# District 5 Staff Updates

February 12, 2020



#### **Reiss Baxter To Wed**



Fiancé is Erica Nesselrode,

Wedding Date: 6/27/2020

Location: Sonora, KY

#### **Celebrations!**

#### **Masters Degrees Awarded**

Ricky Arnett Masters in Aq, MSU

Colby Guffey Masters in Aq, MSU

**Daniel Carpenter** Masters in Ag, WKU



### **February Birthdays**

Rachel Selvidge 2/2

Pat Hardesty 2/4

Elijah Wilson 2/13

Marla Stillwell 2/13

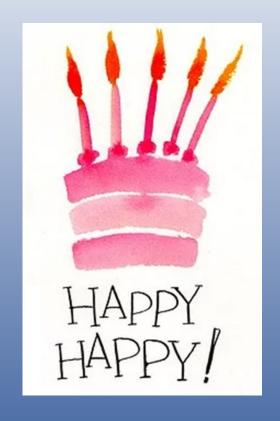
Ashley Curry 2/18

Susan Martin 2/19

Fran Hodges 2/24

Jessica Vincent 2/25

Lisa Musgrove 2/25





### Vacancies & Personnel Updates

#### District 5 Agent Transfer and Post-Retirement

- Debbie Shepherd Casey FCS to Wayne FCS Mar 2, 2020
- Amanda Sublett Taylor 4-HYD to Marion 4-HYD Mar 9, 2020
- Bonnie Jolly Hardin 4-HYD Post-Retirement Jan 13, 2020

#### District 5 Agent New Hire

- McCreary ANR/4-HYD Tracie Goodman started Jan 1st, 2020
- Nelson 4-HYD Nicole Howard started Feb 10<sup>th</sup>, 2020

#### **District 5 Agent Vacancies**

- ANR –Washington
- FCS Adair, LaRue, Russell and Marion
- 4-HYD Pulaski



### Welcome **Nicole Howard** Nelson **CEA for 4-HYD**

- Originally from Nelson Co.
- Served as a Nelson Co Summer Intern
- Start Date: 2/10/2020



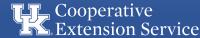


### Welcome Tracie Goodman McCreary CEA for ANR/4-HYD

- Start Date: 1/1/2020
- Originally from McCreary County
- Background in Agriculture and Finance







### We Couldn't Have Made It Without You!

Thank you to the following for making today so sweet! Green Co- Registration

Grayson & Cumberland Cos- Morning Refreshments Taylor Co- Meeting Location

#### In Our Thoughts



Sympathies to those that have recently lost loved ones and close friends. And, Get-Well wishes for staff members who have faced illnesses during the recent weeks.



### NEP Update

Caroline Durr, Area NEP Agent

### D5 Program Highlights

- Dayna Fentress, Hardin CEA for FCS
- Amy Aldenderfer, Hardin CEA for HORT
- Kindra Ewing Jones, Grayson CEA for 4-HYD
- Colby Guffey, Clinton CEA for ANR
- Mason Crawford, KSU Outreach Coordinator



### ESP Update

- Jennifer Bridge, Lincoln Trail Contact
- Tony Rose, Lake Cumberland Contact

### State 4-H Office

• Isaac Hilpp, Senior Extension Specialist

### District 5 Office Reminders

#### TRIP Reminders

- •If expense is paid by 3rd party, you must include the information on the 2nd tab of TRIP and attach documentation.
- •Make sure payment notation is on every receipt and matches what is on the 2nd tab of TRIP (example, paid by county, initial and date or paid by employee, initial and date)
- •Do not click save and send for approval on TRIP until the last day of travel has passed. It will just delay the process of reimbursement.
- •Employee must include an agenda if there is a registration fee paid or if claiming meals on overnight TRIPS.



