

COOPERATIVE EXTENSION



D4 Staff Meeting
9-8-2020
9:30 a.m.

PERSONNEL UPDATES

District 4

Patton Slusher, Bourbon Co ANR – September 11
Taylor Miles, Estill Co 4-H – September 14
Michelle Applegate, Nicholas Co Support Staff

EXTENSION TRANSITION

Alethea Price, Jessica Sayre, Cathy Weaver

KSU UPDATE

Turquoise Patterson, KSU

EXTENSION HR UPDATE

- Minors on Campus Training – required for all staff
- I-9 Approvers – updated training – All D4 should complete I-9 at Scovell Hall as much as possible
- Staff Harassment Training – required for all bi-weekly employees, agents invited
- Tax Deferral
- Election Season Reminders

EXTENSION DISTRICT BOARD REMINDERS

- Nominations from CEC to Co Judge Executive by November 1
- Agent Vacancies and Hiring

PROGRAM AND STAFF DEVELOPMENT UPDATE

- Career Ladder – moving to online submission, available in Dec; due date Feb 1 2021
- Report to the People – watch for updates, rough draft due in November

STATE EXTENSION CONFERENCE – DECEMBER 6-8 2021, Lexington KY

CAFÉ OFFICE OF DIVERSITY UPDATE

- Jr MANRRS Program
- Cultivating Inclusion Series via ZOOM Oct 1, Nov. 5 and Dec 3; 12:00 – 1:00 pm
- KY Extension Diversity & Inclusion Network – Fall Meeting – Sept 17 pm via ZOOM

EXTENSION MARKETING UPDATE

- Communication Audit Survey
- Assign one Support Staff to gather information BEFORE completing survey
- Review during County Staff Meeting

EXTENSION PHILANTHROPY UPDATE - One Day for UK: September 16

EXTENSION BUSINESS OPERATIONS UPDATE

- Concur Implementation
- Tax Rate Process
- Year-End Process
- QuickBooks Reminders

IT UPDATE

Rick Hayes, IT

PROGRAM AREA UPDATES

- **NEP Update**
- **CEDIK UPDATE**
- **URBAN EXTENSION**
- **4-H UPDATE**

Jen Robinson, NEP

PROGRAM AREA MEETINGS IN BREAKOUT ROOMS:

- **ANR**
- **HORTICULTURE**
- **FCS**
- **4-H**

ADMINISTRATIVE REMINDERS:

- Monthly Reports –by the 10th of each month
- Audits –remember to follow instructions provided by Dept of Local Government
- Co Ext Council Nominees to Co Judge Exec – Nov 1
- County Inventory (UK Owned Property/County Owned Property) – November
- Rough Draft of “Report to the People” – by November 25
- Thanksgiving Holiday: November 26-27
- December Holiday: December 21 – Jan 1

Upcoming District Staff Meetings:

PLEASE HOLD THESE DATES:

November 11

December 9