



DISTRICT 5 HOLIDAY STAFF AGENDA

*Wednesday, Dec. 19th, 2018
Taylor Co. Extension Office*



Welcome Special Guests

Retiree Recognition

- Welcome
- County Introductions

Additional Guests in Attendance

- David Herbst, District 6 Director
- Debbie Dunn, District 4 Administrative Support Associate



Personnel Updates

- *Administrative Support Updates:*
 - *District 3, District 4 Support Staff*
 - *HR Director's Support Staff – Kelly Jordan*
- *Extension Director Search*
 - *National Search, anticipated Spring hiring*
- *Pending: Washington 4-HYD; Pulaski ANR*
 - *Pulaski ANR In-person Interviews – January 15th, 2019*
- *County Managers – 8 total in State as of 12/1/2018*
- *County Facilitators – 33 total in State as of 11/5/2018*

Current Vacancies

State Vacancies as of 11/5/18 = 48 Total
Vacancies (D5):

- Casey, Pulaski (ANR)
- Washington (ANR & 4-HYD)
- LaRue, Russell & Wayne (FCS)
- Marion & Nelson (4-HYD)
- McCreary (FCS/4-HYD)



Congratulations

Meagan Klee
Casey CEA for 4-HYD

Graduated with
Masters Community
Development & Leadership

University of Kentucky
December 2018

Elijah Wilson
Cumberland CEA for 4-HYD

Graduated with
Doctorate of Education
Organizational Leadership

Western Kentucky University
December 2018

In Our Thoughts

*Sympathies to those that have recently
lost loved ones and close friends.*

*And, Get-Well wishes for staff members who
have faced illness during the past few weeks.*

Thanks For All You Do!!!

Taylor Co. Extension Office { Location }
Pulaski Co. Extension Agents { Registration }
Breckinridge & Casey Counties { Refreshments }

2018 Holiday Staff Planning Committee
*Dayna Fentress, Chelsey Anderson, Alex Popham,
Carolyn Morris & Katie Murphy*



Program Updates

Dayna Fentress, Hardin CEA for FCS

Amy Aldenderfer, Hardin CEA for HORT

Kindra Ewing Jones, Grayson CEA for 4-HYD

Ricky Arnett, Green CEA for ANR



Updates from Santa's Workshop

Career Ladder Applications

- Completed forms due to DD before Feb. 1st, 2019

http://ces-manuals.ca.uky.edu/files/career_ladder_application_due_2.1.19_002.pdf

County Offset Vouchers

- Signed originals due to the DD by Feb. 1st, 2019

- Link:

https://districts.ca.uky.edu/files/county_offset_voucher.pdf

CES Internships

- County Host Form due to Mia Farrell by December 15th, 2018
- Intern Applications due to Mia Farrell by December 31st, 2018
- Interviews to be held in January 2019
- State Contact: Mia Farrell at (859) 218-4800
Antomia.Farrell@uky.edu
- Limited Interns funding by state. Counties may opt to fund.

County Program Reviews for 2019

- Casey, Grayson, Green, Marion, McCreary, Pulaski, Washington
- County Program Review Prep Document & Pre-Visit Forms
 - Handouts available -1 set per county
- Questions?
 - Mia Farrell @ (859) 218-4800 or antomia.farrell@uky.edu
 - Stacy Miller @ (859) 257-1727 or stacy.miller@uky.edu

- County Payments

- 3rd quarterly county payments: Due January 10th, 2019
- Send checks to Dr. Jeff Young @ S-107 Ag Science North, Lexington, KY 40546
- Please send a copy to Katie Murphy in the District Office.



District Board Membership

- Members: By law the County Judge shall appoint required EDB members (KRS 164.635) by Dec. 15th
- Oath of Office: County Judge administers to incoming EDB Members & conducts election of EDB Chair in Jan. (KRS 164.650).
 - Link: http://districts.ca.uky.edu/files/oath_of_office.pdf
- Bond EDB Treasurer: Within 10 days of election (by 1/30/19); 125% of largest amount in hand, any time.
- DLG Updates: Update EDB Members and Agent Contact by Jan. 31st. Send copy to District Director

Emergency Closings

- Policy and Guidelines for Offices:
http://districts.ca.uky.edu/Office_Tools
- Contact your District Director promptly
- Before close of day, D5 Office reports to Dr. Young who notifies main campus.

Holiday Leave & Bonus Days

- Bonus Holiday: Employed by Nov. 1; FTE of 0.5 (+)
- Work on a Holiday? Take alternate day within 6 weeks
- Request Leave through SAP before the Holiday Break

Kentucky Cooperative Extension Diversity Award

- Nominations due by December 31, 2018 to Office of Diversity
- Form: <http://ces-manuals.ca.uky.edu/content/awards>
- Info Link: <https://diversity.ca.uky.edu/extension-diversity-awards>



Randall Barnett CEC Award

- Each District may submit two County Council entries for state judging
 - Deadline for entries to the District Office is January 2nd, 2019
 - Deadline for forwarding top 2 entries to Dr. Young is January 4th, 2019
- Application Link:
https://psd.ca.uky.edu/files/randall_barnett_award_guidelines_2018.pdf
- State Contact: Dr. Jeff Young

15th Annual National Diversity Land Grant Conference

- Formerly Tri-State Diversity Conference
 - Hosted by the Tri-State Diversity Conference Team
- February 7-8, 2019 @ Marriott – Cincinnati Airport – Hebron, KY
- In-service credit hours count towards attendance.
- Registration Link: <http://www.cvent.com/events/do-the-right-thing-transforming-diversity/event-summary-b9ab0e3390214fc099711440b765e015.aspx>



