

## District 6 Staff Meeting Agenda

Ohio County Extension Office  
 Hartford, Kentucky  
 May 8, 2019

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### Welcome

### Extension ~~10~~ **10**

### Service Awards

#### NEP Update – Mary Higginbotham

- [Link to PowerPoint](#)

#### NEP Food System Initiatives - Jann Knappage

- [Link to PowerPoint](#)

#### Extension Sharing Session

- [Link to YouTube Video](#)

### 2019 Merit Increase

- A 2% merit pool has been proposed to the Board of Trustees.
- BOT meets in June.
- A standardized distribution based on performance rating will be developed for agents and support staff.
- Differences will be effective July 1<sup>st</sup> and will show up on your July 2019 pay statement.

### State Fair Open Entries

- Four locations are across the state.
- Must enter online. Deadline to enter is July 10<sup>th</sup>.
  - [See link to compete at the fair](#)
- Drop-off July 26<sup>th</sup> to August 3<sup>rd</sup>.
- Christian County is the closest for District 6.
- KDA will not send entries back to exhibitors unless they provide a prepaid mailing package.
- Exhibitors are encouraged to pick up entries at the State Fair.



**Cooperative Extension Organizations and Tax-Exempt Status Overview - [See link](#)**

**DLG SPGE Calendar – [See handout and link](#)**

**Political Participation – [See link](#)**

### **Extension Financial Operations (EFO)**

- Concur: Go Live in January 2020
  - Warren County will be the Pilot County for District 6.
- Mileage Log
  - Change for NEP on location address.
  - One Log for County Travel and Professional Improvement Travel.
- Zero Reimbursement will not go into TRIP.
  - Request for Exception to Business Procedures – [See handout and link](#)
- PI Day Trips will be on County Travel.
- Checklists will be created.
- Voucher Forms
  - [Link to forms](#)
- Safe Log, by yourself, put money into the safe and get a backup signature the following day.
- Year End Reports
- June Trips must be in by July 3, 2019.
- [Link to Extension Financial Operations PowerPoint](#)

### **Two-Factor Signup**

- Deadline to be signed up is July 17, 2019.
- Everyone must use it to be reimbursed for travel.
- Can work on iPad.
- No phone with texting ability, county will have to purchase a token.

### **University New Employee Orientation Beginning July 1, 2019**

- Every New Employee will have to participate.

### **District 6 Mental Health First Aid Certification**

- September 12-13, 2019, at the Butler County Extension Office.
- All Agents need to attend.
- Signup in KERS for in-service hours.

## **Justice for All Posters**

- Blue – SNAP
- Red – General Office Use

## **Hemp Talking Points for Agents**

- Extension provides research-based information.
- As the research on hemp progresses, you can find updates here - [See link](#)
- New tools, like budget models, and the latest research are available through the hemp website.
- Agents that get questions about hemp should consult the website and reach out to Tom Keene or Bob Pearce with questions.

## **CBD Notes for Agents**

- Extension provides research-based information.
- Currently, there are no research-based tools, lessons or information for CBD oil.
- For questions, individuals should contact their health provider.
- Agents should never provide healthcare advice.
- Agents should never promote a brand or a person. Be wary of those marketing a product that ask for a platform to speak to Extension groups.
- Agents should use caution when talking about products that they use, as it can be seen as an endorsement for a certain product.

## **Microsoft Teams**

- Will probably replace Skype for Business.

## **Unconscious Bias Training – No Registration through KERS**

- May 20<sup>th</sup>, Hopkins County Extension Office, Madisonville
- 10:00 a.m. – 12:00 noon
- Your UK Person ID will be required to sign in at the meeting and receive credit for attending.

## **Office of Diversity Report – [See handout and link](#)**

## **Professional Attire – [See handout and link](#)**

## **Year End Planning and Reporting – [See handout and link](#)**

## **Signed Original Extension Budget Forms were Due May 1<sup>st</sup>.**

- Please get these mailed to the district office as soon as possible.

## Benefits Open Enrollment Ends this Friday, May 10<sup>th</sup>

- If you wish to continue with a health care or dependent care flexible spending plan, you must re-enroll. These plans do not rollover like the insurance plans.

[Link to District 6 Staff PowerPoint](#)

## Program Areas

### ANR and HORT

- ANR & HORT Grant Awardees

### FCS

- FCS Administrative Report
- HM Voting Delegate Information

### 4-H

- Youth Development Institute – contact Chuck Stamper if you are interested ASAP.
- PYD Certificate program has been approved.
- Verified Volunteers – two issues
  - Higher than expected changes
  - “FCRA rights” checkbox
- 4HOnline - It’s no longer acceptable to simply use [county@noemail.com](mailto:county@noemail.com) as a default email. Make all effort to get valid individual and/or family email.
- 4-H College Study
  - An evaluation of the educational attainment and post-secondary experiences of 4-H members who have graduated from high school. Currently, we are allowing people to “opt out” of this evaluation by filling out an online questionnaire that provides their name/county.
- The due date is May 3<sup>rd</sup> (next Friday) through 4-H Online. If any of the counties in your district do not have a 4-H Agent I ask that you share this information with them or connect us so I can ensure they have what they need to promote the program.
- All Teen Conference information can be found here – [See link](#)