you wear short face masks, let me know.
- The UK Supply Stores Qualtrics survey is for estimating quantities of supplies needed on an ongoing basis (ordering 2-week supply with each order). It is not an actual mechanism to place an order with UK Stores.
- The data will be used to work with UK Purchasing to aid in product sourcing.
- Touch-free hand sanitizer dispensers will be available through UK Stores later this summer (projected in July). Working to have a model that will dispense the Jim Beam sanitizer.

Update on Meetings with Extension Transition Teams

- Meetings scheduled with Agent Transition Team and Specialist/Faculty Team the week of June 8th.
- In response to budget reductions, will consider alternate plan for administrative structure that reduces the number of areas and hiring half of the AEDs in the initial phase.

New State Office Communications Schedule

- Changing scheduled to release Monday Memo every-other Monday beginning June 1; Thursday video every other Thursday beginning May 28; and Healthy at Home newsletter once per month beginning in June.

Evaluating Programs on the Go (Grab n Go Bags)

- Please follow these links to the website to see options for cards with and without the 4-H logo.

https://extension.ca.uky.edu/files/qr_grabngo.pdf

https://extension.ca.uky.edu/files/qr_grabngo_no_clover.pdf

Hiring in Counties with One Agent

- Will be able to move forward with emergency hiring for those counties who only have one agent currently in the counties.
- Approval still needed for support staff positions and other agent hiring.

Extension Business Operations Update

- The new manually DLG Registration Form has been shared with fiscal coordinators.
- This new form must be submitted via email to the DLG (dlg-csd@ky.gov). Once the form has been submitted and verified, DLG will provide an invoice to collect the registration payment.
- Once payment has been received and processed, DLG will provide the new Budget Summary Form.
- The EBO Team is working on guidance for the new DLG Budget Summary Form. If you have any questions about these new processes, contact the EBO team.

SNAP-Ed/NEP Deadlines

- Food receipts dated May 23 - May 31, as well as any mail postmarked on these dates, cannot be reimbursed by NEP and must be a county expense.
- Food receipts dated June 1 - June 19 must be U.S. postmarked by June 19. Receipts dated June 20 - June 30 will not be reimbursed by NEP and must be a county expense. Please plan your purchases accordingly.
- **NEP Assistants**, please submit your May and June TRIPs as soon as you have finished traveling for that month. On your TRIP voucher, remember to use the last day you traveled, not the last day of the month. After submitting in MyUK, follow up with your

supervisor for timely approval. There will be **no travel** for NEP assistants June 22 - June 30.

- **Supervising Agents**, if you approve travel and anticipate being absent at any time during May or June, please designate a substitute approver by following the attached instructions.
- 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**, and enter that number by June 12.
- Finally, please note that June 30 is the University fiscal year-end. The NEP Program year-end is September 30. **Agents and NEP Program Assistants**, your SNAP-Ed/EFNEP funds must last through the end of September 2020.

Performance Evaluations for 2020 now loaded on myUK Portal

- June 1 – Performance Evaluations Open
- August 1 – Agent/County Manager Self Evaluations Completed
- September 1 – DDs/County Managers will have completed evaluations and recommended scores
- October 1 – District Director and (County Managers) will have collaborated with Assistant Directors on remarks and scores
- October 15 – Meeting of Assistant Directors and Director of Extension
- November 1 – 2019-20 Evaluation Cycle complete
- November 15 – Tentative Date for Agent PE Letters to be mailed
- December 15 – One on One Meetings with Agents Complete

County Coordinator Lists:

- Signed forms to District Director due by June 1st. Missing five counties.
http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf

Randall Barnett Award

- Deadline extended to June 10th.
- Applications should be submitted to Dr. Laura Stephenson, Associate Dean and Director of Extension, S-107 Agricultural Science North, University of Kentucky, Lexington, KY 40546-0091. Click [application](#) for more information.

Upcoming D3 Zoom Trainings

- Tuesday, June 16th - Quick Books Online Training (EBO Team)
- Tuesday, June 23rd - Quick Books Online Training (EBO Team)
- E-newsletter Training on May 27th – Low participation

Plan of Work

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

Social Media Posting

- A reminder to be mindful about commenting online about your personal opinions on COVID-19 or current protesting events.
- When you are posting on personal social media sites about current events, you should identify your views as your own and not the views of UK Cooperative Extension or the University.
- When posting personal opinions and pictures of yourself, do not wear UK or Extension apparels.

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

Upcoming Due Dates

- Open Enrollment – UK Benefits ends May 15th
- Plan of Work Draft – July 1st (email to DD)
- Plan of Work-Final Draft due into KERS by August 1st

- Affirmative Action Plan-Rough Draft to DD by May 15th and final due June 30th (KERS)
- Affirmative Action Report-Due by June 30th (KERS)
- County Coordinators Form- June 1st
- Final Monthly KERS Reports Due-July 15th
- Final 2 Success Stories Due by July 15th
- Priority Indicator and Featured Programs Report-Due by July 15th
- Program Support Actual Expenditures to EDB & DD-Due by July 15th
- 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 1st (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 15th for Review
- Actual Income & Expenditures uploaded to DLG by September 1st
- Publish statement in local paper regarding financial reports by September 1st
- Tax rate forms due to DD (set tax rates in late July or August) by September 15th

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

The next District Zoom Update, Thursday, June 11^h, at 10:00am