

March 2020 District 5 Updates

Wednesday, March 11th, 2020
Taylor Co. Extension Office

Morning Refreshments & Registration @ 9:00am (EST)
Meeting begins @ 9:30am (EST)

Personnel Updates

District 5 Agent Vacancies

- ANR – Washington (in process of posting)
 - FCS – LaRue (in process of posting)
 - FCS - Adair, Casey & Russell
 - 4-HYD – Pulaski & Taylor

Celebrations



Welcome 1st born child
to Katie Collins,
Cumberland Co.
Extension Staff Assist.
and husband, Jonathan

Reese Collins

Born

12/26/2019

7 lbs. and 8 oz.

20 inches long



**APPROVAL FOR STUDY
LEAVE**

Doctoral Program Leave Dates:
August 2020 – February 2021

Celebrations



Clinton County—March 2020



**CLINTON
COUNTY
BUILDING
EXPANSION
PROJECT**

Tentative
Completion Date:
End of March
2020



Birthdays!



<i>Junior Cecil</i>	<i>3/01</i>
<i>Cristin Sullivan</i>	<i>3/01</i>
Mary Glenn	3/07
Jessica Ozment-Ross	3/09
Sherry Coffey	3/10
<i>Tony Rose</i>	<i>3/11</i>
Melinda Cross	3/18
<i>Tracie Goodman</i>	<i>3/22</i>
Mary Lucas	3/24
<i>Deana Reed</i>	<i>3/29</i>
<i>Dayna Fentress</i>	<i>3/31</i>

Your assistance is always appreciated!



Taylor County

Location

Clinton County

Registration

**Adair and Breckinridge
Counties**

Morning Refreshments

Kentucky Cooperative Extension



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.



Special Guests

- Dr. Jeff Young, Director of Urban Extension
- Nick Carter, Local and State Government Relations
- Dr. Craig Wood, Interim Assistant Director for Agriculture and Natural Resources
- Ty Back, Business Analyst (EKY)

NEP Updates

Sara Talbott, Area Nutrition Agent, NEP

Program Highlights

Kindra Ewing-Jones, Grayson CEA for 4-HYD

Ricky Arnett, Green CEA for ANR

Dayna Fentress, Hardin CEA for FCS

Amy Aldenderfer, Hardin CEA for HORT

ESP Updates

Jennifer Bridge (Lincoln Trail Contact) &

Tony Rose (Lake Cumberland Contact)

Notes from District 5 Office

Benefits Open Enrollment

- Open Enrollment: April 29th – May 15th
- TDL Conversion April 1st – April 30th
 - <https://www.uky.edu/hr/policies/conversion-temporary-disability-leave>
- Shared Leave Pool: May 1st – Sept. 30
 - <https://www.uky.edu/hr/shared-leave-pool/about-staff-shared-leave-pool>
- Expiring Annual Leave: June 30th for “Old Leave”

County Quarterly Payment

- 4th installment payment due to Dr. Stephenson's office – April 10th
- Please send copies of payment to D5 office

Chi Epsilon Sigma

- April 15-17th, 2020
- Embassy Suites off Newtown Pike in Lexington
- <https://chies.ca.uky.edu/content/annual-meetings>

Employee Accountability

- Reporting
 - KERS monthly reporting due by the 10th of the following month
 - SNAP-Ed Hours entered throughout year

2020 Intern Hosts

<i>County</i>	<i>Intern Host Name</i>	<i>Program Area</i>	<i>Email</i>
Breckinridge	Carol Hinton	ANR	cmhinton@uky.edu
Hardin	Doug Shepherd	ANR	Douglas.shepherd@uky.edu
Meade	Andy Mills, Jennifer Bridge, Deana Reed	4-H, ANR, FCS	Andy.mills@uky.edu

Support Staff Training

- Contact Program Group: ANR
- Assign Committee and Chair in Program Group Meeting
- Discuss Dates, Location and Program
- All Support Staff are expected to attend

Deadlines/Reminders

- CES Budget Plan “Rough Draft” TBD
- Status of County Office April 1st
- 4th Quarter/Final County Payment to UK April 10th
- Success Story (3rd) April 10th
- Budget to Fiscal Court April 15th
- Financial Report Form May 1st
- POW Draft to DD May 1st
- UFIR – submit to DLG – copy to DD’s office May 1st
- Affirmative Action PLAN (Rough Draft) May 15th
- POW Final Draft June 30th
- Success Stories (4th & 5th) July 15th

District Staff Meetings

- Upcoming District Staff Meetings:
 - April – No General Staff Meeting Planned
 - May 13 – Taylor County CES
 - NO JUNE, JULY or AUGUST Staff Meetings
 - September 9 – Taylor County CES
 - November 11 – Taylor County CES

SEE WHAT'S

Wildly Possible.



