

Extension District Staff Meeting

September 9th, 2020



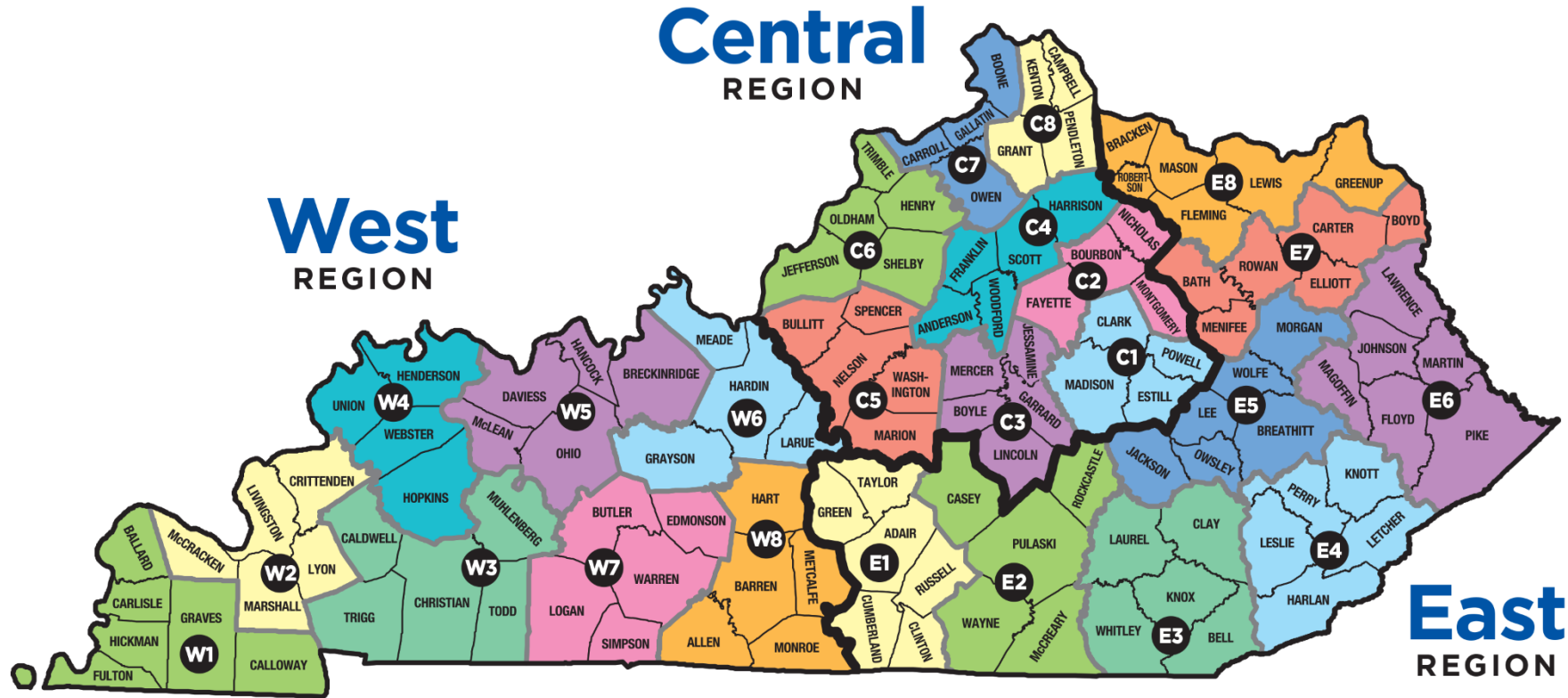
D4 Personnel Update

- Patton Slusher, Bourbon Co ANR – last day Friday Sept 11
- Taylor Miles, Estill Co 4-H – first day Monday Sept 14
- Michelle Applegate, Nicholas Co Support Staff – started Tuesday
- Continuing to post county support staff positions as we receive permission. Agent positions prioritized when down to 1 agent.



Extension Transition

Extension Administrative Regions and Areas



West Area Pairings:

W1/W2 W3/W4
W5/W6 W7/W8

Central Area Pairings:

C1/C2 C3/C4
C5/C6 C7/C8

East Area Pairings:

E1/E2 E3/E4
E5/E6 E7/E8

Area Extension Director Hiring - Timeline

- Application period has closed for eight positions that will be filled with new administrative hires
- Committees are convening in September
- Interviews expected to begin in late September and continue through early November
- All twelve Area Extension Directors are expected to be in place by January 1, 2021

Area Extension Director Hiring - Screening Committee Membership

- Committee chairs are members of the Extension Faculty/Specialist Transition Team
- Membership will include:
 - Agents from the areas
 - Staff from the areas
 - Extension Leader
 - Kentucky State University representative

