

# November 2018 District Staff

District 1 Staff Meeting  
Magoffin County Extension Service  
Wednesday, November 14<sup>th</sup>, 2018



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Welcome

- \*Welcome back to Ron Catchen, Montgomery County Manager, & former Montgomery County ANR Agent.
- \*Welcome back to Courtney Jenkins, Magoffin County ANR & New Mom to Baby Girl Carson
- \*Welcome back to Ty Back, Extension Financial Team



# Extension Director Search

- National search has begun
- Goal is to name a new director by spring 2019
- Barry Barnett will chair the search committee
- Committee members include:
  - Greg Comer, KACAA; Judi O'Bryan, KAFCS; Mike Meyer, KAE4-HA; Heather Norman-Burgdolf, Dept. of Dietetics & Human Nutrition; Kenny Burdine, Dept. of Ag Economics; Marisa Aull, NEP; & Ken Jones, PSD
  - For a complete list, see the November College Monthly

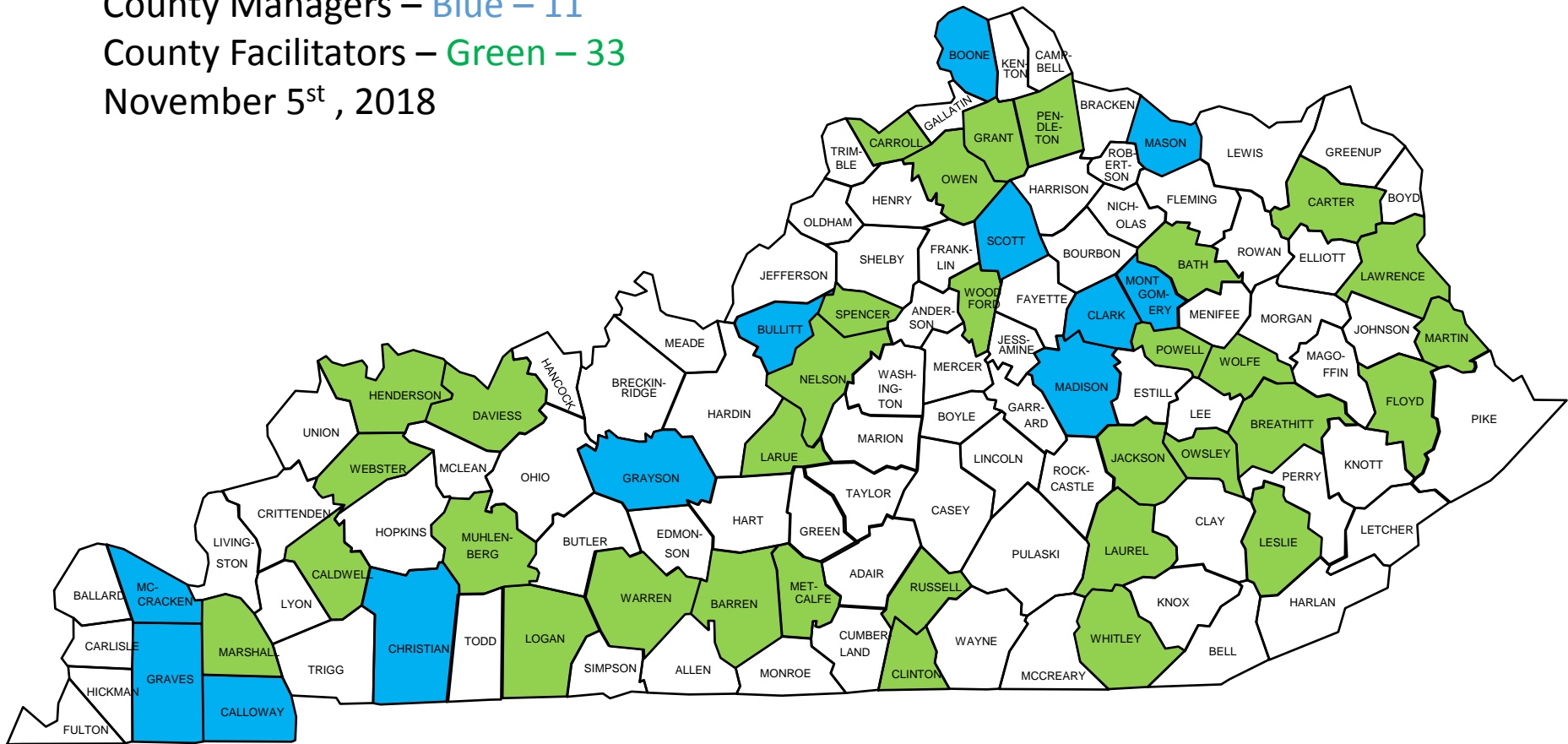


# KACO Regional Conferences

- 86 local officials attended
- Represented 56 counties
- 99% of participants “strongly agreed” or “agreed” that the conferences were useful, effective and met their needs!
- Thanks to everyone who presented
- Some of the comments:
  - One of the most interesting courses you [KACO] have had
  - Excellent course
  - Informative class
  - I had no idea the Extension Service offered so many diverse services
  - Well organized
  - Good information. I had no idea of the resources that are available to me and the county



