

District 5 Staff Agenda

November 14th, 2018

Taylor County Extension Office

Registration: Nelson Co. - Refreshments: Adair & Wayne

Celebrations

Matt Adams, Hardin CEA for ANR
Daughter, Andi Job, born on 9/13/18

Alex Bryant, Breckinridge CEA for 4-H
Married 10/6/2018

KY Heartland Ag Complex & Livestock
Events Center (Hardin Co.)
Ribbon Cutting 9/18/18

Luke Fries, Nelson CEA for FCS
Transitioned 10/1/18



October	November	December
10/20 – Laura Brady	11/3 – Kevin Mills	<i>12/7 – Kara Back</i>
<i>10/24 – Doug Shepherd</i>	<i>11/7 – Meagan Klee</i>	12/11 – Laurie Edwards
<i>10/25 – Greg Whitis</i>	<i>11/7 – Amy Aldenderfer</i>	<i>12/13 – Christan Miracle</i>
10/26 – Patty Holbert	11/8 – Sherri Coffey	12/16 – Joni Hill
<i>10/27 – Toni Humble</i>	11/10 – Sherry Stith	<i>12/18 – Tyrone Gentry</i>
10/28 – Diane Cushman	11/11 – Alta Gaye Hutchison	12/18 – Holly Powell
10/29 – Kathy Ballard	<i>11/11 – Dennis Morgeson</i>	12/21 – Rebecca Collins
<i>10/29 – Amanda Sublett</i>	<i>11/15 – Anna Porter</i>	<i>12/30 – Chelsey Anderson</i>
	<i>11/18 – Edith Lovett</i>	12/30 – Katie Murphy
	11/22 – Teresa King	
	<i>11/24 – Whitney Carman</i>	
	<i>11/25 – Kindra Ewing Jones</i>	
	<i>11/26 – TJ Adkins</i>	
	11/29 – Georganne Collins	

District 5 Updates

- NEP Updates – Sara Talbott, Area NEP Agent
- ESP Updates – Jennifer Bridge & Tony Rose

Current Vacancies

- State Vacancies = 48 Total
- Vacancies (D5): Casey, Pulaski (ANR); Washington (ANR & 4-HYD); LaRue, Russell & Wayne (FCS); Marion & Nelson (4-HYD); McCreary (FCS/4-HYD)

Personnel Updates

- 10/01 – Robbie Smith, Nelson County Facilitator
- 10/28 – Mary Glenn, Grayson Extension Staff Assistant
- 11/01 – Misty Wilmoth, LaRue County Facilitator
- 11/05 – Sonya Hardin, Breckinridge Custodian
- Support Staff Payroll – Melissa Horton (859) 257- 4722 melissaj.horton@uky.edu
- TRIP Customer Service – Sandy Warren (859) 218-4314 scwarr0@uky.edu
- *Administrative Support hiring's: District 3, District 4 & HR Director's Office*
- *Extension Director Search*
- *Pending: Washington 4-HYD; Pulaski ANR*

- *County Managers – 11 total in State as of 11/5/2018 – Updates coming soon!*
- *County Facilitators – 33 total in State as of 11/5/2018 – Updates coming soon!*

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

- Danielle Ford, Marion CEA for FCS – “Farm to Fork”
- Christan Miracle, Marion CEA for ANR – “Progressive Ag Safety Day”
- Meagan Lucas, Pulaski CEA for 4-HYD – “4-H Grows Here; Growing Pulaski’s 4-H Program”

GENERAL REMINDERS

- Agents evaluated for 2017-2018, letters will be emailed 11/20
 - Performance evaluation conferences will be combined with mid-year visits.
- 2018-2019 – All Agents, Over 1 year – Mandatory Rating
- CEC & EDB Meetings – Meeting notices should be sent to District 5 office prior to meeting date.
- County Program Review 2019 – Casey, Grayson, Green, Marion, McCreary, Pulaski, Washington
- Emergency Closings
https://districts.ca.uky.edu/files/extension_guide_to_emergency_closing_revised_november_30_2015.pdf
- Equipment Inventory – State & County Annual Indexing
- Holiday Leave & Bonus Days – Request to DD prior to holiday.
- OneDrive Folders – Should be periodically updated throughout the year.
- SKYPE for Business – Must be installed on all employee computers
- TRIP – Please be attentive to guidelines and dates.

DISTRICT CALENDAR REMINDERS

2018

- 12/1 – Submission deadline for Report to the People in KERS
- 12/3 – Support staff PE’s released through Success Factors
- 12/7 – 12/8 – KY Jr. MANRRS Leadership Institute
- 12/10 – Deadline for November Travel
- 12/12 – District 5 Holiday Staff Meeting – CANCELLED
- 12/14 – Deadline for Community Needs Assessment Focus Groups & Interviews
- 12/15 – State Extension County Officers (*Send names & addresses to Dr. Jeff Young*)
- 12/15 – District Board Members Appointed by Judge
- 12/15 – 2nd quarterly Success Story due
- 12/18 – Equine Summit @ Mercer Co. Extension Office
- 12/19 – Equine Summit @ Daviess Co. Extension Office
- 12/20 – Randall Barnett County Extension Council Award applications due
- 12/31 – CAFÉ Internship applications due

Mid-Year Conference Dates

11/16 @ Nelson Co. (EST)	12/3 @ Taylor Co. (EST)
11/19 @ Nelson Co. (EST)	12/4 @ Pulaski Co. (EST)
11/20 @ Taylor Co. (EST)	12/5 @ Pulaski Co. (EST)
11/26 @ Taylor Co. (EST)	12/17 @ Nelson Co. (EST)
11/27 @ Nelson Co. (EST)	12/18 @ Pulaski Co. (EST)
11/28 @ Washington Co. (EST)	
11/29 @ Washington Co. (EST)	

2019

- 01/10 – Deadline for December Travel
- 01/11 – Diversity Awards applications due
- 01/14 – Support Staff evaluations due online
- 01/31 – All EDB officers must be elected
- 02/01 – Career Ladder applications due
- 02/06-02/08 – National Land-Grant Diversity Conference @ Marriott, Cincinnati Airport
- 02/10 – Deadline for January Travel
- 02/11 – Supervisor and support staff face-to-face meetings due
- 02/13 – District 5 Staff Meeting (*Tentative*)
 - *UK Health & Wellness LiveWell Check's will be available @ district staff on 2/13 @ Taylor Co.*
- 02/18 – All Support Staff PE's complete
- 03/13 – District 5 Staff Meeting (*Tentative*)
- 05/08 – District 5 Staff Meeting (*Tentative*)

**Spring Date Pending – Support Staff Training*

**Annual Due Dates/Timelines Calendar: <http://districts.ca.uky.edu/OfficeTools>*

**Hold 2nd Wednesdays for District 5 Staff: February, March & May*

ADMINISTRATIVE STAFF UPDATE

PowerPoint will be uploaded to district webpage Thursday 11/15/18



Notes:

Additional celebrations shared during November staff meeting:

- Luke Fries, Nelson CEA for FCS – Engaged 10/9/18
- Christan Miracle, Marion CEA for ANR – Expecting Baby #1 – Due February 2019
- Jordan Crain, Green CEA for FCS – Expecting Baby #2 (boy) – Due February 2019

