

District 6 Staff Meeting Agenda

Via Zoom

September 9, 2020

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 1st 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 1st, 2021
 - Application will be available in December.
- **State Extension Conference Dates Set**
 - December 6-8th, 2021



- **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 1st.

- **Extension Philanthropy Update**
 - One Day for UK – September 16th

- **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!**