Secretary Training Update

- Planning Committee - County Extension Agents for FCS
 - Date and Meeting Location: TBA
- All County Secretaries are expected to attend
- Counties should plan for coverage of the front office

Success Stories

- Due December 10th (2nd) March 10th (3rd) June 10th (4th) & July 15th (5th /Final)

State Extension Council

- Next Meeting: February 26-27, 2019 at Embassy Suites in Lexington
- Member Terms are for 3 Years with a possible consecutive term
 - Robert Enlow, Jr (*LaRue Co. Volunteer*) – term has ended.
 - *Will be replaced by a delegate from Marion County.*
 - Pam Gibson (*McCreary Co. Volunteer*) – term ends Dec. 2018.
 - *This is her second term so she will be replaced by a delegate from Wayne County*
 - Tim Gossett (*Meade Co. Volunteer*) – term ends Dec. 2020.
 - Ada Mae Handy (*Green Co. Volunteer*) – term ends Dec. 2020.
 - John Gossage (*Casey Co. Volunteer*) – term ends Dec. 2019.

TRIP

- CAFE Business Center TRIP Resource Link
<https://cafebusinesscenter.ca.uky.edu/content/trip-travel-reimbursements>
- Beginning December 1, 2018 all travel receipts loaded into TRIP must include a “Paid by Employee” or “Paid by County/3rd Party” notation along with the date and initials of the employee making the notation. Stamps may be used instead of hand-written notations if preferred. TRIP reports with receipts missing this information will be sent back for revision.

- Please remember when naming attachments you must stay within 17 characters. The Trip number must be included in the name of your attachments. Travel Services may reject entry if name of attachments exceeds the 17 character limit.
- All attachments must be named “#####receipts” or “#####documents”
 - Receipts should include any document concerning money
 - Documents should include agendas, itineraries, or any other form of supporting document.

In all cases, documentation supporting the registration fee and the events covered by the registration fee (e.g. a page from the conference brochure, a copy of a webpage, an agenda showing dates of the event or other item that provides a detailed listing of the items covered in the fees) must be filed with the TRIP travel expense report. Any TRIP report submitted that is missing the appropriate supporting documentation will be returned for revision.

- Airfare cost comparisons from Concur prior to travel are required for 3 reasons (more info regarding cost comparisons can be found at

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf>):

- Purchasing an airline ticket through an alternate vendor and using personal funds
- Combining business with personal travel and using personal funds
- Driving over 400 miles one-way to destination and using personal funds

- All meals outside per diem will require a memo from the District Director which will document the employee's required attendance and a brief business purpose for the event/meal. This will only be applicable to special business related events held at association conferences (e.g. State's Night Out) – all other meals outside of per diem are prohibited. For any other special meal situation, see your District Director for guidance.

- Employees must complete and approve the TRIP travel expense report for all business expenses within 60 calendar days of the date when business travel ends to be considered a reasonable period of time. Employees who do not complete and approve the TRIP travel expense report within these 60 calendar days will be reimbursed and the amounts considered taxable wages. In rare situations, exemptions from taxation may be approved –complete the “Over 60 Day Taxation Form”.

- Over 60 Day Taxation - <https://www.uky.edu/ufs/over-60-day-taxation>

- Form -

- <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/eforms/Over%2060%20Day%20Taxation.pdf>

- UK Business Procedures E. University Financial Services E-5-1

- <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-5-1.pdf>



Service Awards

*Agents will receive their service awards at our
February 2019 Staff Meeting on 2/13/19*

*Support Staff will receive their service awards at
Support Staff Training.*

5 Years

- Alex Bryant-Popham Breckinridge CEA for 4-HYD
- Cabrina Buckman Washington CEA for FCS
- Chelsey Anderson Cumberland CEA for ANR
- Colby Guffey Clinton CEA for ANR
- Deana Reed Meade CEA for 4-HYD
- Luke Fries Nelson CEA for FCS
- Ricky Arnett Green CEA for ANR
- Mary Lucas Marion 4-HYD Program Assistant
- Patricia Richards Russell Co. Support Staff
- Sherry Stith Breckinridge Co. Support Staff

10 Years

- Deborah Messenger
- Melinda Cross
- Regina Markins

Cumberland CEA for FCS
Clinton Co. Support Staff
Meade Co. Support Staff

15 Years

Joni Hill
Kathy Ballard

Hardin Co. Support Staff
Nelson Co. Support Staff



20 Years

- Edith Lovett Pulaski CEA for FCS
- Glen Roberts Wayne CEA for ANR
- Lynnette Allen Breckinridge CEA for FCS
- Misty Wilmoth LaRue CEA for 4-HYD
- Lisa Stevens Pulaski Co. Support Staff

25 Years

Carol Hinton
Breckinridge CEA for ANR

30 Years

Greg Whitis,
McCreary CEA for ANR/4-HYD

Happy Birthday

December

12/7 – Kara Back
12/11 – Laurie Edwards
12/13 – Christan Miracle
12/16 – Joni Hill
12/18 – Tyrone Gentry
12/18 – Holly Powell
12/21 – Rebecca Collins
12/30 – Chelsey Anderson
12/30 – Katie Murphy

January

1/3 – Andrea Corbin
1/6 – Audrey Carman
1/9 – Kelli Bonifer
1/11 – Ricky Arnett
1/13 – Donna Curl
1/15 – Alex Bryant-Popham
1/18 – Patty Brown
1/24 – Bonnie Jolly



*From Our Hearts
To Yours...
We Wish You
Happy Holidays
&
Happy
New Year!*