



District 5 Staff Agenda February 12, 2020

Taylor County Extension Office

Registration: Green Co. - Refreshments: Cumberland & Grayson

Celebration

Reiss Baxter - Wedding Announcement

District 5 Vacancies

- ANR - Washington
- FCS - Adair, LaRue & Russell
- 4-HYD - Pulaski

Personnel Updates

- Tracie Goodman – McCreary CEA for 4-HYD/ANR - Start date: January 1st, 2020
- Nicole Howard – Nelson CEA for 4-HYD - Start date: February 10th, 2020
- Debbie Shepherd – CEA for FCS, Transferring from Casey to Wayne effective March 2nd, 2020
- Amanda Sublett – CEA for 4-HYD, Transferring from Taylor to Marion effective March 9th, 2020

NEP Update – Caroline Durr, Area NEP Agent

Program Area Reports

Dayna Fentress, Hardin CEA for FCS

Amy Aldenderfer, Hardin CEA for HORT

Mason Crawford, KSU Outreach Coordinator

Kindra Ewing Jones, Grayson CEA for 4-HYD

Colby Guffey, Clinton CEA for ANR

ESP Update

Jennifer Bridge (Lincoln Trail Contact) and Tony Rose (Lake Cumberland Contact)

<i>February Birthdays</i>	
<i>Rachel Selvidge</i>	<i>2/2</i>
<i>Pat Hardesty</i>	<i>2/4</i>
<i>Elijah Wilson</i>	<i>2/13</i>
<i>Marla Stillwell</i>	<i>2/13</i>
<i>Ashley Curry</i>	<i>2/18</i>
<i>Susan Martin</i>	<i>2/19</i>
<i>Fran Hodges</i>	<i>2/24</i>
<i>Jessica Vincent</i>	<i>2/25</i>
<i>Lisa Musgrove</i>	<i>2/25</i>

PRESENTATION AND GUESTS

- Transition Team - Whitney Carman, Agent Transition Team & Kim Henken, Transition Team Coordinator
- State 4-H Office – Isaac Hilpp, Senior Extension Specialist
- Extension Financial Operations – Tina Ward, Business Analyst

DISTRICT 5 OFFICE REMINDERS

TRIP Reminders

New Mileage Rate – for this calendar year, has changed to 57.5 cents per mile

Support Staff Evaluation Timeline



Barnhart Fund for Excellence – Due March 2nd, 2020

Chi Epsilon Sigma – April 15th-17th, 2020 – Embassy Suites, Lexington, KY

County Quarterly Payment – Due April 10th

County Offset Vouchers – Due Feb 1st

Status of County Offices – Due April 1st

Staff Meetings for District 5

*Remaining 2020 District 5 Staff Meetings– (HOLD). Wednesday, **March 11th**, 2020; Wednesday, **April 8th**, 2020; Wednesday, **May 13th**, 2020*

DISTRICT STAFF MEETING

UK Work Life

Extension Philanthropy – One Day for UK

State Extension Council – Feb 25th-26th, 2020 – Embassy Suites, Lexington KY

Plan of Work Timeline – Handout

Human Resources Update – Handout

CEDIK Update – Handout

Office of Diversity – Handout

- 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

Social Media – Look for Qualtrics form from Hayley Pierce

UK Logo – Proofread Promotional Materials

Flyers and Promotional Items – Reminder to double check and use good editing skills

DISTRICT CALENDAR REMINDERS

<u>Month</u>	<u>Specific Item</u>	<u>Procedure/Note</u>	<u>Deadline/Due Date</u>	<u>District Office</u>
Feb				
	County Offset Vouchers	Signed original to DD	2/1/2020	
	District Staff Meeting	Taylor Co.	2/13/2020	
	State Extension Council Meeting	Meeting @ Embassy Suites - Newtown Pike, Lexington, KY	2/25/2020 - 2/26/2020	
March				
	District Staff Meeting	Taylor Co.	3/11/2020	
	Barnhart Fund for Excellence	Submit applications to Megan Lucy in Dean's office	3/2/2020	
	CES Budget Plan "Rough Draft"	Submitted to DD	3/15/2020	
April				
	Status of County Offices	New addresses, new building, additions, etc.	4/1/2020	Send Info to DD
	3 rd Quarterly Payment	Send to Dr. Stephenson's Office	4/10/2020	Copy to D5 Office
	District Staff Meeting	Taylor Co.	4/8/2020	
	Chi Epsilon Sigma	Embassy Suites – Newtown Pike, Lexington, KY	4/15/2020 – 4/17/2020	
	District Board Budget	Counties submit DRAFT budget to Co. Judge Exec w/ budget finalized and forwarded in June	Fiscal Court by 4/15/2020	Copy to D5 Office

PowerPoint will be uploaded to district webpage Thursday 02/13/2020



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LEXINGTON, KY 40546



 Disabilities accommodated with prior notification.