

COOPERATIVE EXTENSION



D5 ZOOM Staff Meeting May 13, 2020 9:30 a.m. EDT

PERSONNEL UPDATES - District 5

Resignations - Kisha Atwood, Casey Co Staff Asst, last day April 30th

Retirements - Brenda Williamson, Pulaski Senior SNAP-Ed Asst., last day June 5th

PLAN OF WORK

https://youtu.be/_vWXNqo-Dwc

IT Update

Michael Kennett, D5 DEITC

NEP Update

Sara Talbott, NEP

CEDIK UPDATE

4-H LIVESTOCK/HORSE PROGRAMMING

1. State 4-H Horse Show - Canceled. Alternative activities are being developed for some contests. State Contact: Dr. Camargo
2. State 4-H Livestock Judging - Canceled. State Contact: Zach Bartenslager
3. 4-H Ham Project - Social distancing suggestions for washing hams shared by Dana Anderson, Mercer CEA for 4-HYD. State Contact: Dr. Rentfrow

STATE FAIR ASSIGNMENTS

1. Contact assignments have been finalized. State Contact: Kim Leger
2. KDA Exhibit Drop Off Location – Taylor County

OFFICE OF DIVERSITY

1. May 14 Cultivating Inclusion Webinar
2. May 21 – Extension Diversity Network

COUNTY COORDINATOR FORMS FOR FY 20-21 – Due June 1 to D5 Office

AGENT PERFORMANCE APPRAISAL RATING OPTION – Due MAY 15 to D5 Office

PROFESSIONAL DEVELOPMENT - ESP, KACAA, KEAFCS, KAE4HA

ADMINISTRATIVE REMINDERS

Upcoming Deadlines/Due Dates

- Performance Appraisal Rating Form – due May 15
- Monthly Reports – due by the 10th of each month
- Audits –remember to follow instructions provided by Dept. of Local Government
- All KERS Reports (Meetings/Activities, Expenses, Success Stories, Program Indicators, Affirmative Action/Plan) – July 15.
- D5 County Zoom Meetings – Tues. & Wed. – 1:15, 2:15 and 3:15pm ET
- Biweekly Midyear Review - June
- Plan of Work Draft – July 15 (email to DD)
- Plan of Work Final (entered into KERS) – August 1
- Year-End Budget Actuals (including Program Support Actuals) – August 1
- Agent Self-Evaluation Performance Appraisal – August 1 (only those agents who opt-in, were NR for FY19 or received a “1” on a single MJR)
- ES-237 – watch for announcements from State 4-HOffice

Upcoming Zooms

- **Adobe Acrobat Training** (Open to All D5 Staff) – Chad Jennings – May 14th at 10am ET. Zoom Link: <https://uky.zoom.us/j/98252220595>
- **Fidelity Retirement Webinar** (Open to All UK Employees) – with guest Chris Perry – May 18th at 12pm ET. See email from Cristin – signup through Fidelity
- **Microsoft Teams Training** (Open to All D5 Staff) – Chad Jennings – May 28th at 10am ET. Zoom Link: <https://uky.zoom.us/j/98417716679>
- **Email Newsletter Training** (Open to All D5 Staff) – Hayley Pierce – May 28th at 3pm ET. Zoom Link: <https://uky.zoom.us/j/91513351024>
- **TIAA Retirement Webinar** (Open to All D5 Staff) – Chad Seabaugh – June 1st at 10am ET. Zoom Link: <https://uky.zoom.us/j/92984009585?pwd=ZVVSVVpEZHpvdnJYdmZ0bzcxZENrQT09>
- **County Website Training** (Open to All D5 Staff) – Chad Jennings – June 11th at 10am ET. Zoom Link: <https://uky.zoom.us/j/98193751731>

Upcoming District Staff Meetings: PLEASE HOLD THESE DATES

NO JUNE, JULY or AUGUST Staff Meetings

September 9

October 14

November 11