### District 5 Office Reminders

#### New Mileage Rate

• The new mileage rate for calendar year 2020 is 57.5 cents per mile. KERS will be updated soon and the TRIP system was updated effective Jan. 1. A link is provided for more information. https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2020

# District 5 Office Reminders Support Staff Evaluation Timeline

 Step 1
 Step 2
 Step 3
 Step 4
 Step 5 Supervisor

 Self Evaluation
 Supervisor Evaluation
 1:1 Meeting
 Employee Signature
 Signature

 by Jan 17
 by Feb 7
 by Feb 21
 by Feb 24
 by Feb 28

- Feb. 21st (Supervisors are to hold 1:1 meetings May include all Agents)
- Feb. 24th (Employee signatures due)
- Feb 28th (Supervisor signatures due) Supervisor signatures are due February 28

\*THIS DOES NOT APPLY TO NEP (SNAP/EFNEP) SUPPORT STAFF

- \*ALL AGENTS SHOULD PROVIDE INPUT
- \*SEND TO DD BEFORE SENDING TO 1:1 MEETING



### District 5 Office Reminders

#### Barnhart Fund for Excellence

• Committee is seeking proposals for projects to occur during fiscal year 2021, which is July 1, 2020- June 30, 2021. For the 2021 fiscal year application and a list of prior awards, please see <a href="http://administration.ca.uky.edu/barnhart-fund-for-excellence">http://administration.ca.uky.edu/barnhart-fund-for-excellence</a>.

Applications are due by 5:00 ET on March 2, 2020.

#### Chi Epsilon Sigma

• April 15<sup>th</sup> -17<sup>th</sup>, 2020, Embassy Suites – Lexington, KY

County Quarterly Payment – Due April 10th

County Off-Set Vouchers – Past Due: February 1st



### District 5 Office Reminders

#### **Status of County Offices**

- New addresses, new building(s), additions, etc.
- Send information to District 5 office Due April 1st

#### Staff Meetings for District 5

- Remaining 2020 District 5 Staff Meetings— (HOLD)
  - Wednesday, March 11th, 2020
  - Wednesday, April 8th, 2020
  - Wednesday, May 13th, 2020



#### **Extension Transition**

Whitney Carman, Agent Transition Team Member Kim Henken, Transition Team Coordinator



# District Staff Meeting

February 12, 2020



#### **UK Work Life**

- UK was named a 2019 Great College to Work For!
- Appreciation to our UK Extension Field Staff
  - UK CES Field Staff receive a Tervis tumbler & UK pennant
- CES would like to showcase this on social media
  - Take pictures/selfies with your new items
  - Email to Hayley Pierce at <a href="mailto:hayley.pierce@uky.edu">hayley.pierce@uky.edu</a>
  - Photos will be shared on Facebook.



### **Extension Philanthropy**

- One Day for UK is April 21st. This is UK's second year
  - Extension is being included in the UK highlighted funds
  - The designated CES fund: ESP
  - Supports professional development for all Extension employees
  - Donors can give to any UK fund (i.e., children's hospital, etc.)

More information to be shared in March



### State Extension Council Update

- SEC conference will be February 25-26, 2020.
- First day: Adm. Welcome, TEConomy, Diversity awards
- Second day Community assessment conversations (report and activity), business meeting, delegate discussion forum
- Lacey Holeran (Maysville Tourism Dir.) & Joe Pfeffer (Mason Judge Exec.) how to use assessments beyond CES
- There will be a discussion about opportunities for leader engagement as we transition to area structure



#### Plan of Work Process

- State Extension Council will kick off the new 4-year POW
- Tools will be ready for Agent use by March 1
- Community assessments: A tool for Plan of Work
- Logic models: In the process of being developed
- POW core training: Available for agents to attend. Training covers how to write the POW. The template is unchanged and available on the PSD website.



