



## District 5 Staff Agenda

September 18, 2019

9:00 ET – Registration and Refreshments

9:30 ET – Staff Meeting

*A special Thank you is extended to the following: Adair Co. (Registration & Sign-in Sheets)  
Taylor Co. (Meeting Location and Caterer) and Nelson & Pulaski Cos. (Morning Refreshments)*

### Welcome

### Congrats

New Employees, Extended family, Buildings and Birthdays!

### Updates

Administrative Anna G. Porter, District 5 Director  
 KY St Univ. Nancy Calix, Assistant Extension Administrator for County Operations  
 Nutrition Ed Sara Talbott, Central KY Area Nutrition Agent, Nutrition Ed. Program  
 CEA Contact Dayna Fentress, Hardin CEA for Family and Consumer Sciences  
 Kindra Ewing Jones, Grayson CEA for 4-H Youth Development  
 Ricky Arnett, Green CEA for Ag and Natural Resources  
 Dennis Morgeson, Washington CEA for Horticulture  
 ESP Assoc. Jennifer Bridge and Tony Rose – Contact Agents  
 Staff Training Natalie Taul and Luke Fries, Contact for FCS Agents

### EXTENSION TRANSITION

#### DISCUSSION #1

11:00 am ET

Dr. Laura Stephenson, Associate Dean & Director of Extension  
 Kim Henken, Team Coordinator, Acting Director of the School of HES  
 Whitney Carman, ANR Agent Transition Team Member, Grayson CEA for ANR

### ADMINISTRATIVE TOPICS

Community Assessment Reports	Blue and White Cards
UK Branding Initiative – “Wildly Possible”	Harassment Training
Report to the People	Extension Vacancies
Agent Graduate Studies	Human Resources Tech
Request for Survey Studies	UK Wellness
Online Masters Update	CAFE Office of Diversity Update
IT Update	Political Activity in County Offices
KSU Update	Urban Extension Director
Camp and Field Trip Insurance	Extension Business Operations Update
Employment Law Posters	UK Annual Retirement Planning Conf.
New Employee Orientation	ANR/Horticulture Update

### GENERAL REMINDERS

- Audits: Upload to DLG Website. Send copy to DD
- County Program Reviews: 6 Month follow-ups
- Bi-Weekly Staff begin Self-Evaluations online 12/3. Due 1/14. Mtg. with Supv. by 2/11
- January, 2020 – State Extension County Delegate selection



## UPCOMING DEADLINES & REMINDERS

### September

- 30 Final day to enter SNAP-Ed Contacts  
TBD EDB's set Tax Rates. Submit to fiscal court. File with Co. Clerk. (Form to DD)

### October

- 1 Motor Vehicle/Watercraft Tax Form (DD & DLG)  
1 Final Accounting Sheets & Approval Form (Tina Ward, Copy to DD)  
9 CANCELLED: District Staff Meetings  
10 2<sup>nd</sup> Quarter Payment to UK (Dr. Stephenson, Copy to DD)  
10 Success Story Due in KERS (Due every quarter/5 per year per agent)  
15 Property Tax Rate Request Form 62A3000 (4~19) – (Copy to DD & Co. Clerk)  
24 Harassment and Discrimination Training - (1-3 p.m. EDT) – RCARS, 176 Robinson Road, Jackson, KY 41339. Sign up in KERS.

### November

- 1 CEC submits EDB Nominees to County Judge  
13 D5 Regular Staff – Hardin County “New” Extension Office  
15 District Board Members Appointed  
25 Report to the People (DD before Thanksgiving Holiday)  
TBD State and County Inventory  
TBD Mid-Year Visits for Agents – Registration will be held through Sign up Genius

### December

- 1 District Board Nominations due to County Judge Executive  
11 D5 Holiday Staff – Taylor County Extension Office (All staff and retirees)  
19 Harassment and Discrimination Training - (1-3 p.m. EDT) – Madison Cooperative Extension Office, 230 Duncannon Lane, Richmond, KY 40476-0270. Sign up in KERS.

### January

- 16 Harassment and Discrimination Training - (10 a.m. – 12 p.m. CENTRAL) – Hopkins Cooperative Extension Office, 75 Cornwall Drive, Madisonville, KY 42431. Sign up in KERS.

CES Annual Calendar: [http://districts.ca.uky.edu/files/ext\\_annual\\_calendar\\_19.20\\_7.26.19.pdf](http://districts.ca.uky.edu/files/ext_annual_calendar_19.20_7.26.19.pdf)

University of KY Holiday Calendar: <https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>

\*Next Official UK Holiday: Nov. 28<sup>th</sup> Thanksgiving Day & Nov. 29<sup>th</sup> Day after Thanksgiving

### PROGRAM AREA GROUP MEETINGS

Contact Agents led discussions  
Handouts: Updates from Assist. Directors,  
Office of Diversity, POW and CEDIK

### D5 VACANCIES

4-HYD – Marion, Nelson (2<sup>nd</sup>) & Pulaski (2<sup>nd</sup>)  
FCS – Adair, LaRue, Russell, Wayne & McCreary (split/4-H)  
ANR – Washington & McCreary (split/4-H)

## HAPPY BIRTHDAY!

*Our honorees lead the buffet line today with our guests.*

### September

9/01 - Natalie Taul  
9/15 - Carolyn Morris  
9/18 - Andy Mills

### October

10/24 – Doug Shepherd  
10/27 – Toni Humble  
10/29 – Amanda Sublett