Area Extension Director Hiring - Committee Chairs

- East 1/East 2: Ashley Osborne, 4-H Youth Development
- East 3/East 4: Martha Yount, Nutrition Education
- East 5/East 6: Ric Bessin, Entomology
- East 7/East 8: Billy Thomas, Forestry and Natural Resources
- Central 1/Central 2: Rachel Noble, 4-H Youth Development
- Central 7/Central 8: Hayley Pierce, Ag Communications
- West 1/West 2: Travis Legleiter, Plant and Soil Sciences
- West 5/West 6: Ken Jones, Program and Staff Development

Area Extension Director Hiring - Committee Responsibilities

- Review applications and recommend primary and secondary interview pools
- Participate in an interview session with each candidate
- Join or view at least one presentation by each candidate
- Provide strengths and weaknesses for each candidate

Area Extension Director Hiring - Interview Process for Candidates

- Web-based interview with the Extension Administrative Team
- Web-based interview with the Screening Committee
- Two Zoom sessions for agents, staff and leaders from the areas featuring a brief presentation followed by question and answer time
- Interview with the Regional Extension Director and Extension Director

Area Extension Director Hiring - Interview Process for Counties

- Each candidate will participate in two Zoom sessions for agents, staff and leaders from the counties within the areas
- Participants will have the opportunity to ask questions
- Online feedback forms will be available to submit feedback for consideration in the hiring process

Agent Transition Team - Current Focus

- Provide input regarding the infrastructure to support for programmatic activities tied to current district boundaries or previous Extension area boundaries
- Work with Extension Administration to finalize responsibility lists for county coordinator roles
- Share overall feedback regarding implementation of the new administrative structure

Stay Current on the Transition Process

- Extension Monday Memo – Emailed every other week
- Extension Transition website
<https://extension.ca.uky.edu/extension-transition>
- Feedback regarding the Administrative Transition may be submitted at any time via the website survey



COOPERATIVE EXTENSION PROGRAM

Kentucky State University Cooperative Extension Program

District Staff Meeting

September 9, 2020



1890 Land-grant Universities Celebrate 130th Anniversary of the Second Morrill Act

- August 30th marked the 130th anniversary of the legislation establishing the 1890 Land Grant Universities.
- The celebration included an online forum on Monday, August 31st that included a gathering of higher education leaders, elected officials, community and business leaders recognizing the importance of the system.



The 1890
land-grant
system
consists of
19
universities.



NIFA Land Grant Colleges and Universities



COOPERATIVE EXTENSION PROGRAM

The 1890 Network of LGUs

The network of 19 universities has a legacy of educating first-generation and economically disadvantaged college students, and enhancing the resilience of limited-resourced farmers, families, individuals, and underserved communities.

- “America’s 1890 Land-Grant Universities are home to some of the best and the brightest our nation has to offer,” **said U.S. Secretary of Agriculture Sonny Perdue.** “...The students at these institutions are a critical part of the future of American agriculture and with them the future is bright.”



COOPERATIVE EXTENSION PROGRAM

New College Name

Kentucky State University's College of Agriculture, Communities, and the Environment changed its name to the

College of Agriculture, Community, and the Sciences.

Dean of the College selected

After a national search, Dr. Kirk Pomper was selected and named Dean of the College of Agriculture, Community, and the Sciences.





COOPERATIVE EXTENSION PROGRAM

Happy Retirement to Dr. Joanne Bankston after 44 years of service.

- Professor and Coordinator/State Specialist Family Economics and Management
- Honored as a legend in FCS in 2016
- Received Award in Excellence in Extension from Association of Extension Administrators in 2016
- Served as president of KY chapter of ESP and Chair of JCEP.
- Served as president of Association of Home Equipment Educators
- Served as Vice-President of Council of Administrators in FCS.
- Served on the KY Attorney General's Consumer Advisory Council



Extension HR Update



Minors on Campus Training

- Minors on Campus training is now required of all Extension Field Staff (Agents, Staff Assistants, Extension Assistants, Program Assistants, and Custodians).
- There are 3 modules (1 hour of training in all).
- Send the 3 certificates of completion (3 PDFs – not just the link) to Dora Collins (djc@uky.edu).
- The training is available from UK's Risk Management site: <https://www.uky.edu/administrativeservices/minors-campus>

Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- Sign up on MyUK Learning for: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS)
 - **Last Virtual Course offered this year** will be on:
 - **12/04/20 – 10AM-11AM EST** (unlimited number of participants)
- Only individuals on the approved I-9 signers list can sign an I-9.
- Use the current I-9 packet (See Yankuba Banda’s 8/4/20 email)
 - Voluntary Self-Identification form should show an expiration date of 5/31/20

Staff Harassment Training

- All bi-weekly staff strongly encouraged to attend (agents welcome too).
 - Please make sure all office staff attend one of these trainings if at all possible.
 - Will be by Zoom
- Dates:
 - Friday, October 23, 10:30AM EST and
 - Thursday, November 19, 2:30PM EST
- Sign up will be made available on KERS

Tax Deferral

- The executive order signed by President Trump on August 12 provided a temporary *deferral* of employee Social Security tax withholding.
- At this time there has been limited guidance issued by the Internal Revenue Service regarding employer withholding and employee repayment requirements.
- This order and guidance only permit **deferral** - the employee must repay the deferred taxes no later than April 30, 2021 or interest and penalties would accrue starting May 1, 2021.
- **Until more guidance is provided, the University of Kentucky will continue to withhold payroll taxes from employee checks and remit them to the IRS as normal.**

Election Season Reminders



Political Activities and Public Office Reminder

- Guidance for Kentucky Cooperative Extension Service
- All Cooperative Extension Service employees shall avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family. If holding public office would create an actual conflict of interest that cannot be mitigated through abstention from votes or discussions concerning matters impacting the Kentucky Cooperative Extension Service, employees of the Kentucky Cooperative Extension Service may not hold such positions.

