



DISTRICT 5 HOLIDAY STAFF

Wednesday, Dec. 11th, 2019 Hardin Co. Extension Office

Happy Birthday

December

12/7 – Kara Back
12/8 – Jennifer Cole
12/11 – Laurie Edwards
12/13 – Christan Miracle
12/13 – Danielle Barrett
12/16 – Joni Hill
12/18 – Tyrone Gentry
12/18 – Holly Powell
12/21 – Rebecca Collins
12/27 – Melissa Schneck
12/28 – Paloma Culver
12/30 – Chelsey Anderson

January

1/3 – Andrea Corbin
1/6 – Audrey Carman
1/11 – Ricky Arnett
1/13 – Donna Curl
1/13 – Lynette Allen
1/15 – Alex Bryant-Popham
1/16 – Sonya Hardin
1/18 – Patty Brown
1/21 – Reiss Baxter
1/24 – Bonnie Jolly

Congratulations to Luke & Nicole Fries!



Recently Married!

Wedding took place on October 10, 2019 at The Chapel @ Seaside, Seaside, Florida

Spouse Name: Nicole Marie Fries (Formerly Carlon) of Louisville, KY

Welcome Special Guests

Retiree Recognition

- Welcome
- County Introductions



*Sympathies to those that have recently
lost loved ones and close friends.*

*And, Get-Well wishes for staff members who
have faced illness during the past few weeks.*

Current Vacancies

Vacancies (D5):

- ANR
 - Washington
- FCS
 - LaRue
 - Russell
 - Adair
 - Wayne – Apps closed Dec 8th
- 4-HYD
 - Nelson –Apps closed Nov 27th
 - Pulaski
 - McCreary 4-HYD Program Assistant – Apps closed, applicants chosen for review
- FCS/4-HYD
 - Marion

Personnel Updates

- Tracie Goodman – ANR/4-HYD Agent
for McCreary
 - Start date is January 1st, 2020



Happy Holidays
from KSU!



Mason Crawford, KSU

Thanks for All You Do!

Hardin Co. Extension Office {Location}
Casey Co. Extension Agents {Registration}
Washington & Wayne Counties {Refreshments}

2019 Holiday Staff Planning Committee

Jennifer Bridge, Marla Stillwell, Bonnie Jolly, Amy
Aldenderfer, Reiss Baxter & Cristin Sullivan

Reminders

Career Ladder Applications

- Completed forms due to DD before Feb. 1st, 2020

http://ces-manuals.ca.uky.edu/files/career_ladder_application_due_2.1.19_002.pdf

County Offset Vouchers

- Signed originals due to the DD by Feb. 1st, 2020

- Link: https://districts.ca.uky.edu/files/county_offset_voucher.pdf

December Payroll Entries

- The Christmas, Bonus Days and New Year's holidays have been loaded and should be entered as follows:

Start Date	A/AType	Attendance or Absence Type	Hrs
12/23/2019	7155	HOLIDAY-Special	15.00
12/26/2019	7155	HOLIDAY-Special	15.00
12/30/2019	7155	HOLIDAY-Special	15.00
12/25/2019	7156	HOLIDAY-Christmas	7.50
01/01/2020	7157	HOLIDAY-New Year	7.50

- Ex. For 37.5 hr work week

CES Internships

- Internship applications now open
 - Due to Mia Farrell with the Office of Diversity by Dec, 31st, 2019
- <https://ukjobs.uky.edu/postings/251711>

Bi-Weekly Evaluations

- System opened December 2nd, 2019 in myUK.
- Due to be turned in by January 14th, 2020 to supervisors.
- Supervisors review, make comments and send to DD for review and comments before meeting with staff to review.
- All Face to Face Meetings by February 28th, 2020 and signed off.

County Payments

- 3rd quarterly county payments: Due January 10th, 2020
- Send checks to Dr. Laura Stephenson @ S-107 Ag Science North, Lexington, KY 40546
- Please send a copy to Cristin Sullivan in the District Office.

