

January 2020

District 4 Newsletter

Cooperative Extension Service

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Happy New Year! Instead of a face-to-face general staff meeting this month, we are sending this newsletter with announcements and reminders for upcoming events and deadlines. As always if you have any questions, please contact myself or Debbie Clark.

For Program Areas: The **ANR/HORT** agents will meet on **January 15; 10 am**; at the Fayette County Extension Office. Dr. Craig Wood will meet with ANR & HORT agents for the first part of the meeting. After Dr. Wood's short visit, HORT does not have any specific agenda topics (please review the HORT related announcements at the end of this newsletter), but ANR Agents will continue to meet to discuss a number of district specific topics.

4-H Agents will meet on **Friday January 17**. **FCS** watch for email announcements.

Please join me in welcoming **Tyler Miller** to the District 4 team! Tyler begins work on January 15 as the Lincoln County ANR Agent. Tyler has been serving as an Agriculture Instructional Specialist for the Kentucky Community & Technical College System. Through that role, Tyler was an active volunteer with the Daviess Cooperative Extension Service and also served as advisor to the Daviess County Young Farmers Association. Tyler has also worked for the Kentucky Fish & Wildlife Resources as well as the University of Kentucky Beef Research unit. Tyler was born and raised on a 200 acre beef farm in Pulaski County.

Extension Diversity Award

A friendly reminder about the Extension Diversity Award. This is a great opportunity to highlight the work you and your co-workers have achieved and to potential earn a monetary award. Nominations are for accomplishments during October 1, 2018 through September 30, 2019. The program nominated could have started before October 1, 2018, but it must have also been ongoing during the period October 1, 2018 - September 30, 2019. Nominations are due via email CAFEDIVERSITY@LSV.UKY.EDU by January 10, 2020.

Kentucky Volunteer Leader Forum

The 20th KVF will be held February 13-15 at the Lexington Convention Center. Final registration deadline is January 21. Goal is to have participation from all 120 counties! For more information visit: <http://4-H.ca.uky.edu/content/kentucky-volunteer-forum>



Career Ladder

See link for application- <http://ces-manuals.ca.uky.edu/content/career-ladderprofessional-promotion>. Agents should send me their application by January 30th so that I will have time to review applications before the February 1st deadline date.

Success Stories

The second Success Story is due January 10th. Success stories should relate to significant program accomplishments, particularly those outcomes and goals identified in the Plan of Work. A success story should be written to include situation and priority; partnerships (when applicable); target audiences; educational response (what was the educational program); outcomes (quantitative data from evaluation methods) and may also include qualitative data (quotes from participants).

Agents are encouraged to visit the Extension District Webpage for available resources and to regularly review the Extension Annual Calendar for important due dates.
<http://districts.ca.uky.edu/OfficeTools>.

SUPPORT STAFF SUPERVISION COORDINATOR UPDATES

Support Staff Performance Evaluation Timeline



Before Clicking the “Send to 1:1 Meeting” you should click “Get Feedback” and forward to the District Director. This will allow me to add comments regarding the employee but not change any scores. When the District Director is finished adding comments, the PE will return to your “To Do” list. You can then click “Send to 1:1 Meeting”. You are now ready to review the PE with your support staff. If during the 1:1 meeting you find that changes need to be made, you can do that at this stage.

Please consult with all agents in the office when assigning scores and providing feedback. It should be done as a group. This is not for NEP assistants. They will be evaluated the same way as before.

MLK Holiday – January 20, 2020

Please remember to submit a leave request in myUK for this holiday. If you should happen to be working on this date, you are eligible to take the holiday within six (6) weeks of the actual holiday. Please be sure to note in the leave request the program/reason for working on 1/20/2020. As a reminder, please be prompt in approving time and leave for biweekly employees!

2020 Chi Epsilon Sigma Membership Dues

Reminder that support staff can request permission for membership dues payment. The membership dues must be postmarked by **January 31, 2020**.