Extension District Staff Meeting

March 11, 2020

Transition Update

- First 14 AED Positions closed. Interview process begins soon. Targeted start date is July 1, 2020.
- **Phase One AED Positions Posted from D5**
East 2– Casey, Russell, Pulaski, Wayne and McCreary
West 6 – Meade, Hardin, Breckinridge and Grayson
- Second round AED Positions will post in July with a targeted start date of January 1, 2021.

State Extension Advisory Council

- The 2020 annual conference was a success. Delegates reviewed recent economic and functional impact study, the Community Assessments, discussed strategies to utilize the assessment findings, and considered how our council system can be enhanced as we move forward.
- Summer meeting will be August 11, 2020 at Kentucky State University Research Farm.

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)
 - Virtual Courses (with an unlimited number of participants) will be offered:
 - 3/19/20 – 10AM-11AM EST
 - 5/07/20 – 10AM-11AM EST
 - 7/24/20 – 10AM-11AM EST
 - 12/04/20 – 10AM-11AM EST
- Only individuals on the approved I-9 signers list can sign an I-9.
- Please email a copy of completed I-9 forms to Melissa Horton or your District Admin for review prior to mailing to campus.

W-2 Forms

- Now available online.
- Employees that have more than one page, due to paying multiple tax authorities (ex. school tax), will need to click the “Next Form” button in order to access the next page.

Professional Development Fund

- The college has a professional development fund that is open to agents for assistance with attending a seminar, conference, or specialized training.
- For more information, go to:
 - <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>

Unconscious Bias Training

- **Coming soon on KERS**
 - May 27th from 10 a.m. – 12 p.m. EST at the Woodford CES office
 - May 29th from 10 a.m. – 12 p.m. CENTRAL at the Christian CES office
- **Employees who have not previously attended this training need to sign up.**

UK/KSU Joint Logo

- Be sure you are using the correct joint logo
- KSU changed the name of their college last year
- Download the correct logos at marketing.ca.uky.edu

PREFERRED LOGO – shows the connection to both Universities and Colleges

ALTERNATIVE LOGO – Use only in cases where the text naming the colleges will be too small to read

COOPERATIVE EXTENSION



COOPERATIVE EXTENSION



CAFE Store Removal

- The CAFE Store is no longer available. A list of approved vendors for promotional items can be found at:
<http://www.uky.edu/Purchasing/promoitems.htm>
- The link to the CAFE Store needs to be removed from county websites. Instructions are included in the handout and in a video at: www.tinyurl.com/cafestore

Bulk Mail/Satori changes

- The contract with Satori will end on June 30.
- As a result, the bulk mailing process will transfer to the county level, rather than be negotiated on a statewide basis.
- Counties will need to budget accordingly and start assessing other options that would be a good fit for their individual situations.
- District IT Techs will remove Satori from county computers as the contract is complete.
- Trainings to use free (with conditions) email-based newsletter distribution systems will be offered at the end of April – agents can check KERS for dates/times.
- The contract for first class mail meters will end in late 2021 and this will be reviewed closer to that time.

Office of Diversity

- Cultivating Inclusion Series
- Thursday, March 12, 2020
- Empowering Student Athletes



CULTIVATING INCLUSION SERIES

College of Agriculture,
Food and Environment
Office of Diversity

THURSDAY, MARCH 12
12:00PM - 1:00PM - AG INFO.
CENTER

Empowering Student Athletes

Come hear from Wildcat turned, NFL PRO,
to student athletes academic counselor
on how to empower the student athlete



Ricky Lumpkins
- Academic
Counselor

Office of Diversity

- KY Extension Diversity Inclusion Network Annual Retreat
- Thursday, May 21 and Friday, May 22, 2020

