

COOPERATIVE EXTENSION



D4 Staff Meeting
5-13-2020
9:30 a.m.

PERSONNEL UPDATES

District 4

Resignations

David Davis, Clark Co. ANR, May 29

Paighton Lewis, Estill Co. 4-H, May 29

Janice Scherbert, Scott Co. Support Staff, May 1

Retirements

Evonne Blackburn, Harrison Co. Support Staff, May 15

BUDGET UPDATE

FARMERS MARKETS

HR ANNOUNCEMENTS

PLAN OF WORK

https://youtu.be/_vWXNqo-Dwc

IT Update

Rick Hayes, IT

KSU Update

Nancy Calix, KSU

NEP Update

Jen Robinson, NEP

EBO Update

CEDIK UPDATE

URBAN EXTENSION

CENSUS RESOURCES

OFFICE OF DIVERSITY

1. May 14 Cultivating Inclusion webinar
2. May 21 – Extension Diversity Network

4-H LIVESTOCK / HORSE PROGRAMMING

1. State 4-H Horse Show - Canceled. Alternative activities are being developed for some contests. Please contact Dr. Camargo with questions.
2. State 4-H Livestock Judging - Canceled. Please contact Zach Bartenslager with questions.
3. 4-H Ham Project - social distancing suggestions when washing hams were shared with 4-H agents in an email from Dana Anderson. Please contact Dr. Rentfrow with questions.

KENTUCKY STATE FAIR –

1. Contact assignments are being finalized and will be distributed soon. Please contact Kim Leger with questions.
2. KDA Exhibit Drop Off Locations

COUNTY COORDINATOR FORMS – Due June 1 to DD Office <http://ces-manuals.ca.uky.edu/content/office-operations>

AGENT PERFORMANCE APPRAISAL RATING OPTION – MAY 15 http://ces-manuals.ca.uky.edu/files/performance_evaluation_opt-in_2020_rev_may_2020.pdf

PLANNING FOR RE-OPENING OFFICES TO THE PUBLIC

PROFESSIONAL DEVELOPMENT (ESP, KACAA, KEAFCS, KAE4HA)

STAFF SENATE ELECTIONS: MAY 4 - 22

ADMINISTRATIVE REMINDERS:

- Zoom Staff Meeting each Thursday at 1:30 p.m.
- May 15 Performance Appraisal Rating Form
- Monthly Reports –by the 10th of each month
- Audits –remember to follow instructions provided by Dept of Local Government
- June - Biweekly Midyear Review
- July 1 - Plan of Work Draft –(email to DD)
- July 15 – All KERS Reports (Meetings/Activities, Expenses, Success Stories, Program Indicators, Affirmative Action/Plan).
- August 1 - Plan of Work Final (entered into KERS)
- August 1 - Year-End Budget Actuals (including Program Support Actuals) –
- August 1 - Agent Self-Evaluation Performance Appraisal (only those agents who opt-in, were NR for FY19 or received a “1” on a single MJR)
- August ____ : ES-237 – watch for announcements from State 4-H Office

Upcoming District Staff Meetings: PLEASE HOLD THESE DATES

NO JUNE, JULY or AUGUST Staff Meetings

September 9

October 14

November 11

December 9

PROGRAM AREA MEETINGS IN BREAKOUT ROOMS:

ANR

- Planning summer events/discussion on protocols
- KACAA/NACAA update
- Update on Tommy Yankey
- Other

HORTICULTURE

- Distributing information and helping clients during the pandemic
- Tree and Shrub problems

FCS

- **2020-21 Homemaker Leader Lessons – plans for teaching and or distributing information**
- **Food Preservation Outreach**
- **Area Homemaker Annual Meetings**
- **Agent share – what’s working in your county; how to collectively work on community outreach programming**
- **KEAFCS/NEAFCS**

4-H

- Livestock, Horse, and Dog Volunteer Certification Workshops
 - Date: November 21, 2020
 - Location: General Butler State Resort Park, Carrolton, KY
 - State Registration Deadline: October 16, 2020
 - Date: January 9, 2021
 - Location: Clark CES Office, Winchester, KY
 - State Registration Deadline: December 4, 2020

- Reminder – certified volunteer leaders must complete 2 hours of continuing education by August 31st annually
- Zach Bartenschlager shared several videos that can be viewed for educational hours. All educational hours for a 4-H member can be earned through online sources if needed.
- Teens
- Camp at Home
- Issues Conference Planning Committee
- Heart 2 Heart Letter Writing
- Annual 4-H Update – December 1-3, 2020 – Hyatt Regency, Lexington