

District 6 Staff Meeting Agenda

Butler County Extension Office

Morgantown, Kentucky

February 13, 2019

Welcome**Extension ~~10~~****Digital Sharing Platform – 10:00 a.m.****NEP Update – Mary Higginbotham**

- [Link to PowerPoint](#)
- Ways for agents to earn NEP hours

ESP State Meeting and In-Service – Amanda Dame**Tri-County Hay Auction - Brandon Bell, Chris Schalk, Kevin Lyons and Amy Branstetter****TEconomy**

- Economic Study
- Structure Study
- Will touch base with External Stakeholders.

Open Records

- Our records are bound by Open Records.
- Procedurally:
 - State has three days to respond for an Open Records request.
 - Amy Spagnuolo - Director of Open Records, UK Office of Legal Counsel
 - Open Records Rules and Processing Requests
 - Get a request, respond to Amy immediately.
- Exceptions:
 - Tests
 - Records restricted by Federal and State Laws
 - Privacy Rights of Minors



- Emails are releasable.
 - Be careful what you write in an email.
- Benefit files are private.
- If subpoena, everything is open.
- Text and cellphones are private.
- District Board should have a separate file from other records.

Extension HR Updates

- Staff Mentor Program
 - If you have staff that could use a mentor let Leann Herzog know.
- Kelly Jordan is new to her office.
 - She will make new postings.

Office of Diversity Updates

- Unconscious Bias Training – All employees must attend.
- Office of Diversity going through review.
- Just Food Grant received
- Jr Mannrs

Community Needs Assessment Update

- Results for Pilot Counties

2020 Census

- We are a partner with the 2020 Census.
- Census Partner Social Media Content

Insurance

- Excess and American Income Life
 - Estimate number of people

Mileage Rate

- Increased to 58 cents/mile

Paying Agent and Support Staff Travel for TIAA or Other Retirement Visit to Campus

- UK Sponsored Group Event – OK / professional leave
- Individual meeting outside of two years of retirement / vacation time
 - Suggest phone or Zoom calls with TIAA/CREF or Fidelity reps

UK Online M.S. in Science Translation and Outreach

Client Protection Risk Management Background Check Schedule

- Four Client Protection Risk Management webinars have been scheduled. Agents can sign up in KERS.
 - March 29th
 - August 2nd
 - November 22nd

Guidelines for Survey Response for County Extension Agents and Clientele

Regulations Concerning Federal Commercial Mail

2019 State Fair Assignments

District Staff PowerPoint

- [Link to PowerPoint](#)
- Financial Compliance and Budget Overview – Jeremy Teal

Program Areas

ANR and HORT

- District Hemp Meeting

FCS

4-H