

District 6 Staff Meeting Agenda

Warren County Extension Office

Bowling Green, Kentucky

March 13, 2019

Welcome**Extension 10****Janet Turley – 4-H Videos****10:30 a.m. – Zoom Sharing with Innovation Team**

- Will have three presentations for Staff at 10:30 a.m.
- Will record three presentations for May Staff Meeting.
- Are looking into using the technology for webinars by Specialist and shared with Agents on site.

NEP Update – Mary Higginbotham

- [Link to PowerPoint](#)

IT Update

- Scams
- Extension Trainer Position will be posted this week.
- Upgrade old machines to Windows 10 by January 2020.
- IT audits on backups, passwords, and other requirements.
- Offsite backups are needed for computers.
- Microsoft Teams
- They are meeting with Windstream. Windstream has filed bankruptcy.

Political Use of Office – [see handout](#)**CAFÉ Alumni Area Chapter Events****PayPal – [see handout](#)****Extension Foundations**

Pilot County for Scholarship – [see handout](#)

Unconscious Bias Training

- May 20th, Hopkins County Extension Office, Madisonville
 - 10:00 a.m. till Noon

Office of Diversity Report – [see handout](#)

2020census.gov/jobs

Harassment Conduct

Shortening County Email Address

Personal Hygiene/Flu Season

[Link to District 6 Staff PowerPoint](#)

Program Areas

ANR and HORT

- ANR/HORT Administrative Report

FCS

- FCS Administrative Report

4-H

- 4-H Administrative Report
- 4-H Agent Onboarding