District 6 Staff Meeting Agenda

Butler County Extension Office Morgantown, Kentucky February 13, 2019

COOPERATIVE EXTENSION





Welcome

Extension 🏶

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:
 - o Tests
 - Records restricted by Federal and State Laws
 - Privacy Rights of Minors

Cooperative Extension Service Agriculture and Natural Resources Family and Consumer Sciences 4-H Youth Development Community and Economic Development Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, reged, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, everan status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.



- 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
 - \circ 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