#### Plan of Work Process

• 4-H is putting together POW resources for their 7 core areas for 4-H agents. These should be available to 4-H agents at March staff

• FCS has asked Specialists to create sample POW templates under their overarching areas. The goal is to have these available March 1

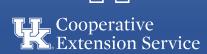
### Minors on Campus Training

- Minors on Campus training required of <u>all</u> Extension Field Staff (Agents, Staff Assistants, Extension Assistants, Program Assistants, and Custodians)
- There are 3 modules (1 hour of training in all)
- Send 3 completed certificates to Dora Collins (djc@uky.edu)
- The training is available from UK's Risk Management site: <a href="https://www.uky.edu/administrativeservices/minors-campus">https://www.uky.edu/administrativeservices/minors-campus</a>



### Well-being Leave

- Eligible regular employees may now use up to 2 days of TDL per year for any purpose that benefits their personal well-being.
- The SAP code is TDL Well-being (7184)
- Half- or full-day increments only
- Supervisors must manually track their team members' use of TDL for well-being leave.



### Leave for Birth/Adoption

- Employees may use up to 12 weeks of TDL for a child's birth or adoption, if enough time is accrued
- Remember such leave may also be covered by FML!
- Supervisors must provide employees taking leave for birth/adoption with the FML Notification Memo and Application Form (even if they are using TDL)
- Be sure to use the updated FML Application, which is available on the CAFE Business site (dated 11/19)



#### Retirement

- All <u>new</u> employees will be automatically enrolled in UK's matching retirement savings plan starting July
- Current employees under age 30 who were hired before July 1, 2020 will not be enrolled until age 30
- BUT all eligible employees are encouraged to participate in the matching retirement savings plan. Starting younger gives your retirement savings more time to grow!



### **Bi-Weekly Starting Pay Increase**

• Starting pay for regular, bi-weekly positions will increase to \$12.50 on July 1, 2020

More information will be shared as information becomes available from main campus



### I-9 Approved Signer Re-Training

- CES Field Staff I-9 Approved Signers must re-train this year
- Sign up: MyUK Learning "Form I-9 Training for Approved Signers" (VIRTUAL HR-EMP-FI9TAS)
  - Virtual Courses (unlimited # of participants) will be offered:
    - · 3/19/20 5/07/20 7/24/20 12/04/20
    - · All times are 10 am-11 am EST
- Only approved I-9 signers list can sign an I-9
- Please email a copy of completed I-9 forms to Melissa Horton or your District Admin for review prior to mailing to campus.



### Children in the Workplace

- We have recently received questions regarding the appropriateness of employees bringing children into the workplace.
- The following guidelines should be followed:
  - Children should not be brought to the workplace in lieu of daycare



### Children in the Workplace

- Children may be brought into the workplace if they are attending programming or on a short-term, temporary, occasional basis in order to address an urgent or immediate family need, provided that doing so does not:
  - pose risks to the child, employees and clientele (due to illness, safety concerns, etc.); or
  - detract from the daily operations of the office, diminish the focus of the employee/parent or colleagues during the work shift, or disrupt programs, activities or events.



#### **Performance Evaluations**

- Agents will not be re-evaluated this fiscal year. Scores will carry over from the previous year. Exceptions:
  - May request to be re-evaluated (opt-in form is online), and
  - District Directors will automatically re-evaluate any specific MJR score of 1.
- Current/former District Directors will complete agent evaluations for this fiscal year



### Professional Development Fund

- The college has a professional development fund that is open to agents for assistance with attending a seminar, conference, or specialized training.
- For more information, go to:
  - <a href="https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund">https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund</a>

#### **Area Extension Director Positions**

- The Phase 1 Area Extension Director postings are now up on UK Jobs
- These postings close February 23, 2020.

#### W-2 Forms

- Now available online
- •Employees that have more than one page, due to paying multiple tax authorities (ex. school tax), will need to click the "Next Form" button in order to access the next page

### County Deposit Procedure Tina Ward, Extension Business Analyst

- To increase compliance with state & university, cash handling policies and procedures, CES Employees are now permitted to make deposits on EDB's or Councils
- Recommended: EDB identify one employee to be responsible for making deposits. A back-up employee may be warranted depending on county needs.