Political Activities and Public Office Reminder

- UK Policy #76
- <https://www.uky.edu/hr/policies/political-activities-and-public-office>
- The University of Kentucky respects the right and responsibility of employees as individual citizens to engage in local, state, and national politics. However, because the university is a public entity, its faculty, staff, and administrators may only engage in political activities or hold public office if they are able to do so within the applicable law and University regulations, and while meeting the obligations of their position at the University. This policy is not intended to prohibit university employees from freedom of political association but such associations shall not be exercised in the employee's official, university capacity.

Extension District Board Reminders



EDB Nominations

- Nominations for Extension District Board Deadline
- By November 1st the County Extension Council must submit two names per nominee to the County Judge for each Extension District Board member appointment per KRS 164.635.
- The County Judge then makes the appointment by December 15th

Agent Vacancies and Hiring

- At this time hiring pause exceptions will be requested for an Agent Vacancy when a county is down to one Agent.
- More information can be found in the Extension Transition FAQ's regarding Agent Vacancies and Hiring
- https://extension.ca.uky.edu/sites/extension.ca.uky.edu/files/faq_dig_est_edited_august_6_2020.pdf

Program and Staff Development Update



Agent Career Ladder

- The career ladder application will be an online submission
- Due date is February 1st, 2021
- The application will be available to Agents in December

Report to the People

- PSD is currently making a few changes to the Report to the People document and submission process.
- More details will be sent out to all county offices soon.

State Extension Conference Dates Set

December 6-8th, 2021

Lexington, KY

More details will be shared soon.

CAFE Office of Diversity Update



FAYETTE COUNTY

JR. MANRRS PROGRAM

#PressPlay and join Jr. MANRRS for its first ever virtual city-wide program. Jr. MANRRS is open to all high school students wanting to develop personally and professionally while preparing for their next step in college or career.

Meeting Dates

SEPTEMBER 29, 2020

TAP IN - COVID CONVERSATIONS | GUESTS: UK MANRRS

OCTOBER 27, 2020

SOMETHING TO PROVE | GUEST: SYLVESTER MILLER, INDIGO AG, INC.

NOVEMBER 17, 2020

IN MY FEELINGS | GUEST: TIFFANY MONROE, LANE COUNTY (OR) FARM BUREAU

DECEMBER 15, 2020

HIGH FASHION | GUEST: JERICO CURRY, JOHN DEERE



**PRE-REGISTRATION
REQUIRED**



ALL MEETINGS WILL TAKE PLACE ON  AT 6:00 PM EDT

CALL-IN INFORMATION WILL BE SHARED AFTER REGISTRATION IS COMPLETE

FOR MORE INFORMATION CONTACT: [KENDRIANA.PRICE@UKY.EDU](mailto:kendriana.price@uky.edu)



CULTIVATING INCLUSION SERIES

College of Agriculture,
Food and Environment
Office of Diversity

Join the Office of Diversity as we learn and engage in training related to diversity and inclusion to foster an appreciation of an inclusive college community

SESSIONS WILL TAKE PLACE VIA ZOOM FROM 12 - 1 PM

SEPTEMBER 3, 2020: INCLUSIVE LANGUAGE

Dr. Quentin Tyler, Michigan State University

OCTOBER 1, 2020: CURATING A CULTURE OF BELONGING, SAFEZONE TRAINING
THIS SESSION WILL CONCLUDE AT 1:30 PM

UK Office of LGBTQ* Resources

NOVEMBER 5, 2020: STAMPED FROM THE BEGINNING BOOK DISCUSSION

UK CAFE Office of Diversity

DECEMBER 3, 2020: MOVING FROM KINDNESS TO ANTIRACIST

Dr. Melissa Stein, UK College of Arts & Sciences



SCAN QR CODE OR VISIT
LINK TO REGISTER
[HTTPS://TINYURL.COM/OOD
CIS2020](https://tinyurl.com/oodcis2020)

KERS CREDIT AVAILABLE FOR
EXTENSION PROFESSIONALS

JOIN US IN READING, *STAMPED FROM THE BEGINNING* BY IBRAM X. KENDI, BOOK PROVIDED FOR
FIRST 30 REGISTRATION!

