

District 5 Staff

May 8th, 2019

Taylor Co. Extension Office

Morning Refreshments & Registration - 9:45 am (EDT)

District Staff Begins - 10:00 am (EDT)

Refreshments - Marion and Meade Counties

Registration – Wayne County

Host – Taylor County



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Birthday Celebrations!

APRIL

Emily Pruneda 4/2
Linda Bell 4/7
Margie Hernandez 4/9
Christina Martin 4/16
Carol Hinton 4/17
Luke Fries 4/18
Daniel Carpenter 4/20
Marcy Ward 4/22
Sue McCandless 4/28

MAY

Meagan Lucas 5/1
Reginia Markins 5/2
Jennifer Keith 5/5
Toina Williams 5/8
Deborah Shepherd 5/13
Seth Hart 5/13
Marsha Hagler 5/19
Bethany Wilson 5/20
Patricia Richards 5/22

Amanda Curry 5/22
Matthew Adams 5/28
Glen Roberts 5/29
Juanita Herron 5/30
Brenda Williamson 5/30

JUNE

Stephanie Meredith 6/1
Jordan Crain 6/2
Sue Ellen Stull 6/3
Deborah Messenger 6/5
Colby Guffey 6/11
Sheilah Childers 6/14
Cheryl Mattingly 6/26

JULY

Sue Foley 7/3
Cabrina Buckman 7/3
Jennifer Bridge 7/5
Lisa Stevens 7/6
Kaitlyn Collins 7/8

Nicholas Roy 7/9
Gerald Gribbins 7/16
Audrey Myers 7/18
Daniel Coffey 7/19
Teresa Bright 7/25
Sue Henning 7/26

AUGUST

Terry Bertram 8/5
Cassandra Munsey 8/7
Dianne Hayward 8/10
Beverly Tabor 8/14
Melody Mays 8/15
Angela Freeman 8/16
Jonathan Oakes 8/17
Robert Smith 8/20
Christy Nuetzman 8/22
Misty Wilmoth 8/22
Tina Cecil 8/29
Tasha Tucker 8/31



Celebrations

Congratulations to Carol & Steven Hinton on welcoming their new grandson!



Harvey Ray Gipson
Born April 16th
8lbs, 7 oz.

Mom & Dad are doing great
and Mamaw is taking
vacation days!



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- **4-H Military Teen Leadership Camp-** Led by *Marla Stillwell*, Kaitlyn Metsker, Shane Browning, Tyrone Atkinson, and Jennifer Tackett of the 4-H Military Partnership in Hardin and Christian Counties received \$1000
- **Breckinridge County 4-H Biotechnology Program for Middle School Youth-** Led by *Alexandria Bryant* and Donna Shartzner of Breckinridge County 4-H Council received \$500



Way To Go!

***The News-Enterprise:
Wednesday's Woman!***

Marla Stillwell
Hardin County
CEA for 4-HYD

Wednesday's Woman

Home / Features / Wednesday's Woman



Farming background leads Stillwell to 4-H career

BECCA OWSLEY The News-Enterprise Apr 30, 2019

For 13 years, Marla Stillwell has served as an extension agent for 4-H Youth Development in Hardin County.



http://www.thenewsenenterprise.com/features/wednesdays_woman/



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Consecutive Years of Service Awards

5 Years of Service with CES!



***Alexandria Bryant -
Popham***

Breckinridge CEA for FCS



Cabrina Buckman
Washington CEA for FCS



Chelsey Anderson
Cumberland CEA for ANR



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5 Years of Service with CES!



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



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10 Years of Service with CES!



Debbie Messenger

Cumberland CEA for FCS



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20 Years of Service with CES!



Edith Lovett

Pulaski CEA
For FCS



Glen Roberts

Wayne CEA
for ANR



Lynette Allen

Breckinridge CEA
for FCS



Misty Wilmoth

LaRue CEA
for 4-HYD



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Years of Service with CES

25 Years



Carol Hinton

Breckinridge CEA for ANR

30 Years



Greg Whitis

McCreary CEA for ANR/4-HYD



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Epsilon Sigma Phi Awards

Distinguished Service Award



Tyrone Gentry
Hardin County
CEA for 4-HYD



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ESP New Members



Whitney Carman
Grayson County
CEA for ANR



Luke Fries
Nelson County
CEA for FCS



Toni Humble
Wayne County
CEA for 4-HYD



Natalie Taul
Grayson County
CEA for FCS



Career Ladder Promotions

- Salary Increases July 1, 2019
- Levels:
 - II = \$2,000
 - III = \$2,500
 - IV = \$3,000
 - V = \$3,500
- For Agents hired on or after 7/1/2005:
 - You must follow Track A
 - You must be promoted to Level II by the end of year 5.



