

District 3 Zoom Meeting Agenda  
Wednesday, May 20, 2020  
10:00am

Good Morning

Good News

- Congratulations to Christin Herbst on the birth of her first born baby boy Raylan Michael Herbst on Thursday, May 14, 2020.

Administrative Updates:

Extension Business Operations Update

- The EBO Team is working on drafting a sample DLG registration form for counties as it has changed this year. These will be shared very soon.
- The team will also provide guidance for DLG budget form as it has changed this year.
- Clarification on shipment of goods to personal addresses. Strongly discouraged by UK budget officers due to audit issues but exception requests can be submitted through DD to the Extension Business Office for PRE APPROVAL.
- Pre-purchasing airfare now and getting personally reimbursed. The answer is no on buying ahead and being reimbursed ahead. Airfare can be purchased in advance on county credit cards or UK procards. Purchasing now (current fiscal year) for travel in next fiscal year could be considered prepaying an expense by an auditor. Suggests that if a county wants to prepay they talk with their auditor to get their recommendations on how to handle that. Team will help the counties if the auditor says it needs to be an accrual.

HR Updates

- Master's degree confirmations – Stacy needs the official transcripts before the raise will be input in the system.

### Evaluating Programs on the Go (Grab n Go Bags)

- Ken Jones has put together a central Qualtrics evaluation for program on the go.
- It's an evaluation tool that can be used statewide by all counties that want to assess the impact of the Grab-N-Go Bags.
- He likes to have agent's feedback on this survey by this Friday, May 22nd.  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_6PaECSMHZRTng1f](https://uky.az1.qualtrics.com/jfe/form/SV_6PaECSMHZRTng1f)
- Need at least five agents to share feedback with Ken.

### Extension Reopening – Phase 1 Guidance

- We are finalizing an Extension reopening Phase 1 guidance to be shared on Thursday during the Thursday Video message. DD's will follow up with each county to ensure a plan is in place for the facility and office planning.
- Continue to operate under the limited public access to Extension offices.
- Continue to practice social distancing guidelines when working in the office and during farm visits.
- Face masks should be worn when in common areas in the office, when interacting with others in the office, or when in a community setting.
- Cleans and sanitize common used areas frequently.
- Continue virtual meeting only.
- We recommend that counties consider plexiglass shields to protect front office staff as people come into the office, develop seating in meeting rooms to enforce strict social distancing and order hand sanitizing and cleaning supplies.

### SNAP/NEP

- Grocery receipts for SNAP-Ed reimbursement for May 1-22 must be postmarked by May 22.
- Grocery receipts for SNAP-Ed reimbursement for June 1-19 must be postmarked by June 19.

- Receipts dated May 23-May 31 and June 20-June 30 cannot be processed by UK and will be returned.
- Deadline to enter into KERS for SNAP-Ed reimbursement for copies is June 12. The 20 cents per copy will come from the county SNAP-Ed allotment for 10/1/2019-9/30/2020 fiscal year.

#### Timeline for Agent and County Manager Performance Evaluations for 2020:

- 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
  - County Managers will send to District Directors and Assistant Directors for comments
  - District Directors will send to Assistant Directors for comments
- 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 1<sup>st</sup>  
[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)

#### Vacation and Holiday Leave

- Vacation leave must be used by June 30<sup>th</sup> or you will lose them.
- Don't forget to enter your Memorial Holiday Leave for May 25<sup>th</sup>. Code as Holiday-Memorial

### Extension in the City

- UEI Leadership Fellows – Extended Application Window – June 1<sup>st</sup>
- Contact Dr. Jeff Young for more information

### Plan of Work

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

### Upcoming IT Trainings for D3

- Thursday, May 21st - Website Updating - 9am-11am (Chad Jennings)
- Tuesday, May 26th - Adobe Acrobat - 9am-11am (Chad Jennings)
- Wednesday, May 27<sup>th</sup> – E-newsletter Training – 1:00-2:30pm (Hayley Pierce)  
<https://uky.zoom.us/j/92471477476>
- Tuesday, June 16th - Quick Books Online Training (EBO Team)
- Tuesday, June 23rd - Quick Books Online Training (EBO Team)

### Social Media Posting

- Complaints to State Office from the public about our employees' social media posts on their personal social media pages that are inconsistent with Extension messaging on COVID-19.
- A reminder to be mindful about commenting online about your personal opinions on COVID-19 or the related safety measures being taken or encouraged by our governor, university and local community leaders.
- When you are posting on personal social media sites about these matters, you should identify your views as your own and not the views of UK Cooperative Extension or the University.

- That social media channels are powerful communications tools that have a significant impact on organizational and professional reputations.

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

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

The next Zoom meeting – May District Staff Meeting, Thursday, June 4<sup>th</sup>, at 10:00am