FOR MORE INFORMATION CONTACT: [KENDRIANA.PRICE@UKY.EDU](mailto:kendriana.price@uky.edu)

COOPERATIVE EXTENSION



KENTUCKY EXTENSION DIVERSITY & INCLUSION NETWORK

Fall Meeting

September 17, 2020
2:00 PM - 4:00 PM EDT



For more information contact:
antomia.farrell@uky.edu



Use the QR Code or Link Below to
Register Today!
<https://tinyurl.com/KEDIN2020>

Extension Marketing Update



Marketing

- Communication Audit
- After district staff, a Qualtrics survey will be sent to collect
 - Newsletter information – names, frequency, distribution size
 - Social media information – page name, admins/editors, number of followers
 - Earned media – regular newspaper columns, news shows, podcasts
 - Paid media – regulars ads
 - Other marketing outlets

Marketing

- One person from each office will need to complete the survey
- A “cheat sheet” will be sent with the survey link so all the information can be collected before entering into the survey
- It’s suggested that a staff assistant assemble the information and then discuss it during a staff meeting before completing the survey
- Due: October 1
- For questions, contact Hayley Pierce – hayley.pierce@uky.edu

Extension Philanthropy Update



One Day for UK – September 16

- UK's Annual Giving Day that was scheduled for April but postponed due to Coronavirus
- Last year UK raised over \$1 Million and College raised over \$42,000
- This year Extension has been given opportunity to have a featured fund
- Dr. Stephenson chose “Building Extension Professional Leadership Fund- ESP” which benefits all Extension Employees
 - This fund can be utilized to support travel, training, education, programming, and any other activity associated with attendance at or participation in professional development opportunities.

One Day for UK – How to Help

- Advocate for One Day for UK through your own social media.
 - Share stories, repost, participate in challenges, and be a cheerleader for UK Extension on that day.
 - Follow #OneDayforUK to see all of the posts related to giving day and don't forget to hashtag your own posts with #OneDayforUK.
- Follow along with the progress at: <https://onedayforuk.uky.edu/>
- Sign up to become a BBNfluencer on the One Day for UK website to receive additional tools to help spread the word and show off UK pride.
- Yard signs will be sent to every Extension Office to promote in their own community on the day.

One Day for UK – How to Give

- Online on September 16 at <https://onedayforuk.uky.edu/>
- Anytime during September at <https://uky.networkforgood.com/>
 - All donations in September will be credited to one day for UK
- Payroll Deductions can be made in myUK. Click the giving tab to make your monthly pledge. All pledges made in September will count toward One Day for UK total.
- Extension Administrative Staff has set up a pledge to match pledges from Extension Agents on One Day for UK. Will match up to \$3100

Extension Business Operations Update

September 2020 District Staff Meeting



Extension Business Operations

Chris Shotwell, Director of Extension Business Operations

Tina Ward, Business Analyst

Jeremy Teal, Business Analyst (WKY)

Beth Atkinson, Business Analyst (CKY)

Ty Back, Business Analyst (EKY)

Concur Implementation

- Concur will “Go Live” on Sept 8
- Concur replaces the TRIP system and will be used by county staff for travel expense reporting
 - Campus staff will also use Concur to report University credit card expenses
 - **Note: References to Procard in training materials does not apply to county staff**
- All travel through Aug 31, should be submitted in TRIP by Sept 7 to allow for more time to prepare and adjust to the new Concur system
- Any travel reports not submitted by Sept 7 will have to be submitted via Concur
- No word yet on when TRIP will be decommissioned

Concur Implementation

- Training for Concur will be done by the University
 - Quick reference guides have been prepared by the implementation team and will be updated as necessary
 - Pre-recorded videos will be the primary means for training
 - Travel policy changes will also be implemented effective Sept 8
 - Note: Any Internal Extension policies will be communicated via email and updated on the CES website**
 - All University resources can be found on the University Financial Services website
 - <https://www.uky.edu/ufs/concur-travel-expense-management>

Concur Implementation

- EBO will be preparing Extension specific quick reference guides to help field staff complete travel reports
- EBO advises staff to use the University resources and check their website frequently for the most updated information
- Contact info for questions regarding Concur:
 1. ConcurExpense@uky.edu (please cc: EBO Analysts when contacting the Concur Team with questions)
 2. EBO Business Analysts – we are still learning this new system ourselves, but we will be happy to assist where possible

- Home
- About
- Service Areas and Leadership
- Business Procedures Manual
- Concur Travel and Expense Management**
- Travel Expense Policy
- Procard Expense Policy
- Updated Business Policies and Procedures
- Travel Arrangements
- Concur Quick Reference Guides
- Concur FAQ's
- Tableau Reporting
- Payroll Schedule
- General Ledger

Concur Travel & Expense Management



SAP Concur will be used as the university's expense management system for travel expense reports and non-travel procurement card expenses, replacing SAP TRIP and the procard reconciliation process. The travel booking system in Concur will remain the same but will include added features for requesting and expensing travel. Procurement policies and procedures were refined through a partnership between Purchasing and University Financial Services in order to simplify financial accounting for users through the "smart" Concur expense