Career Ladder Promotions

Level II Advancements - \$2,000



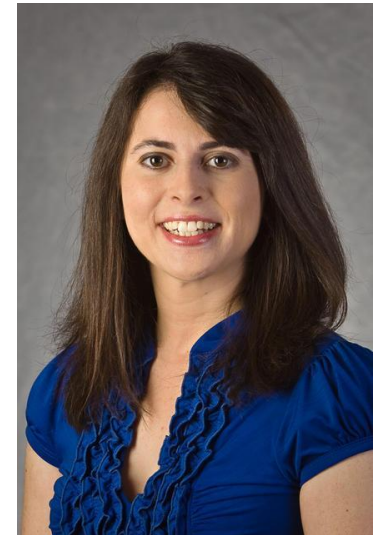
TJ Adkins
Pulaski Co.
CEA for ANR



Daniel Carpenter
LaRue Co
CEA for ANR



Junior Cecil
Clinton
CEA for ANR



Amanda Sublett
Taylor Co.
CEA for 4-HYD



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Level III Advancements - \$2,500



Amy Aldenderfer
Hardin Co.
CEA for Hort



Meagan Klee
Casey Co.
CEA for 4-HYD



Level IV Advancements - \$3,000



Christy Nuetzman-Guffey
Clinton Co.
CEA for FCS



Level V Advancements - \$3,500



Edith Lovett
Pulaski Co.
CEA for FCS



Glen Roberts
Wayne Co.
CEA for ANR



Misty Wilmoth
LaRue Co.
4-HYD

Career Ladder Promotion Procedure Link

<http://ces-manuals.ca.uky.edu/content/career-ladderprofessional-promotion>



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Welcome Jennifer Cole!

- STEPS D5 Administrative Support Associate
- Intern 2015 in Mercer County
- Staff Member at J.M Feltner 2013 & 2014



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A Fond Farewell!

Meagan Lucas

- Pulaski CEA for 4-HYD
- Served in Extension for 2 years, plus CES Summer Internship
- Last Day: May 31, 2019



District 5 Agent Vacancies

- ANR – Casey, Washington
- FCS – LaRue, Russell & Wayne
- 4-HYD – Marion, Nelson & Pulaski (2 positions)
- FCS/4-HYD – McCreary



University New Employee Orientation (NEO)

Beginning July 1, 2019, (NEO) will be moving from an in-person, 4-hour session

Online format in myUK Learning.

Summer Interns

Summer Interns

- 35 summer interns will be starting in May
- Rodeo will be at Good Barn on June 28
- Roundup will be at Good Barn on July 19

<i>County</i>	<i>Agent</i>	<i>Program Area</i>	<i>Intern</i>	<i>Start Date</i>
Clinton	Christy Nuetzman	FCS	Natalie Humble	May 6
Breckinridge	Alexandria Bryant Popham	4-H	Noah Carter	May 20
LaRue	Misty Wilmoth or Daniel Carpenter	4-H/ANR	Ashton Hilton	May 13
McCreary	Greg Whitis	4-H, ANR, FCS	Kaitlyn Wilson	May 20
Meade	Jennifer Bridge	FCS	Emily Snow	May 13

High School Interns

UK requires 14-17 year olds to be hired/employed through STEPS.
STEPS monitors compliance with child labor laws.

Welcome New Extension Director



Dr. Laura Stephenson

Associate Dean of Extension, Director of the Kentucky Cooperative Extension Service

Start Date: August 1st, 2019

Extension HR Updates

- Extension IT Training position
 - 30 applicants
 - Interviewed 4
 - Offer extended – waiting on acceptance
 - End of May start date
 - Look for announcement soon

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

Laura Rogers, KSU Small Farm Area Agent

NEP Updates

Sara Talbott, Area NEP Agent

- *NEP PowerPoint Presentation*

Extension Staff Sharing Session

<https://youtu.be/U2wwwYnMxjg>



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Administrative & District Updates

AFFIRMATIVE ACTION PLAN

- May 15: Rough Draft of 2018-19 County Plan (Email to DD & copy Jennifer)
- June 30: Final 2018-19 County Plan (Due in KERS)

Plan Includes:

- Description, Council Makeup, Affirmative Action Goals and Action Strategies
- June 30: Final Report for 2017-18 (Due in KERS)

Report Includes:

- Efforts, Outcomes attained through previous year's Plan
- Access Reports through KERS at the following link:
- http://psd.ca.uky.edu/files/affirmative_action_plan_for_counties_final.pdf

Agent Safety

Powerpoint



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AgHES Alumni Update

- Update for Lake Cumberland Event- Chelsey Anderson (President)
- Area Leadership
 - Lincoln Trail President– Jeremy Hinton
 - LT Agent Contact – Daniel Carpenter, LaRue CEA for ANR
 - *Next Meeting – August 3rd @ NOLIN RECC Building*
 - LC President - Chelsey Anderson, Cumberland CEA for ANR
 - *Next Meeting – July 18th @ Lindsey Wilson College*



BENEFITS OPEN ENROLLMENT IS HAPPENING NOW!

- Open until **MAY 10TH!**

<https://www.uky.edu/hr/benefits/open-enrollment>

- New Health Plan – UK Saver (high deductible w/ HSA)
- Make changes through MYUK – Employee Self Service

Benefit Interactive Tool

- Alex is a new interactive tool to help UK employees make insurance decisions. New, potential, and existing employees can access now at

<https://www.myalex.com/universityofkentucky/2019#intro>



Budget:

- Send **Final Excel** Budget Plan to DD (Anna & Jennifer)
- Hard Copies that are sent to D5 Office:
 - Budget Plan (signed original)
 - MOA- 3 Signed Originals
 - Program Area Budgets- 1 copy of each (signed originals)
 - 5 & 10 Year Plans (signed originals)
 - 3 Schedules of Disbursements (not signed)
 - SPGE Summary (not signed)
- UFIRS
 - We only need the electronic copy 😊
 - Use new Google Docs Process
 - Send Excel File to DD (Anna & Jennifer)

Jennifer can let you know what she does and does not have for your county.

- Quarterly Payments: Next Payment due July 10
- Audits: Send to the D5 Office



D5 4-H Camp Dates

❖ *J.M. Feltner*

- McCreary: July 22nd-25th

❖ *West KY*

- Grayson: May 27th-31st
- Breckinridge: June 25th-28th
- Meade: June 30th-July 3rd



❖ *Lake Cumberland*

- LaRue, Russell, Taylor & Washington: May 28th-31st
- Adair, Green, Marion & Wayne: June 3rd-7th
- Nelson: June 17th-21st
- Hardin: July 23rd-26th
- Casey, Clinton, Cumberland & Pulaski: June 29th-July 3rd



Concealed Carry

- No weapons on property leased, owned or occupied
- UK Employees – weapons may be stored in private or official vehicles
- Cannot be removed while on university properties mentioned above.

County Coordinator List

- Signed forms to District Director due by June 1st
- http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf
- Each county should have 2 trained I9 Signers in the office, if not please get with Jennifer Cole or Katie Murphy to schedule a training.
 - Agents & Support Staff eligible to be approved I9 signers

County Facilitator Job Responsibilities

- County Facilitators are not responsible for County Extension Council and related items (this includes POW, Civil Rights Plans and Reports...)
- Will continue with roles until new structure is in place.

2019 County Reviews

Appreciation to the following Agents for participation on review teams:

- Christy Martin, Russell CEA for 4-HYD
- Matt Adams, Hardin CEA for ANR

<u>County</u>	<u>Team Leader</u>	<u>Review Date</u>	<u>Report Returned</u>	<u>Follow-Up Due Date</u>
Casey	Jerry Brown	10/30/2019		
Grayson	Dr. Jeff Young	7/31/2019		
Green	Dr. Ken Jones	5/16/2019		
Marion	Jerry Brown	10/31/2019		
McCreary	Jennifer Hunter	3/8/2019	4/17/2019	9/8/2019
Pulaski	Jennifer Hunter	3/7/2019	4/17/2019	10/7/2019
Washington	Jerry Brown	10/29/2019		



Diversity Office Updates for CAFE

- Intercultural Awareness Day – Oct. 24th
 - Gatton Student Center – 8 a.m. – 3 p.m.
- Additional Upcoming Important Dates
 - June 18-21, 2019: American Private Enterprise Systems (KY Youth Seminar)
 - October 24, 2019: Intercultural Awareness Day- Embracing Generational Differences in the workplace
 - November 15-16, 2019: 8th Annual Jr. MANRRS Leadership Institute
- Unconscious Bias Training
 - District 1 & 2: July 23rd in Quicksand
 - District 3: April 10 from 10-12 in Carroll County
 - District 6 & 7: May 20 from 10-12 in Hopkins County

Diversity Office Updates for CAFE

34th Annual National MANRRS Conference ,Overland Park, Kansas.

