# **District 6 Staff Meeting Agenda**

Via Zoom September 9, 2020

# **COOPERATIVE EXTENSION**



#### Welcome

Link to District Staff PowerPoint – see PowerPoint for more detail on each of the items below

- Extension Transition Update Greg Comer
- Kentucky State University Update
- Extension Human Resources Update
  - Minors On Campus Training
  - Required I-9 Approved Signer Re-Training
  - Staff Harassment Training
  - Tax Deferral
- Election Season Reminders
  - Political Activities and Public Office Reminder
- Extension District Board Reminders
  - Nominations for Extension District Board Deadline
  - By November 1<sup>st</sup> the CEC must submit two names per nominee to the County Judge for each Extension District Board member appointment.
- Agent Vacancies and Hiring
- Program and Staff Development Update
  - Agent Career Ladder Applications will be an online submission.
  - Due February 1<sup>st</sup>, 2021
  - Application will be available in December.
- State Extension Conference Dates Set
  - December 6-8<sup>th</sup>, 2021

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# • Office of Diversity Update

• See Session Flyers

# • Extension Marketing Update

- Communication Audit
  - Qualtrics Survey will be sent after District Staff Meeting.
  - Survey is due October 1<sup>st</sup>.

### • Extension Philanthropy Update

• One Day for UK – September 16<sup>th</sup>

### • Extension Business Operations Update

- Concur Implementation
- Tax Rate Process
- Year-End Process
- QuickBooks Reminders
- Payment Voucher Update

#### • Program Area Updates

- SNAP-Ed Reminders and Announcements *Mary Higginbotham*
- CEDIK Update
- Arts Extension
- Urban Extension Update
- 4-H Update
- Mask Up District 6!