

District 5 Staff Agenda

November 13th, 2019

Taylor County Extension Office

COOPERATIVE EXTENSION



Registration: Breckinridge Co. - Refreshments: Russell & Taylor

Celebrations

Dayna Fentress, Hardin CEA for FCS
*Congrats on birth of daughter,
Rylee Catherine*

Danielle Barrett, McCreary CEA for 4-H & FCS
Transitioned 11/1/19

November Birthdays

11/7-*Meagan Klee*

11/7-*Amy Aldenderfer*

11/8 - *Sherri Coffey*

11 /10 - *Sherry Stith*

11 /11 - *Alta Gaye
Hutchison*

11/11 - *Dennis Morgeson*

11/15-*Anna Porter*

11/18- *Edith Lovett*

11/22 - *Teresa King*

11/24 - *Whitney Carman*

11/25 - *Kindra Ewing
Jones*

11/26 - *TJ Adkins*

11 / 29 - *Georganne
Collins*

District 5 Updates

- Guest - Laura Skillman, Director, Ag Communications Services
- NEP Updates - Sara Talbott, Area NEP Agent

Current Vacancies

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

Personnel Updates

- 10/14: Cristin Sullivan, New D5 Administrative Support Staff
- 11/1: Danielle Barrett, New McCreary CEA for FCS/4-HYD, transfer from D2
- 11/8: Danielle Ford, resigned from Marion CEA for FCS position

Administrative Update

- **Extension Transition Updates @ 11:00 AM**

Program Area Reports

Christy Nuetzman, Clinton CEA for FCS
Amy Aldenderfer, Hardin CEA for HORT

Kindra Ewing Jones, Grayson CEA for 4-HYD
Ricky Arnett, Green CEA for ANR
Mason Crawford, Outreach Coordinator KSU

District Updates

Quarterly Payments

- Next Payment due January 10th

Audits

- Send to D5 Office

Community Assessment Report

- Share with local community elected officials, stakeholders and Extension leaders
- Each county received 50 copies
- Future focus will be on marketing the needs and our responses to promote our work.

Extension Financial Operations

- Fiscal compliance officer positions were reviewed with business analysts in CAFE. In the process of hiring the Central Region Business analyst position to be housed on campus.
- Extension Business Operations Manual to be revised in early 2020 so that it can be distributed.
- **District 5 and 3 will have QuickBooks training in March 2020.**
- Concur – delayed but looking at Feb/March to do a pilot phase. Expect that all will be using Concur by end of 2020.

RCARS Mountain Ag Week

- Mountain Fest Field Day, Saturday, September 12th, 2020 @ UK Robinson Center, Quicksand, KY
- A recognition in honor of Dr. Williams is planned as an evening celebration.

Urban Extension

- A UK group attended the eXtension Impact Collaborative in Atlanta focused on Urban issues.
- UK Extension a table at the KY Farm Bureau Luncheon for the first time in Jefferson County.
- Developing in-service topics related to urban extension programs.

Career Ladder Applications

- Applications due February 1, 2020
- Years of service with CES in other states will apply to career ladder applications
- http://districts.ca.uky.edu/files/professional_promotion_procedures_and_career_ladder_guidelines_-_rev.08_30_2017-pjm.pdf
- Level II now requires completion of the Mentor Packet to advance to this level. This is only for individuals hired AFTER July 1, 2016 when the program first went into effect.
- Level IV, Track B now requires the same "evidence of community development work" as Track A.
- The Application for Professional Promotion (last page) has been reconfigured to help clarify the requirements of each level. Please note that incomplete applications will not be accepted.
- The salary increase levels will remain the same: Level II: \$2,000, Level III: \$2,500, Level IV: \$3,000, Level V: \$3,500

Bi-Weekly Evaluations

- Performance Appraisals for Bi-Weekly Staff- System will open-December 2nd, 2019 in myUK.
- Due to be turned in by January 14th, 2020 to supervisors.
- Supervisors review, make comments and send to DD for review and comments before meeting with staff to review.
- All Face to Face Meetings done by February 28th, 2020 and signed off.