- We had 56 members that attended the National Conference.
- National Chapter for the Year for the 7th consecutive time and 8th time being the region three chapter of the year
- 2nd place Jr. MANRRS research poster- Francisco Beltran
- 3rd place Jr MANRRS research poster contest- Dorian Cleveland
- 1st place Bunge case study- Yesenia Moreno, Fabian Leon, Kiernan Comer, and Eliyah Faulkner

Diversity Office Updates for CAFE

34th Annual National MANRRS Conference ,Overland Park, Kansas.

- Office of Diversity

1st place in the cargill case study- Yesenia Moreno, Haley Jones, and Khyllie Caldwell

2nd place in the cargill case study- Brandon Jones & Djenayba Diallo

3rd place in the cargill case study- Deanna Williams, Shekaylah Martin, & Taylor Pratt

Jericho Curry received the USDA Farm Service Lead Agent Award, which only five members nationally received the award

Shannah Marshall was selected as one of the top 20 Farm Credit VIP scholars nationally

- Mia Farrell was elected as the 2019-2020 National MANRRS President Elect
- Ayanna Wright was elected as the National MANRRS Region 3 Undergraduate VP

Employee Accountability

- Reporting
 - KERS monthly reporting due by the 10th of the following month
 - SNAP-Ed Hours entered throughout year
- Professional Attire: ***Refer to Handout***
 - Level 1 – Business Professional
 - Level 2 – Business Casual
 - Level 3 – Extension Casual
 - Unacceptable -

ESP Leads

- Members only- Leadership Certification Program
- 2 Year Commitment- only 20 accepted
- Applications and Curriculum Vita due May 24th



Hemp

- Extension provides research-based information.
- As the research on hemp progresses, you can find updates here: <https://hemp.ca.uky.edu/>
- New tools, like budget models, and the latest research are available through the hemp website.
- Agents that get questions about hemp should consult the website and reach out to Tom Keene or Bob Pearce with questions.

CBD

- Extension provides research-based information.
- Currently, there are no research-based tools, lessons or information for CBD oil.
- For questions, individuals should contact their health provider.
- Agents should never provide healthcare advice.
- Agents should never promote a brand or a person. Be wary of those marketing a product that ask for a platform to speak to Extension groups.
- Agents should use caution when talking about products that they use, as it can be seen as an endorsement for a certain product.

Intellectual Property Training

- Current employees: If you received an email from the Vice President of Research requesting that you complete the UK Intellectual Property (IP) Policy Training, please promptly complete the training if you have not done so already.
- All new employees: Must complete the “UK Intellectual Property (IP) Policy” training on myUK Learning.

Justice for All Posters

- Blue – SNAP
- Red - General Office Use. In all areas where programming occurs

KEHA State Meeting

- May 14th – 16th, 2019
- Crown Plaza Hotel, Louisville
- <https://keha.ca.uky.edu/content/state-meeting-information>

KEHA Voting Delegates

See detailed handout from Kim Henken

Work with counties without FCS agent (LaRue, Russell, Wayne & McCreary)

Extension Agent Leadership Development Training

- CLD offers many valuable in-service trainings opportunities
- Available to county and/or multi-county groups also
- Refer to handout

Subject to Loss Vacation Leave

- Review all of your leave balances, paying special attention to balances expiring 6/30/19, and plan accordingly.

Staff Shared Leave Pool Program Donations – **Happening Now**

- Not going to use all of that vacation leave? Donate to the Staff Shared Leave Pool May 1 – Sept. 30.
- <http://www.uky.edu/hr/employee-relations/forms/shared-leave-pool-online-donation-form>
- For additional information about the program:
<http://www.uky.edu/hr/shared-leave-pool/about-staff-shared-leave-pool>



2019 Merit Increase

- A 2% merit pool has been proposed to the Board of Trustees
- BOT meets in June
- A standardized distribution based on performance rating will be developed for agents and support staff
- Differences will be effective July 1st and will show up on your July 2019 pay statement

MS – Science Translation and Outreach Update

- Degree program approved by Council on Postsecondary Education and will be considered by full Board of Trustees soon.
- Take GRE
- Apply to Graduate School by August 2, 2019
- Complete Agent Study Plan and submit to DD and Asst. Director
- Start talking to specialist that might serve on grad. Comm.

