

District 3 Zoom Meeting Agenda
Thursday, May 7, 2020
2:00pm

Good Morning

Good News

Administrative Updates:

May District Staff Meeting

- Zoom Meeting, Wednesday, May 13th at 10:00am.
- Breakout Rooms for Program Area Meetings?

Vacation and Holiday Leave

- Vacation leave must be used by June 30th. Schedule your vacation time now so you will not be in jeopardy of losing any time.
- If you are not planning to use all your vacation time, consider donating to the Staff Shared Leave Pool.
- Don't forget to enter your Memorial Holiday Leave for May 25th. Code as Holiday-Memorial

Agent's Performance Appraisal Rating Option Form

- Due May 15, 2020
- Agents hired between 07/01/19 and 06/30/20 will receive a NR Rating.
- Agents hired on and before 7/1/19, will need to select if you like to be rated or not rated.
- If the agent wishes to be rated and was hired on or before 7/1/19, will need to answer question and complete evaluation documents on rating option form.

https://ces-manuals.ca.uky.edu/files/performance_evaluation_opt-in_2020_rev_may_2020.pdf

Minors on Campus Training Certification

- Some people haven't completed all the trainings. Need to Complete the training as soon as possible.
- Once completed, email an attachment of the training certificates to Dora and Robin.
- If you feel this is an error, give Robin a call or email.

Budget

- We have submitted our budget reduction plan to Dean Cox.
- We have focused on keeping currently filled positions intact and using current vacancies for the budget reduction.
- Final budget decisions will be forthcoming as the plan is reviewed and approved.
- Agent Career Ladder and Master's Degree completion raises will be paid as planned.

New Minimum Starting Wage

- New minimum starting wage of \$12.50 is being implemented with a July 1, 2020 start date.
- There are approximately 200 employees in field programs impacted by the increase.
- This increase is being funded by UK (\$380k).

Bulk Mail Update:

- Bulk mail will no longer be centrally maintained on campus. Ending June 30th.
- Rhesa King will provide frequently asked questions to guide counties who want to continue bulk mail but manage at the county level.
- Hayley will do a training for each district for counties to use e-newsletter distribution.
- Satori is concluding June 30th and will be removed by district techs after that time.
- First Class and Meters: The funding for county first class meters will continue through the end of the contract in 2022.

Upcoming IT Trainings

- Thursday, May 21st - Website Updating - 9am-11am (Chad Jennings)
- Tuesday, May 26th - Adobe Acrobat - 9am-11am (Chad Jennings)
- Tuesday, June 16th - Quick Books Online Training (EBO Team)
- Tuesday, June 23rd - Quick Books Online Training (EBO Team)
 - Trainings will still provide hands-on exercise through breakout rooms.
 - County assignments will be communicated as soon as possible.

4-H Camp

- 4-H camping season has been cancelled for 2020.

- There will be a \$500,000 deficit. Donations to offset this are appreciated.
- Mark has given agents guidance and suggestions for working with donors.
- Unfortunately, you can't use District Board funds to purchase the Camp in the Box kits and then give it to people. It can be viewed as improper use of Extension funds.
- However, if you plan some type of activity such as a virtual camp you can use Board funds to purchase the kits for program participants.
- The 4-H Foundation will go live with a Virtual Gala Silent Auction on May 11th to help support the camping program and offsetting this year's operational deficit.

Planning for Extension Re-Opening

- We are working with UK and CAFE COVID teams to finalize our re-opening efforts in a phased plan.
- At this time we do not have final answers but anticipate that in the coming weeks we will have information available for opening offices to the public.
- We recommend that counties consider plexiglass shields to protect the staff as people come into the office, develop their seating in meeting rooms to enforce strict social distancing and order hand sanitizing and cleaning supplies.

Facemasks

- Extension to provided two cloth facemasks for all county employees by end of May.
- We must provide facemasks beginning Monday for those working in offices.
- Administration to order disposable facemasks for each office based on the current need.
- We have ordered for offices- 100-250. If you have extras, please share with others that may need more.

Remote Work Status - Home Internet or Smart Phone Access

- Any office staff person has a problem accessing the internet or doesn't have a smartphone?
- Only need names of people who do not have access to either one of those things.

Do not forget to complete your Monthly Reports and SNAP-Ed hours.

Upcoming Deadlines

- Open Enrollment May 15th
- Affirmative Action Rough Draft May 15th
- See calendar for June & July 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, Wednesday, May 13th, at 10:00am