Extension

Virtual Q&A from Concur Travel and Expense Management

| Date | Time | Location |
|--------------------|------------------------|-------------------------------------|
| September 15, 2020 | 1:00 PM – 2:00 PM ET | Live Q+A Session #1 |
| September 21, 2020 | 11:00 AM – 12:00 PM ET | Live Q+A Session #2 |
| September 30, 2020 | 12:00 PM – 1:00 PM ET | Live Q+A Session #3 |
| October 5, 2020 | 12:00 PM – 1:00 PM ET | Live Q+A Session #4 |

Tax Rate Process

- Most counties have received their calculated compensating and +4% rates from the state office
- A few are still outstanding and we are awaiting info from the Department of Revenue to get you the calculated rates
- Reminders:
 - Any rate above the calculated compensating rate requires public hearing
 - Any rate above the calculated +4% rate requires public hearing and is subject to recall
 - Taxing district has 45 days from the date of property tax roll certification to establish a tax rate (date can be found on the bottom of the “Worksheet for Certification Assessment For Local Government” which was sent to the county office along with the calculated rates)
 - More info: <https://revenue.ky.gov/Property/Pages/PropertyTaxRates.aspx>

Tax Rate Process

- EBO has provided new guidance for filling out the property tax forms which are submitted to the Department of Revenue
 - Property Tax Rate Request Form
 - Motor Vehicle Tax Rate Return Letter
- http://cafebusinesscenter.ca.uky.edu/ebo_forms

EBO Forms

Money In:

1. [Cash Receipts Transmittal Form & Instructions \(Fillable Form\)](#)
2. [Cash Receipts Transmittal Form & Instructions \(Printable Form\)](#)
3. [Safekeeping Device Log & Instructions \(Printable Form\)](#)

Money Out:

1. [Payment Voucher & Instructions \(Fillable Form\)](#)
2. [Payment Voucher & Instructions \(Printable Form\)](#)
3. [Credit Card Transaction Log & Instructions \(Fillable Form\)](#)
4. [Credit Card Transaction Log & Instructions \(Printable Form\)](#)
5. [Missing Credit Card Receipt Form \(Fillable Form\)](#)
6. [Personal Use Reimbursement Form \(Fillable Form\)](#)
7. [Out-of-state Travel Form \(Printable Form\)](#)

Year-End:

1. [Accounts Payable Information Form](#)
2. [Accounts Receivable Information Form](#)
3. [Prepaid Expenditure Information Form](#)
4. [Year-End Actuals Reporting File](#)
5. [Program Support Actuals Reporting Instructions](#)

Other:

1. [Off-Site Equipment Authorization Form](#)
2. [Blanket Exception for BUSINESS ONLY Cost Comparisons](#)
3. [Tax Rate Revenue Projection Form](#)
4. [Property Tax Rate Request Form Instructions](#)
5. [Motor Vehicle Tax Rate Return Letter Instructions](#)



Year-End Process

- Thank you to all counties for working with us this year during the year-end process
- We hope the training and new resources provided were helpful and we welcome feedback for future trainings/resources
- Year-end actuals should have been reported to the District Office as well as the DLG (due Sept 1)

Year-End Process

- Note: if anything changes with prior year actuals, the DLG does require that the district submits “Revised” actuals
 - Send the “Revised” Budget Summary Form with the updated actuals to the DLG via email
 - For the SUBJECT of the email, use the following:
“REVISED – 202X BUDGET YE ACTUALS – EID – SPGE NAME”

QuickBooks Reminders

- **Attachments** – It is strongly recommended that documentation for each transaction entered into QBO is attached in the online system
- **Reconciliations** – Remember to reconcile **ALL** bank accounts on a monthly basis (where possible) and at least quarterly for those accounts that do not receive monthly bank statements
- **Quarterly Reviews** – EBO Analysts are conducting quarterly reviews to provide financial record keeping support and guidance where necessary – we appreciate county fiscal contacts working with us as we use this as an opportunity to serve you and your county and also to learn more about how we can make the QBO system better

Payment Voucher

- Payment Voucher signature line has been updated
 - “Purchaser Signature” retitled **“Purchaser/Reviewer Signature”**
 - Updated to better reflect the role of the person signing the form on that specific line
 - This line should be signed by the person responsible for the purchase or by the person responsible for reviewing the purchase/expenditure
 - Updated form has been loaded to EBO forms page
 - Use up remaining stock of the old form before switching to new form
- Reminders:
 - Payment Voucher is a **required** form and must be used by all counties
 - Do not make any changes to the form – if you need to add other county specific information, we ask that you use the back of the form
 - Payment Voucher requires two signatures on each form

Questions



<http://cafebussinesscenter.ca.uky.edu/extension-business-operations>

IT Update

Rick Hayes, District IT Contact

IT REMINDERS

- An email went out Tuesday from the UK lifecycle account regarding copyright and copyright infringement. I would recommend that everyone review it if it haven't already.
- Don't forget the Teams Q&A Wed Sept 23rd
 - Be sure to submit any questions to Chad's Qualtrics survey so that we can have the best answers possible!

