

District 7 Staff Meeting Minutes
Wednesday, March 14, 2018
Lee Jones Convention Center-Eddyville, KY

9:30 a.m. Welcome: Matt Fulkerson

Family Medical Leave Update- Zoom presented by Lindsey Powell lindseypowell@uky.edu
859-323-4259

Attached Documents for FML

FML 3-7 days after 5 Matt with contact you to start the process. 3-4 days out you can start to use vacation or TDL. FML starts the day you take it. You can start and stop FML. It resets on the day you started it. Example would be March 14 of 2018 it would officially reset March 14 of 2019.

Bank as much as you can. FML is for your protection and you use all of your TDL and Vacation first so that you are paid while off. Matt can add up to two additional weeks of FML when the time officially ends. Please contact him with questions.

Hosts were Carlisle and Livingston with notes taken by McCracken

Personnel Updates and Vacancies - No changes in vacancies since our last meeting.

Congratulations to Lena and Torey on their little girl Mary Earle. Thomas Keene has resigned and his position will post soon. Mia Farrell is now the Interim Director for Diversity and David Kessler is the Extension Philanthropy Director.

July 1 stop gap will end and there will be no staff in April. You may need to amend your budget so Stop Gap is still listed on the budget form. This is in place in the event someone quits their agent position.

Service Awards - 15 yr. Rhonda Jewell, Shane Bogle

20 yr. Robert Tashjian

30 yr. Paula Jerrell

35 yr. Wanda Paris

Bi-Weekly **10 yr.** Nancy Williams, Patty Guess

County Budget Update - Dean Cox has a newsletter and everything is the same from the last month however the form has been corrected on a minor detail. It is all online as well as notes on how to complete the budget. Please review the timeline. You are to meet with your CEC and have your budget recommendations ready to be sent to the Judge Executive's office by April 15th. As always, DO NOT UPLOAD or MAIL before sending to Matt for approval. July 1 your fiscal year begins. Please refer to Matt's email about income categories and work as a

team in your office on the budget. Matt will check with Chris Shotwell on the UK refund into the USER DEFINED line.

Bi-weekly need an across the board 3% budgeted. You are to use the evaluation process to determine how much they earn based upon their scores. This should be done just like agents merit increases. Again do not report your budget to the DLG until it's finalized and approved by Matt.

Your per capita (county) numbers are what determine your Rank. Mileage is 54.5 cents a mile as of 1/1/2018. Make sure you read your letters and adjust things accordingly such as professional improvement at \$3500, national ESP \$1000 should be separated per eligible person. \$1500 for support staff.

If you have trouble with your budget and can not reach Matt or Margie you may contact Tina Ward, Ty Back or Chris Shotwell

TRIP Be patient as this system will more than likely not hit the target date originally proposed on July 1 2018. A starting place will be added to KERS with a drop down box for office or home.

Pay Pal There is an email so see if that is something your county would like to partake. Keep in mind there is a 2-3% fee associated with transactions passed onto the customer.

State Extension Council February 27-28 2018 great turn out for this and only had one person that couldn't attend from our district.

Career Ladder Jeff young has emailed letters. Pay increases occur July 1. Remember to meet your inservice credit hours for the career ladder.

THE UFIR is still not working so be patient with Frankfort and email them before trying to submit it online or it will result in an error and they must be contacted to delete the error in order for you to begin again.

AUDITS- Get those in if you have not. Matt gets a copy and one needs to be uploaded to the DLG

2018 County Program Reviews Counties know who they are so get your offices in order.

Summer Interns- April 13 is the orientation and supervisors MUST be present

Grain and Forage Groundbreaking will be March 15th at 2pm (if you plan to go now you missed it) Dr. Capilouto, Dr. Cox and Ryan Quarles will be present. Also Soil samples will have a drop box (filing cabinet but sophisticated) . All plants need to go through the front. If you need to speak with Matt just go in.

UK Benefits OPEN ENROLLMENT -April 24-May 11. Make sure you let support staff know these dates. Things change in households so it's good to be reminded of these dates.

KACO Agent Presentations August 21, 2018 in Paducah at the Murray State Crisp Center. Matt will identify agents from 4-H, Ag, and FCS to be involved "IT STARTS WITH US". Update of what we do and how to work with elected officials.

Plan of Work Please refer to last months minutes for times offered on the following dates. 3/23, 4/11 2018.

UPDATES

IT Nathan reminded everyone that if you notice your mousepad not being level or your laptop not sitting correctly it could be due to a swollen battery. Both Mac and PC are noticing this issue so please contact him and do not leave this matter unattended due to possible explosion. Nathan is about ½ done updating 2016 on county computers. If you haven't been updated please let him know.

NEP Too many chop chop magazines so please recycle the 1st shipment. The 2018 reinforcements are on their way. This is an MOU memorandum of understanding to be sent by each county (only 1 per county) to Mary Santana at the NEP office.

Remember that it's time as of March 23rd to project your numbers and hours for the new year which begins OCT 1st. FCS should have a minimum of 200 hrs and all other agents 100.

It takes 20 hrs to get food stamps ABAWD able bodied adults without dependents. Wally cat is on county billboards so look around. May 23 is a zoom meeting on NEP with Q&A. Please like the NEP page on facebook and link to yours.

INTERCULTURAL AWARENESS DAY Mogan gave a presentation on what types of things they focused on. Most notably it is important to keep in mind that many of our larger cities such as Lexington, Bowling Green and Louisville have refugees from other countries who have various religious beliefs. Our calendar system is based on the Christian religion, however there are dates equally important to those who have differing religious beliefs. Be more diverse and be aware of all religious days. Please write success stories on diversity!

CEDIK Information was sent out. May 15 and 16 is the meeting in LexVegas. (just seeing if anyone reads)

Fiscal Coordinator and County Manager updates CM position was anticipated at 10 around the state however it appears to be 5 or 6. McCracken will and Christian is planning to join as well. The coordinator role will be updated through the MJR major job responsibilities. There are 4 that are in the works by the district directors. The first will be the Fiscal Coordinator. Items will

cover budget management, cash management, procurement and disbursement management, financial audits and reporting and investing money management. There will be a training for all ROLES. There will be a training for County Bookkeepers as well. All can be found on the extension financial operations website.

Extension Review- Needs Assessment Jill reported that there will be a live zoom training at May staff and the group is almost finished meeting with 5 out of 6 planned meetings in the books. Rick Maurer and Jeff Young are on the committee along with Dr. Westbrook. July 1 a toolkit will be in place with marketing tools, questions from the forums within counties, surveys, etc. Key Leaders will be identified.

Hopes and Fears Results

Agents

Not enough training
Lose our resources
NO CHANGES/WRONG ONES

DD's

Poor Communication
Cost passed onto Counties, More Vacancies
Decreased Job Satisfaction, No Compliance

BUILD A STRONGER EXTENSION SERVICE **More Engagement with the County**
Be compliant Fiscally

We want to improve our leadership and communications within extension. Agents can focus on programming and be more accountable. We want to get back to our Grass Roots. We hope to have better training and marketing so that we can excell.

Zoom in May and unsure about Meeting in Hickman due to connectivity.

Respectfully Submitted: Robert Tashjian