Kentucky Cooperative Extension



The poster is for the 'KY Extension Diversity Inclusion Network Annual Retreat'. It features a black background with white and teal text. At the top left is the UK logo and the text 'College of Agriculture, Food and Environment Office of Diversity'. At the top right is the Kentucky State University logo. The dates 'THURSDAY, MAY 21 & FRIDAY, MAY 22' are in teal. The event title 'KY Extension Diversity Inclusion Network ANNUAL RETREAT' is in white and teal. Below this is a paragraph in white: 'Come join UK & KSU Extension personnel to promote inclusiveness of underrepresented Extension Professionals in the Kentucky Extension system. Enjoy professional development and a 3 part seminar on wheels.' The location 'LEXINGTON, KY UNIVERSITY OF KENTUCKY CAMPUS' is in teal. At the bottom, it says 'FOR MORE INFORMATION CONTACT ASHLEY.HOLT@UKY.EDU'. The bottom half of the poster is filled with a crowd of stylized human figures in various colors (blue, teal, orange, grey). One figure in the foreground has 'RSVP Here' written on their back and a QR code below it.

UK College of Agriculture, Food and Environment
Office of Diversity

KENTUCKY STATE UNIVERSITY

THURSDAY, MAY 21 & FRIDAY, MAY 22

KY Extension
Diversity Inclusion
Network

ANNUAL RETREAT

Come join UK & KSU Extension personnel to promote inclusiveness of underrepresented Extension Professionals in the Kentucky Extension system. Enjoy professional development and a 3 part seminar on wheels.

LEXINGTON, KY
UNIVERSITY OF KENTUCKY CAMPUS

FOR MORE INFORMATION CONTACT ASHLEY.HOLT@UKY.EDU

RSVP Here



SAVE THE DATE

9TH ANNUAL JR. MANRRS LEADERSHIP INSTITUTE

Leadership Next: 2020 Full STEAM Ahead

NOVEMBER 20-21, 2020
UNIVERSITY OF KENTUCKY

Applications Available Sept. 1

QUESTIONS? CONTACT KENDRIANA PRICE, KENDRIANA@UKY.EDU

Kentucky Cooperative Extension





4•21•20

- **What is it?**
 - The University of Kentucky's 24-hour, day of giving.
- **When is it?**
 - April 21st
- **Why do we have a giving day?**
 - To provide an intentional day to promote the University of Kentucky and all that it does across the world while showing thousands of individuals what their collective efforts can do to impact the work of our faculty, staff, and students.
- **What about Extension?**
 - UK CAFE is featuring the Building Extension Professional Leadership Fund-ESP.
 - Extension's mission and stories will be featured throughout the lead up and on the day.
- **How to get involved?**
 - Promote the day and share Extension's story and impact.
 - Follow along at <https://onedayforuk.uky.edu> and #OneDayforUK on all social media platforms.
 - Sign up to be a BBNfluencer for additional resources to share.
 - Utilize the "One Day for UK in a box" at each Extension Office.
 - If inspired, make a gift to the fund or cause that means the most to you.

#ONEDAYFORUK

 GIVING DAY

Each UK Cooperative Extension office will receive a box containing the following materials:

- Stickers and/or buttons for faculty and staff to wear and use
- Post-it notes and pens branded for #OneDayforUK
- A poster to hang-up in the office to promote One Day for UK
- A piece of direct mail addressed to each faculty/staff member in that office (using the most current information we have on file) with a reply card should they choose to make a gift toward the fund of their choice

#ONEDAYFORUK

 GIVING DAY

How to make a gift?

- One day for UK website on April 21st
<https://onedayforuk.uky.edu/>
- Ahead of time by responding to the One Day for UK mail solicitation
- Pre-scheduled online through
<https://uky.networkforgood.com/>
- Employees can take advantage of the updated payroll deduction system – instructions will be emailed

Extension Speech Program

- David Kessler is available to give a ten minute speech to Extension groups about University, College and Extension
- Focus on history, and what we do. Celebrate successes!
- Available for CEC, Program Councils, District Boards, Cattlemen's, Homemakers, Farm Bureau, etc.
- Not a solicitation for money, but talk about what we do and make clientele want to help
- Volunteers of time are more likely to be donors of money but often are never asked
- Get to know potential donors
- Contact at david.kessler@uky.edu to schedule

Extension IT Update

- The UK account manager now requires 2 factor authentication to login in addition to linkblue password.
- New employees need to go to <https://newemployee.uky.edu/Account/NewEmployee> in order to setup their email account.
- Some mail apps will no longer work with Office 365 starting around October.
 - It is recommended that everyone use the Outlook app on iOS and Android.
 - It is recommended that Windows and OSX users use Outlook from Office 365.
- Expect more security updates in the coming months.
 - E.g. lock screen after 30 min of inactivity, more things requiring 2 factor authentication.