### **County Deposit Procedure**

- If an EDB does not permit UK employees to deposit funds: Develop a written EDB policy regarding timeliness of deposits made by volunteers & proper internal controls, to align with recommendations from state & university.
- Approval thereof, from EDB and/or Council must be documented in meeting minutes and <u>all</u> cash handling policies and procedures must be followed



### **County Deposit Procedure**

- •The EDB should work to separate duties so that the person identified as the depositor does not also have responsibility for receiving cash, recording cash and reconciling cash. Ideally, this person would only have access to two of these functions.
- •EDB should consider bonding the employees, at appropriate amounts, involved in cash handling.

### Register in KERS Now:

Upcoming Training
March 9 & 10
9am – 4 pm

#### **Becoming a Skilled Facilitator**

(limited to 24 participants)
Nelson County Extension Office
317 S. Third Street Bardstown, KY

# Resources for Agents:

### Updated County Data Profiles – online and "what's next"

### Currently online:

Economic: <a href="https://cedik.ca.uky.edu/data">https://cedik.ca.uky.edu/data</a> profiles/economic

Housing: <a href="https://cedik.ca.uky.edu/data\_profiles/housing">https://cedik.ca.uky.edu/data\_profiles/housing</a>

County and Weather Disaster

Budgets: https://cedik.ca.uky.edu/data profiles/county-budget

Digital divide: <a href="https://cedik.ca.uky.edu/data">https://cedik.ca.uky.edu/data</a> profiles/digital divide

#### What's next:

Agriculture and Workforce profiles are under review and will be available online soon.

Retail and Small business profiles are in process.



### NEW CENTER LOCATED IN CEDIK

### **CEARH – Center for Economic Analysis of Rural Health**

CEARH endeavors to build capacity for local leaders to ensure the sustainability of the rural health economy and continued access to quality healthcare for rural communities. <a href="https://www.cearh.ca.uky.edu">www.cearh.ca.uky.edu</a>



# Mini-Grant Opportunity (All Areas)

- FCS Extension is currently accepting proposals for projects and activities that support multi-disciplinary programming
- All faculty and staff within CAFE are eligible to apply for the mini-grant opportunity
- Emphasis placed on county programs
- The application has a rolling deadline through May 15th (or until allocated funds are exhausted)

If applicable, all applicants must have committed and started working on SNAP-Ed match hours for FY 2020.



## Mini-Grant Opportunity (All Areas)

- All awarded funds must be spent no later than June 15th
- All receipts/documentation must be submitted by June 22nd
- Receipts not received by June 22nd, will not be reimbursed
- Information/application: <a href="https://hes.ca.uky.edu/files/hes\_minigrant\_packet\_final.pdf">https://hes.ca.uky.edu/files/hes\_minigrant\_packet\_final.pdf</a>

If you have questions regarding the mini-grant opportunity feel free to contact Jennifer Hunter, jhunter@uky.edu, or Jan Childers, nfsjan@uky.edu.

# **Kentucky Diversity Award**

Congratulations to all **Kentucky Diversity Award** nominees. Each nominee will receive a copy of the Kentucky Diversity Award booklet along with a certificate.

Kentucky Extension Diversity Award recipients are:

- o Individual Perry County (Reda Fugate)
- o **Team** Metcalfe County (Lynn Blankenship & Heather Shaw)

The recipients will be recognized at the State Extension Council Banquet.



### **Save The Date**

## Kentucky Extension Diversity & **Inclusion Network Retreat**

May 20-21, 2020 E. S. Goodbarn, Lexington, KY

More information coming soon



# The UK CAFE Office of **Diversity** would like to invite you to:





# Thriving in YOUR Multi-Generational Community

Thursday, February 13, 2020

12:00-1:00pm

N24B Ag Science North

• Lunch & Learn to engage in conversations related to diversity and inclusion, to foster an appreciation of an inclusive environment. Be ready to continue the book discussion on *GEN-Speak:*Communication Strategies for the New Generational Mix at Work that was provided to participants during the CAFÉ Intercultural Awareness Day program.