FISCAL COORDINATOR UPDATES:

District Board Annual Meetings

In January, the County Judge Executive administers oath of office to incoming board members, and conducts the nomination and election of new board chair. (KRS 164.650) The oath of office can be found at: http://districts.ca.uky.edu/files/oath_of_office_0.pdf . Once a new Board Chair is elected, the new chairperson conducts the nomination and election of other board officers.

Review County Insurance Policies

In January, the District Board should review insurance policies whether through KACo or other company. This is also a good time to review the policies with all agents.

County Payment to UK

Original letter/check to Dr. Laura Stephenson by January 10th. Send a copy to DD. For security reasons, please redact account numbers from the copy.

Update Board Members & Agent Contact information on DLG

Officers must be elected by District Board by January 30th. Update any changes to DLG website by January 31st. Send a copy to DD.

County District Board Treasurers Bonded

In January, within 10 days of election, the treasurer should be bonded at 125% of the largest amount in hand at any one time.

County Offset Voucher

Due February 1st. Send signed original to DD. This report summarizes expenditures; excluding what is sent to UK as part of the MOA payment. Link to the form can be found here: http://districts.ca.uky.edu/files/county_offset_voucher.pdf.

TRIP Reimbursement

Just a reminder that you can track your own documents by following the guidance in this QRC: <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/TRIP%20Workflow%20Tracking.pdf>

CEC/MARKETING COORDINATOR UPDATES:

Client Protection Reminder

2020 is the year all current Extension volunteers in D4 are to have background checks re-done. Please refer to the Client Protection Handbook for details:

<http://ces-manuals.ca.uky.edu/content/client-protection-handbook>

State Extension Council Meeting

The upcoming meeting will be February 25th-26th, 2020 at the Embassy Suites, 1801 Newtown Pike, Lexington, Kentucky 40511. There will be a New Delegate Orientation, February 25th from 4:30-5:30 ET (Bourbon Room). District 4 Delegates include: Danny Callahan, Estill County; Judy Worth, Fayette County; Jeff Zinner, Franklin County; Paul Muth, Boyle County and Maddie Spaulding, Anderson County. *Agents, please check with the delegate from your county to make sure they have received and responded to information sent from Dian Stapleton.*

County Extension Council Officers

Debbie is following up with each county to make sure we have on file the current County Extension Council officers for each county. Information needed includes name, postal address, email address (if available), and phone numbers/s.

Horticulture Announcements

The updated ID 36 is online and printed

Commercial Vegetable Entomology, Plant Pathology and Management Webinar with Ric Bessin, Emily Pfeufer, and Rachel Rudolph: Feb. 6th 7 to 8:30 pm

Kentucky Forest Health Conference at the Good Barn: Feb. 6th 9 to 3:30:

Tomato Grafting Workshops

- March 12 at South Farm 1 to 3 pm
- March 25 at Metcalfe County Extension Office 1 to 3 pm
- March 31 at RCARS in Breathitt County 1 to 3 pm

OAK Conference in Louisville: March 6-7

IPM high tunnel workshop at South Farm: May 12th 9 am to 12 pm

4-H Agent Retreat – National 4-H Center

4-H Agents attending the retreat at the National 4-H Center must complete an out-of-state travel request http://districts.ca.uky.edu/files/out_of_state_travel_form_2.2017.pdf and also submit a request to use county travel funds through myUK. The agents will be visiting the National 4-H Center to prepare for the 2021 4-H Presidential Inauguration Trip.

Future District Staff Meetings

February 12 – Fayette Co CES *Morning Refreshments: Estill & Powell*

March 11 – Fayette Co CES *Morning Refreshments: Boyle & Scott*

April – NO GENERAL STAFF MEETING PLANNED

May 13 – Fayette Co CES *Morning Refreshments: Bourbon & Harrison*

NO JUNE, JULY or AUGUST Staff Meetings