Plan of Work

- Counties should have POW meetings with councils/volunteers completed ideally by the end of March.
- Agents should first meet with Program Councils to provide overview of the Plan of Work Process (resources found on the PSD website).
- Agents should remind program councils of the community assessment reports and that these are resources to use for POW discussions/meetings.
- After the program councils have finalized priority areas, these issues/program ideas should be presented to the County Extension Council.

Plan of Work...continued

- Agents should work with the County Extension Council to determine what programs will remain program area specific and those that will be collaborative efforts among agents.
- Agents should reiterate how the community assessment can enhance the Plan of Work process.
- Agents should also work with councils/volunteers to determine best practices to market these programs to effectively make the community aware, increase participation, recruit new audiences, etc.

CEDIK Update

- Logic models and evaluation tools for agent led programs will be on CEDIK's website soon.
- [CEDIK County Data Profiles](#) are currently online – Use for Plan of Work, Success Stories and other program planning/reporting.

County Data Profiles

CEDIK has created county profiles for all 120 Kentucky Counties. Currently we have county profiles that cover the following topics:



[AGRICULTURE AND FOOD](#)



[COUNTY BUDGETS](#)



[DIGITAL DIVIDE](#)



[ECONOMIC*](#)



[HOUSING](#)



[RETAIL SECTOR](#)



[SMALL BUSINESS*](#)



[WORKFORCE](#)

FCS Mini Grants

- Family and Consumer Sciences Extension is currently accepting proposals for projects and activities that support FCS and multi-disciplinary programming. If applicable, all applicants must have committed and started working on SNAP-Ed match hours for FY 2020.
https://hes.ca.uky.edu/files/hes_minigrant_packet_final.pdf
- If you have questions regarding the mini-grant opportunity feel free to contact Jennifer Hunter, jhunter@uky.edu , or Jan Childers, nfsjan@uky.edu.
- Applications will be accepted through May 15, 2020 or until funds are exhausted.

ANR Update

- Social Media posts (Facebook and Twitter) are now available for use. Agents will receive an email at the beginning of each month from the ANR office that contains Social Media posting information
- The search process will soon begin for a new ANR Assistant Director

4-H Update

Livestock/Animal Agriculture related to 4-H

- Recently, leaders in the animal agriculture community have expressed concern about the KY 4-H Program's lack of support.
- The KY 4-H Program supports county 4-H Livestock programs across the state and values the rich diversity of youth development opportunities through sales, showcases, and achievement programs.
- The KY 4-H Program supports counties in implementing their livestock program, and believe the best outcomes happen when supporting their grassroots decisions. The Kentucky 4-H program has seven core areas of focus and agriculture and animal science are integral to our programs.

NEP Update

- SNAP-Ed 2021 Commitments
- Deadline is quickly approaching – March 18, 2020
- Complete in KERS

2021 SNAP-Ed Commitment Form (Submitted in KERS)
SNAP-Ed Commitment Worksheet for Oct 1, 2020 - Sep 30, 2021

Hours

Commitment Hours:

	Direct Education HOURS (workshop, classes, etc.)	Indirect Education HOURS (newsletters, local media, etc.)	Community (Policy Systems & Environment) HOURS
Families:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Limited English:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School Age Youth Elementary/Secondary:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Farmers Market, Commodity Food, Gardening, & Food Preservation:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTALS:	0	0	0

Administrative Hours:

Administrative HOURS (Reporting, supervision):

Total SNAP-Ed
Commitment Hours for FY2021:
0

Contacts

Commitment Contacts:

