

# District 5 Staff Agenda

## March 13<sup>th</sup>, 2019

### Taylor County Extension Office

Registration: Taylor Co. - Refreshments: Grayson & Green

#### Celebrations

Christan Miracle, Marion CEA for ANR, welcomed son, Jason Charles, on 2/11/19

Jordan Crain, Green CEA for FCS, welcomed son, Brayden Thomas, on 2/13/19

#### March Birthdays

<b>Junior Cecil</b>	<b>3/1</b>
Mary Glenn	3/7
Sherry Coffey	3/10
<b>Tony Rose</b>	<b>3/11</b>
<b>Danielle Ford</b>	<b>3/14</b>
Melinda Cross	3/18
Mary Lucas	3/24
<b>Deana Reed</b>	<b>3/29</b>
<b>Dayna Fentress</b>	<b>3/31</b>

#### District 5 Vacancies

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

#### Personnel Updates

- New Hire – Melissa Schenck, Washington CEA for 4-HYD – Started March 11<sup>th</sup>, 2019
- New Hire – Terri Spriggs, Nelson EFNEP Assistant

#### NEP Updates

- Sara Talbott, Area NEP Agent

#### Program Area Reports

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

#### IGNITE Sessions

- “P.A.W.S. – Physical Activity with Soul” – Debbie Shepherd, Casey CEA for FCS
- “Adair Co. Young Farmer Program” – Nick Roy, Adair CEA for ANR
- “School Enrichment Presentation” – Toni Humble, Wayne CEA for 4-HYD

#### ZOOM Connection – 11:30am EST

- Dana Anderson – Mercer 4-H Youth Development
- Josh Knight – Center for Crop Diversity
- Ellen Crocker – Forestry Specialist
- Join from PC, Mac, Linux, or mobile device: <https://uky.zoom.us/j/8190326356>

#### District Updates

- AgHES Alumni Update
- Benefits Open Enrollment (UK Employees)
- Budget Training

- County Quarterly Payment
- County Vehicle Inventory
- Chi Epsilon Sigma
- County Reviews
- Employee Accountability
- Intern Hosts
- Leave – TDL Conversion, Annual Leave, Expiration & Shared Leave Pool
- KEHA State Meeting
- Performance Appraisal Timeline
- Plan of Work
- Success Stories
- State Fair Assignments
- Staff Meetings in District 5
- Status of County Offices
- Secretary Training Update
- Service Awards
- Workers Compensation

**DISTRICT CALENDAR REMINDERS**

<u>Specific Item</u>	<u>Procedure/Note</u>	<u>Deadline/Due Date</u>	<u>District Office</u>
<b>March</b>			
Budget Training	Taylor Co. Extension Office @ 10:00am (EST)	3/15/2019	
Barnhart Fund for Excellence	Submit applications to Megan Lucy in Dean's office	3/18/2019	
ESP Annual Meeting	Nelson Co. Extension Office	3/19/2019 – 3/20/2019	
SNAP-Ed Commitment Hours	Submit SNAP-Ed Commitment Hours via KERS	Due by 3/20/19	
<b>April</b>			
CES Budget Plan "Rough Draft"	Submitted to DD	TBD	
Status of County Offices	New addresses, new building, additions, etc.	4/1/2019	Send info to DD
3rd Quarterly County Payment	Send payment to Dr. Young's office - Copy to D5 office	4/10/2019	
Chi Epsilon Sigma	Holiday Inn University Plaza - Bowling Green, KY	4/10/2019 - 4/12/2019	
District Board Budget	Counties submit DRAFT budget to Co. Judge Exec w/ budget finalized and forwarded in June.	Fiscal Court by 4/15/2019	Copy to DD
EFNEP Statewide Training	EFNEP 50 <sup>th</sup> Anniversary Celebration – Lexington	4/23/2019 – 4/25/2019	

Benefits Open Enrollment	<a href="https://www.uky.edu/hr/hr-home/benefits-open-enrollment-april-23-may-11">https://www.uky.edu/hr/hr-home/benefits-open-enrollment-april-23-may-11</a>	4/23/2019 – 5/11/2019	
<b>May</b>			
Space Inventory	(any county adding space)	Due to DD by May 1 <sup>st</sup>	
Randall Barnett Award	Submit to DD <a href="https://psd.ca.uky.edu/files/randall_barnett_award_guidelines_2018.pdf">https://psd.ca.uky.edu/files/randall_barnett_award_guidelines_2018.pdf</a>	Apply by Mid-May	
J. Lester Miller Graduate Fellowship Application	Completed Application and supporting documents to Director of Extension	May 1 <sup>st</sup>	
Gifts, Grants & Contracts (Financial Report Form)	<a href="http://districts.ca.uky.edu/files/financial_report_form_2014_0.pdf">http://districts.ca.uky.edu/files/financial_report_form_2014_0.pdf</a>	Due to DD by May 1 <sup>st</sup>	
Plan of Work “Rough Draft”	Complete county RD due to DD for review	May 1 <sup>st</sup>	
District Staff Meeting	Taylor Co. Extension Office	May 8 <sup>th</sup>	
Quickbooks Online Training	Training by EFO Team @ Hardin Co. Extension Office	May 22 <sup>nd</sup>	
Quickbooks Online Training	Training by EFO Team @ Taylor Co. Extension Office	May 23 <sup>rd</sup>	
Memorandum of Agreement	3 signed originals & electronic file to DD	TBD	
Schedule of Disbursements	3 originals & electronic file to DD	TBD	
Bi-Weekly Salary Recommendation Forms	Submit online through Fiscal Coordinator portal & One (1) signed original per employee to DD	TBD	
Program Support Budgets	Signed originals to DD	TBD	
Uniform Financial Information Report – UFIR Form F-65 (KY-5)	Submit on DLG for the previous fiscal year (Can be completed earlier at the close of the fiscal year when you have all of your figures together) KRS 65.905 <a href="https://kydlgweb.ky.gov/Entities/SPGEO_Search.cfm">https://kydlgweb.ky.gov/Entities/SPGEO_Search.cfm</a>	Due May 1 <sup>st</sup> following the close of the fiscal year	Copy to DD
Affirmative Action PLAN “Rough Draft”	Email complete draft to DD for review	May 15 <sup>th</sup>	

### **ADMINISTRATIVE STAFF & EFO Updates**

*PowerPoint will be uploaded to district webpage Thursday 03/14/2019*



# Notes:

