

District 3 Zoom Meeting Agenda
Thursday, September 17, 2020
10:00am

Good Morning

Good News!

- NEAFCS Awards
 - Received a 2nd Place National Award in Housing for our homemaker “Healthy Horticulture” Seminar. Special thanks to the hort staff in Northern Ky. for helping to plan and to teach lessons.
 - Received 2nd Place National Winner and 1st Place Southern Region Winner for the Food Safety Award Category titled “Mystery Dinner: The Uninvited Guest Food Safety Training”
 - Received 1st Place National Winner and 1st Place Southern Region Winner for the Innovation in Programming Award Category titled “Mystery Dinner: The Uninvited Guest Food Safety Training”.

Local Tax Form Resubmission

- If you have returned to work 100%, you will need to complete it.
- Complete and return to Robin as soon as possible. HR needs it right away.
- Missing PERNR #. You can locate it by logging into MyUK and it should be on your paystub. The PERMR # maybe different from your person ID, but either way you still need to list it.

Cultural Intelligence Webinar

- Cultural Intelligence – Knowing Yourself and Diverse Cultures, October 14th, 1- 3 pm.
- It’s a 1.5-hour seminar to learn more about the basics of culture, how you identify in your own culture, and where you fit on the Intercultural Development Continuum (IDC).

- The webinar has a \$12 fee to pay for the Intercultural Development Inventory (IDI). This 15-minute cultural intelligence assessment should be completed before the webinar so the facilitator can discuss your results with you.
- Contact Jeff Young for more information.

Programs and Meetings held at the Extension Office

- No agent or program assistant needs to be present during meetings if leader led.
- No programs are to be held inside of leaders' home.

One Day for UK Fundraiser

- Counties should have received a yard sign to help promote this fundraiser.
- If you plan to make a donation to One Day for UK via payroll deduction, you can do so through the giving section in myUK, but the fund doesn't come up if you search by name.
 - You need to get to the Add new Payroll Deductions section and highlight "I want to choose my specific fund(s)." In the "How would you like to Search for your fund?" box choose "Filter funds by division."
 - Next choose "UK Colleges" then "College of Ag..." then scroll down to Building Extension Professional Leadership Fund. Choose recurring if you want a multi-month deduction or one-time for a single deduction. David has not entered formal pledge paperwork so enter "no" under the pledge section.

Communications Audit Survey

- Should have received survey last week. One person from each office to complete the survey.
- Be sure to complete and submit by October 1st deadline.

Hand Sanitizer Dispensers

- Have all counties received their hand sanitizer dispensers?

NEP/SNAP-Ed

- Friday, September 18
 - September food receipts U.S. postmarked to the NEP office
 - September travel expense reports submitted via Concur and documents emailed to Chris and Molly
 - No spending and no travel September 19-30
- October 10, 2020
 - Deadline for all SNAP-Ed hours to be entered into KERS (direct, indirect, professional development and administrative time).

4-H Staff Conference in December

- If planning to participate virtually or in-person, you will need to send me an email requesting approval to pay the registration.
- Then attach the email approval to your invoice and share with the office Bookkeeper/Treasurer for payment. This is the same process as used for association dues payments.
- For in-person attendance, request leave in myUK.
- From a COVID perspective at this time, we are not allowing shared rooms for overnight stays.

May 2021 National Urban Extension Conference Postponed

- NUEL will be hosting a National Urban Extension Virtual Summit on May 18-20, 2021.
- Please hold these dates and times in your calendar. A more detailed agenda and registration information will be released in early 2021.

Upcoming District Staff Meetings

- No October staff meeting but hold date in case one is needed.
- Nov. 11th via Zoom at 10am

- No December staff meeting but hold date in case one is needed.

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

- Off-set Vouchers due ASAP
- Final Accounting due this month
- County Payment due to Robin Oct. 1st
- 1st Quarter TRIP Payment due upon receipt of invoice.
- Report to the People Rough Draft due before Thanksgiving break

Do not forget to share updates with your county staff.

The next District Zoom Update, Thursday, September 24th, at 10:00am