

District 5 Staff Agenda

March 11th, 2020

Taylor County Extension Office

Registration: Clinton Co - Refreshments: Adair & Breckinridge

COOPERATIVE EXTENSION



Celebrations

- Katie Collins, Cumberland Co. Staff Asst. – First Child!
 - Reese Collins – Born 12/26/2019 – 7 lbs 20 ins
- Misty Wilmoth – Approved for Study Leave
 - Taking leave August 2020 – February 2021
- Clinton County Building Expansion Project
 - Tentative Completion: End of March 2020

Personnel Updates

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

Special Guests

- Dr. Jeff Young, Director for Urban Extension
- Nick Carter, Local and State Government Relations
- Dr. Craig Wood, Interim Assistant Director for Agriculture and Natural Resources
- Ty Back, Extension Business Analyst – Annual Budget Training

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

ESP Updates

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

District Updates

- Benefits Updates
- County Quarterly Payment
- Chi Epsilon Sigma
- Employee Accountability
- Intern Hosts
- Support Staff Training

March Birthdays

| | |
|-------------------------|-------------|
| <i>Junior Cecil</i> | <i>3/1</i> |
| <i>Cristin Sullivan</i> | <i>3/1</i> |
| Mary Glenn | 3/7 |
| 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> |

Administrative Updates & Budget Training

DISTRICT CALENDAR REMINDERS

| <u>Specific Item</u> | <u>Procedure/Note</u> | <u>Deadline/Due Date</u> | <u>District Office</u> |
|--|--|--|------------------------|
| March | | | |
| ESP Annual Meeting | Scott Co. Extension Office | 3/18/2020 | |
| CES Budget Plan "Rough Draft" | Submitted to DD | TBD | |
| April | | | |
| Space Inventory | Any counties adding space | 4/1/2020 | Send to DD |
| Status of County Offices | New addresses, new building, additions, etc. | 4/1/2020 | Send to DD |
| 4 th Quarterly County Payment | Send payment to Stephenson's office - Copy to D5 office | 4/10/2020 | |
| 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 DD |
| Benefits Open Enrollment | https://www.uky.edu/hr/benefits/open-enrollment | 4/29 – 5/15/2020 | |
| May | | | |
| Gifts, Grants & Contracts (Financial Report Form) | http://districts.ca.uky.edu/files/financial_report_form_2014_0.pdf | Due to DD by May 1st | |
| Plan of Work "Rough Draft" | Complete county RD due to DD for review | May 1 st | |
| District Staff Meeting | Taylor Co. Extension Office | May 13 th | |
| 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 | 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 https://kydlgweb.ky.gov/Entities/SPGE0_Search.cfm | Due May 1 st following close of fiscal year | |
| Affirmative Action PLAN | Email rough draft to DD for review | May 15th | |