# Thriving in YOUR Multi-Generational Community

If you are interested in attending this session, please RSVP at <a href="https://uky.az1.qualtrics.com/jfe/form/SV\_3mAe6PNvxfiV9PL">https://uky.az1.qualtrics.com/jfe/form/SV\_3mAe6PNvxfiV9PL</a>. The series will also be offered through Zoom. Light refreshments will be provided, courtesy of the Office of Diversity.

Zoom: Feb 13, 2020 12:00 PM Eastern Time (US and Canada)

Register in advance for this meeting:

https://uky.zoom.us/meeting/register/tJUvcOuspj8puXgaMUQDuzZUrhOlsNPqhg

After registering, you will receive a confirmation email containing information about joining the meeting.



#### You're invited!

- The Institute is open to 100 youth scholars
- Grades 7-12
- Cost: \$10
- Applications a vailable Sept.
   1st.



SAVE THE DATE
9TH ANNUAL JR. MANRRS LEADERSHIP
INSTITUTE

Leadership Next: 2020 Full STEAM Ahead

NOVEMBER 20-21, 2020

Applications Available Sept. 1

QUESTIONS? CONTACT KENDRIANA PRICE, KENDRIANA@UKY.EDU



# PRESENTERS NEEDED!!

9th Annual Jr.
MANRRS
Leadership
Institute

### CALL FOR PRESENTERS NOVEMBER 20-21, 2020

UNIVERSITY OF KENTUCKY

The University of Kentucky College of Agriculture, Food and Environment Office of Diversity Team would like to invite you to present a workshop at our 9th Annual Jr. MANRRS Leadership Institute. This year's theme is, "Leadership Next: 2020 Full STEAM Ahead."

### Interactive workshops and tours related to the following majors and topics are being sought for scholar's in grades 7-12:

- Agriculture & Mechanical Biotechnology
- Entomology
- Human Nutrition & Dietetics
- Leadership & Soft Skill Development
- Navigating Life After High School

- Animal Sciences
- Equine Sciences
- Hospitality & Tourism
- Merchandising, Apparel & Textiles
- Medical Science Careers & Agriculture
- Engineering
- Food Science
- Family Sciences
- Natural Resources &

**Environmental Sciences** 

SUBMIT YOUR PROPOSAL TODAY AT HTTPS://TINYURL.COM/PRESENTJML12020

ALL PROPOSALS MUST BE SUBMITTED ONLINE BY APRIL 24, 2020

DIRECT QUESTIONS TO KENDRIANA PRICE, KENDRIANA.PRICE@UKY.EDU











## **Ag Distribution**

Before visiting Ag Distribution, please call first and arrange a day and time for pickup.

### **Social Media**

A Qualtrics survey will be sent to the Extension social media listserv (contact Hayley Pierce to be added) to collect information for statewide social media. This is an opportunity for counties to elevate their programs to a state audience. Watch for the survey!



## Logo Reminder

The UK logo cannot stand alone. The official lockup should always be used OR the shortened lockup which requires "University of Kentucky" and "College of Agriculture Food and Environment" to be written on the document/item. If you are unsure, please contact Hayley Pierce — hayley.pierce@uky.edu

ayrcy.preree@uky.cu

OFFICIAL LOCKUP



SHORTENED LOCKUP (must include University of Kentucky College of Agriculture Food and Environment)





## Flyers and Promotional Items

- Make sure they are well edited
- Leave readers with a good impression of CES/UK

### Needs Assessment

• Discussion regarding what counties have done with the Needs Assessment so far.

# COOPERATIVE EXTENSION



College of Agriculture, Food and Environment



College of Agriculture, Communities, and the Environment Cooperative Extension Program