	Direct Education CONTACTS	Indirect CONTACTS
Families:	<input type="text" value="0"/>	<input type="text" value="0"/>
Seniors:	<input type="text" value="0"/>	<input type="text" value="0"/>
Limited English:	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool:	<input type="text" value="0"/>	<input type="text" value="0"/>
School Age Youth Elementary/Secondary:	<input type="text" value="0"/>	<input type="text" value="0"/>
Farmers Market, Commodity Food, Gardening, & Food Preservation:	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTALS:	0	0

Used to determine reinforcement quantities

State Fair Assignments

- State Fair Assignments (except for livestock) have been released.
- All assigned personnel are expected to work during the full duration of their assignment unless alternative arrangements are made. We are waiting on guidance from the State Fair board regarding the livestock assignments.
- Please review and update District assignments.

2021 Extension Conference

- February 3 – 5, 2021 – Downtown Lexington
Hyatt and Hilton
- Planning committee is being formed

Diversity Awards

- Congratulations to all nominees and winners. Thank you for your hard work and dedication to ensure diverse programming for the UK Cooperative Extension Service.

District 5 Individual Diversity Award Nominees



*Teri King
Meade Co NEP
Assistant*

Special needs adults are often overlooked when planning programs. To better serve this audience the EFNEP Assist partnered with a local church to expand efforts and teach new experiences.

District 5 Team Diversity Award Nominees



TJ Adkins
Pulaski ANR



Edith Lovett
Pulaski FCS



Brenda
Williamson
Pulaski SNAP-Ed
Asst



Beth Wilson
Pulaski Hort

Sky Hope Recovery Center is a 100 bed rehabilitation center for women that is providing hope to homeless women suffering from alcoholism and drug addiction. The facility is located in Somerset, KY

District 5 Team Diversity Award Nominees



Kara Back
Taylor CEA for
Horticulture



Angie Freeman
Taylor SNAP-Ed
Assistant

Taylor County Cooperative Extension Service reaches out with programs on healthy living and gardening taught at The Healing Place of Campbellsville, a men's substance abuse recovery facility.

Service Awards

- Thank you for your hard work and dedication to the UK Cooperative Extension Service.

Service Awards

<i>Amanda Sublett</i>	15 yrs.	RCARS 15 yrs. Cutting Board
Sue Henning	20 yrs.	20 yrs. Charm
<i>Christy Martin</i>	20 yrs.	RCARS 20 yrs. Cutting Board
Susan Martin	20 yrs.	20 yrs. Charm
Darice Russell	20 yrs.	RCARS 20 yrs. Cutting Board
Jessica Vincent	25 yrs.	25 yrs. Charm
<i>Jennifer Bridge</i>	30 yrs.	RCARS 30 yrs. KY Shaped Plaque
Teresa Bright	30 yrs.	RCARS 30 yrs. KY Shaped Plaque
Cheryl Mattingly	30 yrs.	RCARS 30 yrs. KY Shaped Plaque
<i>Andy Mills</i>	30 yrs.	30 yrs. Tie Tack

Agent Service Awards



Amanda Sublett
Marion 4-HYD,
15 yrs of service



Christy Martin
Russell 4-HYD,
20 yrs of service



Jennifer Bridge
Meade FCS,
30 yrs of service



Andy Mills
Meade ANR,
30 yrs of service

Support Staff Service Awards



***Teresa
Bright
Adair
Support Staff,
30 yrs of
service***



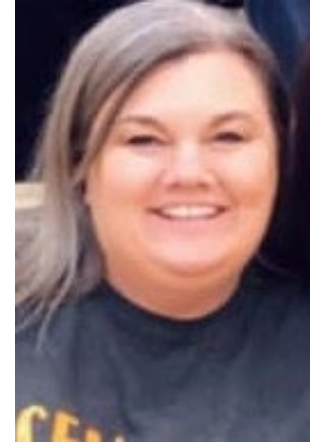
***Sue Henning
Breckinridge
Support Staff,
20 yrs of service***



***Susan Martin
Grayson
Support Staff,
20 yrs of service***



***Darice Russell
Washington
Support Staff,
20 yrs of service***



***Jessica Vincent
Hardin
Support Staff,
25 yrs of service***



***Cheryl
Mattingly
Washington
Support Staff,
30 yrs of
service***

WHAT
Parities
YOU?

YOU ARE

Wildly Possible.