IT UPCOMING EVENTS

- Starting Sept 27th, Zoom will be requiring a password to be set on the meeting or have a waiting room enabled
 - On Sept 27th, any meetings that were scheduled previously will automatically have waiting room enabled for that meeting
- Starting Oct 13th, Adobe products will require 2 factor login just as the UK account manager does
 - Expect more products to require 2 factor in the future such as Outlook

Program Area Updates



K.E.R.S.

SNAP-Ed



Reminders & Announcements

SNAP-Ed Grant Year Ends Sept 30th *(submit all hours by Oct 10th)*

- **Indirect** : newsletters*, dropping off nutrition education information, stuffing educational info in food boxes, posting or sharing nutrition or food safety information on public space virtual or real.
- **Direct**: sharing lesson with group or individual with interaction virtually (*new option for Site*) or in person.

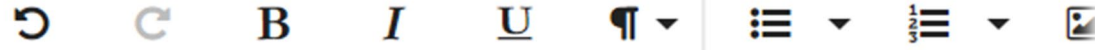
SNAP Ed Direct Contacts Record

| <i>SNAP Ed Direct Contacts Record</i> | <i>Community/Policy System</i> |
|---------------------------------------|--|
| <i>Delivery Site:</i> | <i>Virtual Class (Facebook, Zoom, etc.)</i> |
| <i>Specific Site Name:</i> | <i>Facebook Closed Group W/ Men's Hope Group</i> |

Title:

Healthy Choices Newsletter to Food bank

Description:



Added healthy choices newsletter to local food bank boxes

Major Program:

Nutrition and Food Systems General (2066)

*Example:
Newsletter stuffed
in food box*

Gender:

Female

*No direct education took place, so leave
race and demographics blank.*

0

more options (volunteers, minors ...)

#of Volunteers helped listed here

1

Number of Adult Volunteers

0

Number of Youth Participants (18 and under)

75

Number of Indirect Contacts

**# of boxes stuffed with
Newsletter listed in Indirect**

SNAP Ed eligible?:





SNAP Ed Indirect Contacts Record

Estimated Number Reached:

| | |
|---|-----------|
| Nutrition Education Radio Public Service Announcement | 0 |
| Nutrition Education TV Public Service Announcement | 0 |
| Nutrition Education Articles | 0 |
| Grocery Store/ Food Pantry | 75 |
| Community Event Fairs (Participated) | 0 |
| Community Event Fairs (Sponsored) | 0 |
| Newsletter Audience | 0 |

*Example cont'd:
Newsletter stuffed
in food box*

Method(s) Used:

| | |
|--|-------------------------------------|
| Fact Sheets, Pamphlets, Newsletters | <input checked="" type="checkbox"/> |
| Posters | <input type="checkbox"/> |
| Calendars | <input type="checkbox"/> |
| Promotional Material: Nutritional Message | <input type="checkbox"/> |
| Website | <input type="checkbox"/> |

Cancel

Submit

SNAP-Ed GARDENING Virtual Class

Title: Backyard vegetable gardening

Description:



Taught vegetable container Gardening via Zoom with local low income group. From seed to harvest through the different seasons.

Major Program:

--- select ---

Choose whichever program Code suits your lesson

Race/Ethnicity:

ENTER Class participants info...

| | Non-Hispanic | Hispanic | TOTALS |
|-----------|--------------|----------|--------|
| White: | 11 | 3 | 14 |
| Black: | 2 | 0 | 2 |
| Hispanic: | 0 | 0 | 0 |

Number of Indirect Contact:

SNAP Ed eligible?:

SNAP Ed Direct Contacts Record

SNAP Ed Direct Contacts Record

Community/Policy System Environment

Virtual Gardening Class
Example Cont'd

Delivery Site: Virtual Class (Facebook, Zoom, etc.)