Report to the People

- Report to the People (rough draft) due to DD before Thanksgiving Break-November 27th, 2019.
- There are quite a few changes this year. <https://psd.ca.uky.edu/reportstothepeople>
- If you were not able to attend a webinar, it is important you watch the recorded webinar here: <https://www.youtube.com/watch?v=UDrLvphoPg>

November Payroll Entries

- Thanksgiving Day and the Day after should both be coded as Thanksgiving. Please see example below.

11/28/2019	7154	HOLIDAY-Thanksgiving	7.50
11/29/2019	7154	HOLIDAY-Thanksgiving	7.50

2019 Kentucky Extension Diversity Award

- The nomination form is due **January 10, 2020**, to Assistant Dean for Diversity at the UK College of Agriculture, Food and Environment, Mia Farrell, antomia.farrell@uky.edu or 859.218.4800. We commend you for the work you have done in this area and encourage you to apply for this year's award.
- Once again, those chosen for the award will receive a plaque and a program award of \$500.00 (individual) and \$1,000.00 (team) to use in their county/department to continue diversity efforts.
- This is a joint award open to Kentucky State and University of Kentucky Extension Employees. The University of Kentucky, College of Agriculture, Food and Environment's Office of Diversity will assist in the award recognition.

GENERAL REMINDERS

- Agents evaluated for 2018-19, letters will be emailed 11/15
 - Performance evaluation conferences will be combined with mid-year visits
- 2018-2019 - All Agents, Over 1 year - Mandatory Rating
- Mileage Logs - Agents need to be more specific about locations visited when filling out mileage logs
- Signatures - Signatures on documents sent to the D5 office need to be made legible
- CEC & EDB Meetings - Meeting notices should be sent to District 5 office prior to meeting date.
- 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.
- TRIP - Please be attentive to guidelines and dates.

Mid-Year Conference Dates

11/18 @ Nelson Co. (EST)	11/20 @ Taylor Co. (EST)
11/19 @ Taylor Co. (EST)	11/25 @ Taylor Co. (EST)
	11/26 @ Taylor Co. (EST)

DISTRICT CALENDAR REMINDERS

2019

- 11/15-11/16 - KY Jr. MANRRS Leadership Institute
- 11/26 - Report to the People Rough Draft Due to DD before Thanksgiving Break
- 12/1- Submission deadline for Report to the People in KERS
- 12/3 - Support staff PE's released through SuccessFactors
- 12/10 - Deadline for November Travel
- 12/11 - District 5 Holiday Staff Meeting
- 12/15 - State Extension County Delegates selected – Report any changes to Dian Stapleton
- 12/15 - District Board Members Appointed by Judge
- 12/15 - County Extension Council Officers – List due to DD & Dr. Laura Stephenson
- 12/15 - 2nd quarterly Success Story due
- 12/15 - Diversity Award – Submit to CAFÉ Office of Diversity
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- 12/31- CAFE Internship applications due

2020

- 01/10 - Deadline for December Travel
 - 01/10 – 3rd Quarterly Payment Due
 - 01/14 - Support Staff evaluations due online
 - 01/15 – District 5 Staff Meeting (*Tentative*)
 - 01/30 - All EDB officers must be elected
 - 02/01 - Career Ladder applications due
 - 02/10 - Deadline for January Travel
 - 02/11- Supervisor and support staff face-to-face meetings due
 - 02/12 - District 5 Staff Meeting (*Tentative*)
 - 02/18 -All Support Staff PE's complete
 - 03/11- District 5 Staff Meeting (*Tentative*)
 - 04/01 - Status of County Offices – Send to DD
 - 04/01 - Space Inventory – Send to DD
 - 04/08 - District 5 Staff Meeting (*Tentative*)
 - 04/10 - 4th Quarterly Payment Due
 - 04/15 - Submit Draft Budget to DB & County Judge Exec; finalized in June
 - 05/13- District 5 Staff Meeting (*Tentative*)
- * *Annual Due Dates/Timelines Calendar:* <http://districts.ca.uky.edu/OfficeTools>
- **Hold 2nd Wednesdays for District 5 Staff: February, March, April & May*

ADMINISTRATIVE STAFF UPDATE

PowerPoint will be uploaded to district webpage Thursday 11/14/19

