

District 5 Staff November 13th, 2019

Taylor Co. Extension Office

*Morning Refreshments & Registration - 9:00 am
(EST) District Staff Begins - 9:30 am (EST)*

***Refreshments - Russell & Taylor Counties
Registration – Breckinridge County
Host – Taylor County***



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Birthday Celebrations!

November

Meagan Klee 11/7

Amy Aldenderfer 11/7

Sherri Coffey 11/8

Sherry Stith 11/10

Alta Gaye Hutchinson

11/11 **Dennis Morgeson**

11/11 Anna Porter 11/15

Edith Lovett 11/18

Teresa King 11/22

Whitney Carman 11/24

Kindra Ewing Jones

11/25 TJ Adkins 11/26

Georganne Collins 11/29



Celebrations

Congratulations to Dayna Fentress & husband Ryan on the birth of their daughter!



Rylee Catherine

Fentress 7lbs, 15 oz

Born Oct 26th, 2019



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District 5 Updates

- Guests –
 - Laura Skillman, Director, Ag Communications Services
 - Chris Shotwell, Director of Business Operations
- NEP Updates – Sara Talbott, Area NEP Agent



District 5 Agent Vacancies

- ANR
 - McCreary – Interviews Thurs, Nov 14th
 - Washington
- FCS
 - LaRue & Russell
 - Wayne – To be posted soon
- 4-HYD
 - Nelson – Apps close Nov 27th
 - Pulaski
- FCS/4-HYD
 - Marion



Welcome Cristin Sullivan!

- D5 Administrative Support Associate
 - Previous STEPS D3 Administrative Associate
- Began new position Oct 14th, 2019
- UK Grad with BA in Psychology
 - Native of Laurel Co.



Personnel Updates

Congratulations to Danielle Barrett for her transition to McCreary County as a CEA for FCS/4-HYD!

- Began new position in McCreary on Nov 1st, 2019
- Transferred from District 2, Knox Co.



Farewell to Marion CEA for FCS

Danielle Ford

- Served in Extension for 2 ½ years
- Last day Nov 8th, 2019



Administrative Update

- Extension Transition Update @ 11:00AM
- Intro Video: Dr. Laura Stephenson
- Guests – Administrative Team Members
 - Laura Skillman
 - Chris Shotwell
- Agent Transition Team
 - Whitney Carman



Program Area Reports

Kindra Ewing-Jones, Grayson CEA for
4-HYD Ricky Arnett, Green CEA for
ANR

Christy Nuetzman, Clinton CEA for FCS
Amy Aldenderfer, Hardin CEA for HORT
Mason Crawford, Outreach Coordinator
KSU



District Updates

Quarterly Payments

- Next Payment due January 10th

Audits

- Send to the D5 Office



Community Assessment Report

- Share with local county 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 City 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=UDrLvephoPg>

November Payroll Entries

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

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

- Performance Evaluation Letters
 - Will be sent out this Friday, November 15th , 2019
 - Be on the look out for an email from Cristin
- Mileage Logs
 - Agents need to be more specific about locations visited when filling out mileage logs
 - We need details about where you went & why
- Signatures
 - Signatures on documents sent to the D5 office (on mileage logs, paperwork, etc.) need to be made legible – otherwise we might not know who signed the document
- CEC & EDB Meetings
 - Meeting notices should be sent to D5 office prior to meeting date

General Reminders

- 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
 - Please add newsletters to OneDrive rather than sending thru mail
- TRIP
 - Please be attentive to guidelines & dates

Mid-Year Conference Dates

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

Calendar Reminders

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

HOLD These Dates for District Staff Meetings:

December 11, 2019 – Hardin Co
Extension Office

January 15, 2020

February 12, 2020

March 11, 2020

April 8, 2020 (Tentative)

May 13, 2020



Program Area Meetings

- 4-H
 - FC
 - ANR/Hort
- S
- Updates: Handouts for Program Groups
 - CEDIK, FCS, 4-HYD, ANR, Diversity



Thank you!

Happy Thanksgiving & Safe Travels



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