Specific Site Name: Zoom with Local Hope House Group

Session Type: Series - 2 to 4 sessions

Choose # of times you plan on teaching this group

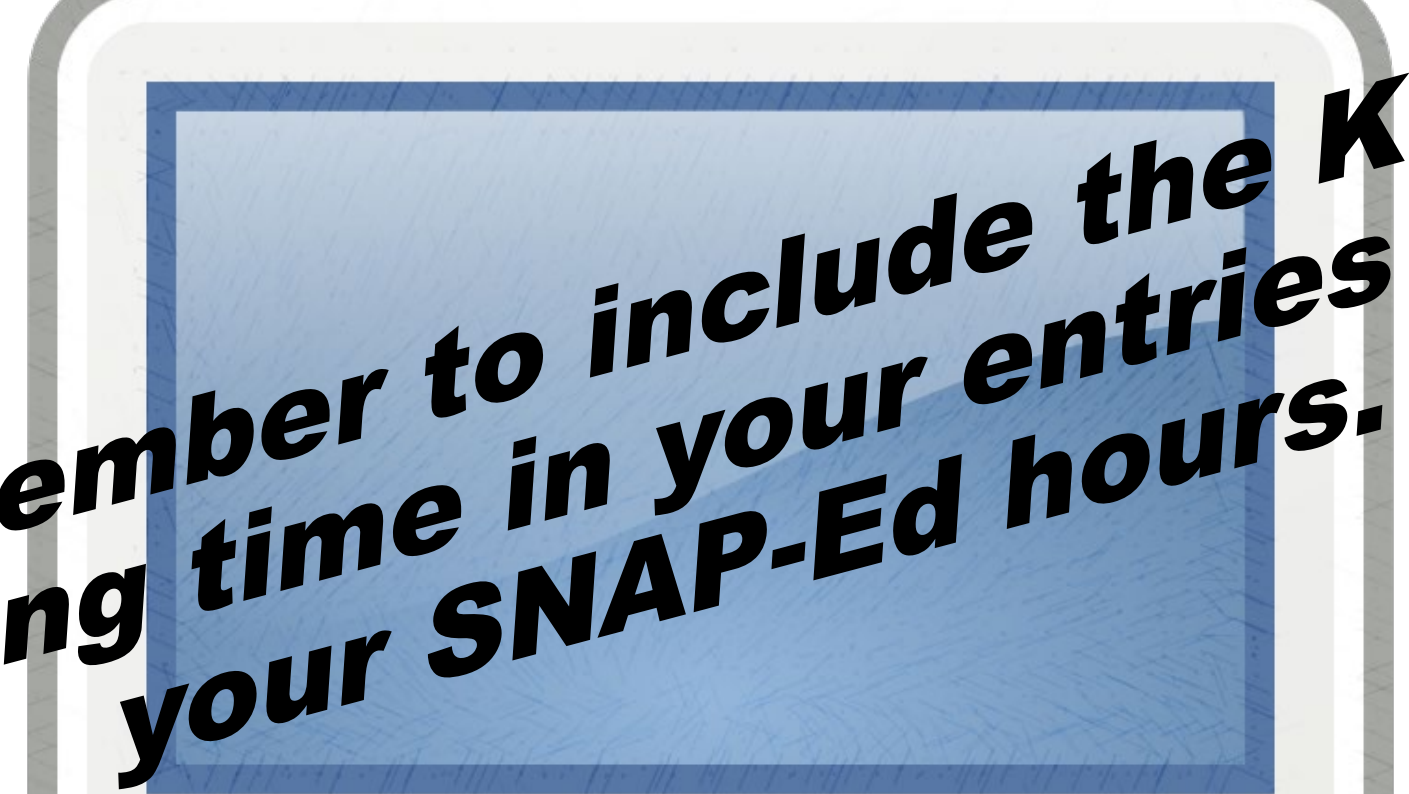
Audience:

Enter class total in
closest related
project/area of
focus for lesson.

| | Less than 5 Years | 5-17 Years | 18-59 Years | 60+ Years | TOTALS |
|-------------------------|--------------------------------|--------------------------------|---------------------------------|--------------------------------|--------|
| Food System/Farmers Mkt | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="16"/> | <input type="text" value="0"/> | 16 |
| Pre-School | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | | |
| Family | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | | |

Cancel

Submit



**Remember to include the *KERS*
reporting time in your entries toward
your SNAP-Ed hours.**

SNAP-Ed Grant Year Ends Sept 30th *(submit all hours by Oct 10th)*

NEP TRAINING – TODAY via ZOOM

- **NEP Assistants – 2 pm EST**

- **NEP Assistants – September 9th at 2pm EST**
- Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/99742569330>

- **Agents – 3:30 pm EST**

- **UKCES Agents – September 9th at 3:30 pm EST**
- Join from PC, Mac, Linux, or mobile device:
<https://uky.zoom.us/j/94804381011>

10
YEARS

OF **CEDIK**

THE COMMUNITY & ECONOMIC
DEVELOPMENT INITIATIVE OF KENTUCKY

UK COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT

https://cedik.ca.uky.edu/sites/cedik.ca.uky.edu/files/aug2020_cedik_10_years_impact.pdf

Subscribe to CEDIK
monthly email updates



CEDIK



University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service



<https://cedik.ca.uky.edu/ky-recovery>

SizeUpKentucky

<https://sizeupkentucky.com/>

CEDIK

 University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

****COMING SOON****

Community and Economic Development Toolkit for Agents – web page

- Local Economic Development resources – who is involved?
- Definitions
- Why is Community and Economic Development important?
- Available programs through CEDIK for agents

Launching soon with a CED 101 webinar by Dr. Alison Davis – look for the announcement and KERS sign up

CED Social media posts for county agents

- CED Facebook and Instagram posts that can be personalized for your county
- Content based on CEDIK pillars of work: Economic Development, Community Design, Healthy Communities, Community Leadership and Arts Engagement

Launching soon – with easily accessible OneDrive folder

CEDIK

Arts Extension

Arts Extension Resources for Agents – web page

- <https://cedik.ca.uky.edu/arts-engagement-resources>
- 2-6 page pubs/arts activities for take-home kits, newsletters, socials
- Social media: @UKYArtsExtension updated with new pubs regularly



Arts Extension

Additional Publication Requests?

