

COOPERATIVE EXTENSION



D4 Staff Meeting

2-12-20

Fayette County Extension Office

9:30 a.m.

PERSONNEL UPDATES

District 4

Tyler Miller - Lincoln County ANR Agent

Jessica Hunley - Madison County FCS Agent

Alex Butler – Anderson County ANR Agent – March 1

EXTENSION FINANCIAL OPERATIONS

Chris Shotwell, Beth Atkinson

IT Update

Rick Hayes, IT

KSU Update

Turquoise Patterson Brown, KSU

NEP Update

Jen Robinson, NEP

TRANSITION TEAM

Cathy Weaver, Agent Transition Team

Jessica Sayre, Agent Transition Team

Alethea Price, Agent Transition Team

URBAN EXTENSION

Dr. Jeff Young

TRIP Reminders

- If expense is paid by 3rd party, you must include the information on the 2nd tab of TRIP and attach documentation.
- Make sure payment notation is on every receipt and matches what is on the 2nd tab of TRIP (example, paid by county, initial and date or paid by employee, initial and date)
- Do not click save and send for approval on TRIP until the last day of travel has passed. It will just delay the process of reimbursement.
- Employee must include an agenda if there is a registration fee paid or if claiming meals on overnight TRIPS.

SUPPORT STAFF PERFORMANCE EVALUATION TIMELINE

All agents should provide input

Send to DD for feedback before sending to 1:1 meeting

Supervisors are to hold 1:1 meetings by February 21

All agents should participate in 1:1 meeting with support staff (as appropriate)

Employee signatures are due February 24

Supervisor signatures are due February 28

THIS DOES NOT APPLY TO NEP (SNAP/EFNEP) SUPPORT STAFF

ONE DAY FOR UK

PLAN OF WORK TIMELINE – handout

COMMUNITY ASSESSMENT REPORTS

HUMAN RESOURCES UPDATE - handout

CEDIK UPDATE

OFFICE OF DIVERSITY

- Junior MANNRS Institute-Nov. 20-21 (see note below - call for presenters)
- Kentucky Diversity and Inclusion Network – Retreat May 20-21
- Diversity Award
- Cultivating Inclusion Series

AG. DISTRIBUTION - Call ahead before picking up items

UK LOGO - Proofread Promotional Materials

CLIENTELE PROTECTION UPDATE

2020 year to rerun background checks on all volunteers in D4 – by April 30

COUNTY REVIEWS – remember to submit follow up report to district director office (Anderson, Garrard, Lincoln, Mercer, Nicholas)

STATE EXTENSION COUNCIL - Feb. 25-26 – Embassy Suites, Lexington KY

PROFESSIONAL DEVELOPMENT (ESP, KACAA, KEAFCS, KAE4HA)

ADMINISTRATIVE REMINDERS:

Upcoming Deadlines/Due Dates

- Monthly Reports –by the 10th of each month
- Audits –remember to upload to DLG website
- Success Stories –one due every quarter, total of 5 by July 15.
- Updated names, addresses, email addresses of District Board members & County Extension Council officers –send to District Director office.

Winter Weather Office Emergency Closing policy-Link: <http://districts.ca.uky.edu/Office Tools>

New Agent Orientation Dates-

April 14-16
August 11-13

Core Training Dates (open to ALL agents, not just new agents) –

- February 17-19 – 4-H Leadership Center, Jabez KY (*Program Development, Effective Communication, Advisory Councils, Teaching Methods, Plan of Work, Program Evaluation*)
- March 20, 24 – SNAP ed training – via ZOOM
- May TBD - Bowling Green, KY
- October TBD – Frankfort, KY

Upcoming District Staff Meetings:

March 11 – Fayette County CES
April – No General Staff Meeting Planned
May 13 – Fayette County CES
NO JUNE, JULY or AUGUST Staff Meetings
September 9 – Fayette County CES
November 11 – Fayette County CES

NEW MILEAGE RATE

The new mileage rate for calendar year 2020 is 57.5 cents per mile. KERS will be updated soon and the TRIP system was updated effective Jan. 1. A link is provided for more information.

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2020>

BARNHART 2021 Fiscal Year Application

The committee is currently seeking proposals for projects to occur during fiscal year 2021, which is July 1, 2020- June 30, 2021. For the 2021 fiscal year application and a list of prior awards, please see <http://administration.ca.uky.edu/barnhart-fund-for-excellence>.

Applications are due by 5:00 ET on March 2, 2020.

*****Reminder to pick up county items*****

PROGRAM AREA MEETINGS:

ANR/Horticulture - Room C (handout)

FCS - Room A (handout)

4-H - Room B (handout)

UK Community Supported Agriculture Sign-up and Vouchers

2020 is the [UK Community Supported Agriculture](#) (CSA) program's 14th season offering organic produce. UK CSA sign-ups are open now. Additionally, all eligible UK staff/faculty on a UK health plan can claim a \$200 voucher towards their UK CSA share. There is no voucher lottery! Please claim your voucher prior to signing up. Learn more [here](#)

9th Annual Jr. MANRRS Leadership Institute - Call for Presenters

The 9th Annual Jr. MANRRS Leadership Institute, interactive workshop proposals are being sought to bring potential students exposure to opportunities in agriculture and STEAM, develop personally, and continue their preparation for future educational endeavors and careers. Submissions that focus on topics related to UK CAFE majors, leadership, personal development and resulting careers are welcomed. Submissions are now being accepted online through April 24. [Click here](#) for more information.