Kentucky Cooperative Extension Diversity Award

- Nominations due by January 10th, 2020 to Office of Diversity
- Form: <http://ces-manuals.ca.uky.edu/content/awards>
- Info Link: <https://diversity.ca.uky.edu/extension-diversity-awards>

District Board Membership

- Members: By law the County Judge shall appoint required EDB members (*KRS164.635*) by Dec. 15th
- Oath of Office: County Judge administers to incoming EDB Members & conducts election of EDB Chair in Jan. (*KRS 164.650*).
 - Link: http://districts.ca.uky.edu/files/oath_of_office.pdf
- Bond EDB Treasurer: Within 10 days of election (by 1/30/19); 125% of largest amount in hand, any time.
- DLG Updates: Update EDB Members and Agent Contact by Jan. 31st. Send copy to District Director

Emergency Closings

- Policy and Guidelines for Offices:
http://districts.ca.uky.edu/Office_Tools
- Contact your District Director promptly
- Before close of day, D5 Office reports to Dr. Stephenson who notifies main campus.

Holiday Leave & Bonus Days

- Bonus Holiday: Employed by Nov. 1; FTE of 0.5 (+)
- Work on a Holiday? Take alternate day within 6 weeks
- Request Leave through SAP before the Holiday Break

Success Stories

- Due December 10th (2nd) March 10th (3rd) June 10th (4th) & July 15th (5th/Final)

HOLD These Dates for District Staff Meetings:

- January 15, 2020
- February 12, 2020
- March 11, 2020
- April 8, 2020
- May 13, 2020

State Extension Council

Member Terms are for 3 Years with a possible consecutive term

- Gary Ford (*Marion Co. Volunteer*) – term ends Dec. 2021.
- Douglas Stockton (*Wayne Co. Volunteer*) – term ends Dec. 2021
- Tim Gossett (*Meade Co. Volunteer*) – term ends Dec. 2020.
- Ada Mae Handy (*Green Co. Volunteer*) – term ends Dec. 2020.
- John Gossage (*Casey Co. Volunteer*) – 2nd term expiring this year.

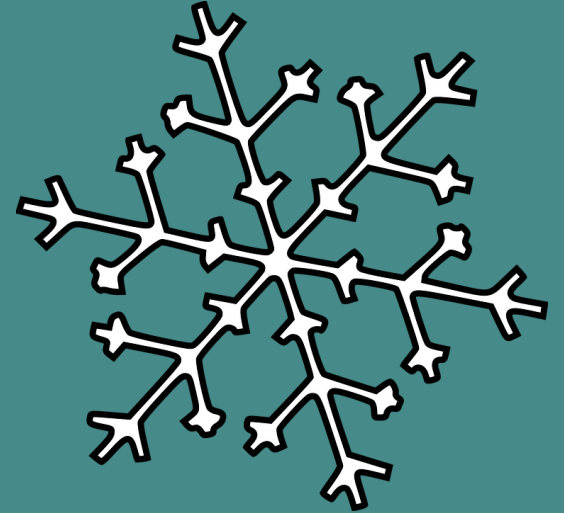


Service Awards

Congratulations!

5 Years of Service

Patricia Holbert – LaRue Co FNEP Assist
Teresa King – Meade Co FNEP Assist



10 Years of Service

Margie Hernandez – Pulaski Co SNAP Assist

15 Years of Service

Amanda Sublett – Taylor Co 4-H YD Agent

20 Years of Service

Sue Henning – Breckinridge Co Staff Support

Darice Russell – Washington Co Staff Support

Christy Martin – Russell Co 4-H YD Agent

Susan Martin – Grayson Co Staff Support



25 Years of Service

Jessica Vincent – Hardin Co Staff Support

30 Years of Service

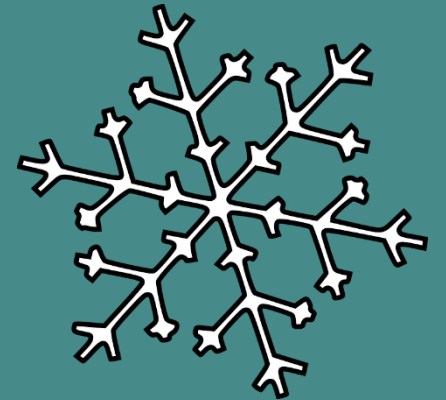
Cheryl Mattingly – Washington Co Staff Support

Jennifer Bridge – Meade Co FCS Agent

Teresa Bright – Adair Co Staff Support

Brenda Williamson – Pulaski Co SNAP Ed Assist

Andy Mills – Meade Co ANR Agent





From Our Hearts To Yours...

We Wish You

Happy Holidays &

Happy New Year!