- Is there an arts topic you'd love a pub or handout about?
 - Coming Soon: Art Journaling; Printmaking
- Send requests or topic ideas to:
melissa.bond@uky.edu



Urban Extension Updates

Sept. 15 – Urban Extension Institute Leadership Fellows – Cohort 1

First meeting this year long experience

LaToya Drake, Ronda Rex, Wayne Long, Becky Stahler, D.J. Scully and Bonne Sigmon make up Cohort 1.

Sept. 22 – Urban Extension Collaborations – Via Zoom

Heather Hayden (CLD) – will discuss the upcoming Diversity, Equity and Inclusion Certificate program for agents and others.

Dr. Marie Ruemenapp – National Urban Extension Leaders, Chairperson will discuss NUEL and other national urban news.

Congratulations!

Central Kentucky Job Club

program – recognized as the Southern region outstanding Urban Extension program, submitted by Diana Doggett

This program will represent the Southern Region and receive national recognition during the 2021 National Urban Extension Conference

Talking Talent:

What Are Your Strengths and Weaknesses?

Tuesday, September 8, 9:00am

<https://www.facebook.com/FayetteCoFCS/>



Presented by Audrey Bachman, Training Specialist, UK Human Resources

 Alumni Association

 University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

 Human Resources
Temporary Employment

Job Club Schedule



Sessions Begin at 9:00 a.m. EST

Zoom Webinar Links available:

<http://fayette.ca.uky.edu/content/job-club>

Facebook Live:

<https://www.facebook.com/FayetteCoFCS/>

Job Club is now
available to all
120 Kentucky counties.

September 22: It's Not Me... It's You - Preparing for the Interview Process
Presented by Brad Patrick, Former Chief Human Resources Officer

October 13: Know Your Worth! Negotiating Salary and Benefits
Presented by Shelly Trent, SPHR, SHRM-SCP, Career Coach, Your Career Collaborator

October 27: How to Write a Job-Winning Resume
Presented by Caroline Francis, Ed.S., CCC, BCC, CCSP, Director of UK Alumni Career Services & Amanda Schagane, MEd, CCC, CCSCC, Associate Director, UK Alumni Career Services

November 10: Creating and Managing Meaningful Content on LinkedIn
(& Other Career-Focused Platforms)
Presented by Drew Giovanazzi, Talent Acquisition Partner, The Forcht Group of Kentucky

November 24: The Benefits of Working in Temporary Positions
Presented by Nicole Waite, Employment Specialist, UK Human Resources

December 8: Thriving While Searching for Employment
Presented by Ann M Bassoni, LCSW, UK Work+Life Connections



4-H Update

- All Program Areas
- As a reminder, all volunteers should be annually renewed or disengaged from the program at the end of the program year (August). This can be done via letter or email. Information was sent out by Dr. Ken Culp III in mid-August. Please ensure you are following this policy as it allows more opportunity for work with issues regarding problem volunteers.
- Thank you to everyone who braved and overcame the many challenges of 2020 and helped implement a successful Kentucky State Fair. Your help is appreciated!

4-H Update

- 4-H Program
- Starting September 2020 through the end of the program year, the Kentucky 4-H Specialists will be providing online content geared toward clientele (mainly youth audiences). A schedule of this has been shared or will be shared shortly. Contact Rachel Noble for information.
- In-services are being added on a regular basis to meet the requests of agents for more online content. Please check in-services frequently as we are adding these outside the normal procedure and they may show up in the next couple of months. Contact Isaac Hilpp for information.
- Just a reminder that all certified volunteers will need to complete their required training in the next couple of months. Online options for getting these hours are available. Contact Ashley Osborne for information.

Congratulations to these Agents:

- Ryan Farley – KEA4-HA Achievement in Service Award
- Shannon Farrell – KEA4-HA Distinguished Service Award
- Madison McAlmond, Susan Campbell – KEA4-HA Promotional Package Team Award
- Shannon Farrell – KEA4-HA Promotional Package Individual
- Ryan Farley – KEA4-HA Periodic Publication Individual
- Shannon Farrell – National 4-H Innovator Award
- Susan Campbell, Shannon Farrell, Cathy Weaver, Jessica Sayre, Madison McAlmond, Eric Comley – Excellence in 4-H Volunteerism Award
- Lindsay Haynes – Outstanding Program Award Team
- Dana Anderson – Commissioner's 4-H & FFA Youth Partnership Award

Break Out Rooms for Program Area Discussion

Next District 4 Staff Meeting will be November 11, 2020

Please refer to today's emailed agenda for upcoming deadlines and reminders