

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 Ag, MSU

Colby Guffey
Masters in Ag, MSU

Daniel Carpenter
Masters in Ag, WKU



February Birthdays

Rachel Selvidge	2/2
<i>Pat Hardesty</i>	<i>2/4</i>
<i>Elijah Wilson</i>	<i>2/13</i>
<i>Marla Stillwell</i>	<i>2/13</i>
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 10th, 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



- 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 <http://administration.ca.uky.edu/barnhart-fund-for-excellence>.

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

Chi Epsilon Sigma

- April 15th -17th , 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 hayley.pierce@uky.edu
 - 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 all 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: <https://www.uky.edu/administrativeservices/minors-campus>

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 new 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:
 - <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund>

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 **all** 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: https://cedik.ca.uky.edu/data_profiles/economic

Housing: https://cedik.ca.uky.edu/data_profiles/housing

County and Weather Disaster

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

Digital divide: https://cedik.ca.uky.edu/data_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. www.cearh.ca.uky.edu



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:
https://hes.ca.uky.edu/files/hes_minigrant_packet_final.pdf

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:

- **Individual** – Perry County (Reda Fugate)
- **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:**



CULTIVATING INCLUSION SERIES

College of Agriculture,
Food and Environment

LUNCH & LEARN TO ENGAGE IN CONVERSATIONS RELATED TO DIVERSITY AND
INCLUSION, TO FOSTER AN APPRECIATION OF AN INCLUSIVE ENVIRONMENT.

FEBRUARY 13 Thriving in YOUR
Multi-Generational Community
Office of Diversity Team

MARCH 12 Empowering Student Athletes
Ricky Lumpkins - Academic Counselor

APRIL 9 Cultivating Change
Dr. Kristen Mark - Faculty Fellow for Office of
LGBTQ+ Resources

MAY 14 Lightening Talks about DE&I
Resources

12:00PM - 1:00PM
AG INFO. CENTER
N348

Participants are
encouraged to bring
their lunch, however,
light refreshments will
be provided.

FOR MORE INFORMATION CONTACT: ASHLEY.HOLT@UKY.EDU

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 https://uky.az1.qualtrics.com/jfe/form/SV_3mAe6PNvxfiV9PL . 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 available 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
- Animal Sciences
- Engineering
- Entomology
- Equine Sciences
- Food Science
- Human Nutrition & Dietetics
- Hospitality & Tourism
- Family Sciences
- Leadership & Soft Skill Development
- Merchandising, Apparel & Textiles
- Natural Resources & Environmental Sciences
- Navigating Life After High School
- Medical Science Careers & Agriculture

SUBMIT YOUR PROPOSAL TODAY AT
[HTTPS://TINYURL.COM/PRESENTJMLI2020](https://tinyurl.com/presentjmlI2020)

ALL PROPOSALS MUST BE SUBMITTED ONLINE BY APRIL 24, 2020

DIRECT QUESTIONS TO KENDRIANA PRICE, [KENDRIANA.PRICE@UKY.EDU](mailto: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

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



University of
Kentucky[®]

*College of Agriculture,
Food and Environment*



COLLEGE OF AGRICULTURE,
COMMUNITIES, AND THE ENVIRONMENT
COOPERATIVE EXTENSION PROGRAM