NUEC¹⁹



NATIONAL URBAN EXTENSION CONFERENCE

NUEC19 WEBSITE

<http://bit.do/NUEC19>

MAY 20-23, 2019

Seattle, Washington

Motif Seattle

 @WSUMetroCenter

#NUEC19

Subscribe to our mailing List: www.bit.do/NUEClist



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Performance Appraisal Timeline

- Opens June 1st for Self-Evaluations
- All agents will be evaluated for 2018-2019
- Exception: Agents under 1 year of service

Philanthropy

Contact: David Kessler, Director of Extension Philanthropy

- Scholarship Program for counties still being developed.
- Hold the Date: Sept. 19, 2019 Ribbon Cutting for the Grain Center.
- First One Day for UK: a 24-hour day of giving held April 17.
 - Total Raised by CAFE: \$44,755
 - Total Donors to CAFE: 172



Planning and Reporting Deadlines

- 2018-19 Plan of Work (POW) – complete submission online by June 30, 2019 (District Directors may have earlier due dates for their review and recommendations)
- Affirmative Action Plan– complete submissions online by June 30, 2019 (District Directors may have earlier due dates for their review and recommendations)
- In-Service Training Sign-up – All new in-services should be submitted into KERS before July 1, 2019.
- Monthly KERS Reports and Success Stories – Final 2018-19 Reports due July 15, 2019
- Program Indicator Report- due July 15, 2019 from all counties.
- Report to the People – “Extension Today” – due to District Directors before the end of November.

Political Participation Guidelines

- Policy #76: Political Activities and Public Office
- ...avoid conduct that might in any way lead members of the general public to conclude that he or she is using an official position to further professional or private interests or the interests of any members of his or her family...
- Refer to handout

Office Secretary Training Update

- Hosted by District 5 FCS Agents
- Planning Committee: All D5 FCS Agents
- Training Contacts: Luke Fries & Natalie Taul
- September 26th-27th , 2019
- Location: Barren River Lake State Park
- Registration TBA

State Extension Advisory Council: Summer Meeting

- August 7th, 2019
- KSU Research Farm, 1525 Mills Lane, Frankfort, KY
- State Fair Open Exhibits
 - KY Department of Agriculture / State Fair Exhibit Pickup
 - Deadline to register July 10th
 - Pick Up Locations:
 - Christian, Laurel, McCracken, Montgomery and Taylor.
 - Zoom Meeting on May 9th with KDA to finalize plans
 - **All D5 Assignments have been made**



Tax Exemptions

Remember that counties cannot use UK's EIN/Tax Exemption. Either use the Extension District Board's Tax Exempt number or Program Council Tax Exemption if they have 501c3 non-profit status. (Financial Guidelines for CES County Volunteer Groups – Tax Exemption Status Overview)

<http://ces-manuals.ca.uky.edu/content/financial-guidelines-ces-county-volunteer-groups>

Two Factor Log In

- Will be required starting **July 17, 2019** in order to sign on to MyUK.
- Need a smartphone, phone(that can receive text) or tablet(such as an iPad).
- To enroll your phone or device in two-factor log-in, visit ItTakes2 for instructions and frequently asked questions. Once enrolled, you will be eligible for a 365-day passphrase.
 - See <https://www.uky.edu/its/ittakes2>
- Instructions for setting up a 365-day passphrase are also available at ItTakes2.
- For 24/7 immediate assistance, please contact ITS Customer Services at 859-218-HELP (4357) or visit the Technology Help Center at <http://techhelpcenter.uky.edu>. For assistance with non-urgent matters, email 218help@uky.edu.
- Poll employees without a phone or tablet to receive two-factor codes

District/State Calendar Reminders

- Reference the Extension Annual/Reporting Calendar
- http://districts.ca.uky.edu/files/ext_annual_calendar_19.20_3.26.19.pdf

A Few District Reminders:

- Quickbooks Training is CANCELLED Reschedule TBA
- Send D5 Directory Updates (pictures, etc.)
- Round-Up: September 11th-14th

HOLD These Dates for District Staff Meetings:

June – *No Staff Scheduled*

July – *No Staff Scheduled*

August – *No Staff Scheduled*

September 11, 2019

October 9, 2019 (Tentative)

November 13, 2019

December 11, 2019

January 8, 2020

February 12, 2020

March 11, 2020

April 8, 2020 (Tentative)

May 13, 2020

Extension Financial Operations

Chris Shotwell, Director Financial Operations

Tina Ward, College Business Analyst

Ty Back, Fiscal Compliance Officer

Jeremy Teal, Fiscal Compliance Officer

<http://cafebussinesscenter.ca.uky.edu/>



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