November 5<sup>st</sup>, 2018





# 2-Factor Authentication

- It helps to protect your account by requiring a code in addition to your password when you log into MyUK
- Is currently optional, but will be mandatory in summer 2019
- You can turn it on via the UK Account manager  
<https://ukam.uky.edu>
- Requires a phone with texting or a smartphone with the free Duo app
- Once enabled, you only have to change your password once a year instead of every 90 days!
- It cannot be disabled once activated
- Setup instructions and FAQ can be found at  
<https://www.uky.edu/its/ittakes2>



# Phishing and Impersonation

- Quite a few new phishing and impersonation attempts have been seen recently
- Be especially careful of what links you click on and what attachments you open
- Always check the email address and not just the name! Just because the name is someone you know, doesn't mean it is that person
- Be very suspicious of anything asking for passwords or money
- UK will NEVER ask you for your password via email
- Send spam emails to [isthisemailsafe@uky.edu](mailto:isthisemailsafe@uky.edu)





# Outlook on Mobile

- In the near future, UK will make email programs require modern authentication and some mail apps do not support this
- We recommend using Outlook to connect to your email instead of the built in mail app
- Outlook will make it look more similar to what you are using in the Office
- Outlook also seems to be better about opening shared calendars
- You can download it for free from the Apple app store or the Google Play store
- Make sure you are logging in with your linkblue username@uky.edu and not your [firstname.lastname@uky.edu](mailto:firstname.lastname@uky.edu) address (e.g. rahaye0@uky.edu)
- If you have questions or have trouble setting it up, contact your DEITC





# Florida Hurricane Response

- Hurricane Michael was the strongest storm to hit Florida's panhandle in over 100 years
- While all UF/IFAS Extension faculty and staff emerged safe and sound, many suffered damage to their homes and some UF/IFAS facilities suffered damage, including the North Florida Research and Education Center in Marianna
- To learn more about what you can do to help, visit [www.ifashurricanerelief.com](http://www.ifashurricanerelief.com)



# Support Staff PEs

- Link to the resources page for employee PE:  
<http://www.uky.edu/pe/university>
- Video overview that employees can watch:  
<http://www.uky.edu/pe/how-participate-your-university-self-evaluation>
- Completing the PE as a Manager:  
[https://www.youtube.com/watch?v=\\_NotLNLy33g](https://www.youtube.com/watch?v=_NotLNLy33g)



# Legal Documents

- Receiving legal documents



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Financial Operations Update

- All county employees have been trained and are using the TRIP system for all travel reimbursements (effective Oct 1, 2018)
- EFO is working to schedule monthly in-service trainings for new county staff and/or as a refresher for existing staff
- TRIP training resources can be found at:  
<http://cafebusinesscenter.ca.uky.edu/content/trip-travel-reimbursements>
- TRIP reports are first routed to the traveler's direct supervisor as recorded in SAP-HR for approval
- TRIP reports are then routed to the appropriate budget officer for review and approval
  - Lisa Bowen is reviewing last names A-L
  - Kim King is reviewing last names M-Z
  - If issues are found, they will "revise" in TRIP and also send an email to the traveler with a copy to their respective district support staff



# Financial Operations Updates

- Policy & Procedure reminders have been, and will continue to be, sent from EFO to keep staff informed of all travel related policies
  - Airfare cost comparisons from Concur prior to travel are required when:
    - Purchasing an airline ticket through an alternate vendor and using personal funds
    - Combining business with personal travel and using personal funds
    - Driving over 400 miles one-way to destination and using personal funds
    - If there are questions, call district support staff or EFO
  - Effective December 1, 2018 (for November travel), all travel receipts must have a notation designating how the expense was paid
    - “Paid by County/3<sup>rd</sup> Party”, employee initials and date
    - “Paid by Employee”, employee initials and date
    - Counties may order stamps if necessary to make the same notation
- If any receipt is missing this notation, the TRIP report will be returned to the traveler



# Financial Operations Updates

- All meals outside per diem will require a memo from the District Director which will document the employee's required attendance and a brief business purpose for the event/meal.
  - This will only be applicable to special business related events held at association conferences (e.g. State's Night Out) – all other meals outside of per diem are prohibited.
  - For any other special meal situation, see your District Director for guidance.
- From UK Business Procedure E-5-1, insurance on domestic rental vehicles is provided by the University's Actual Cash Value Comprehensive and Collision coverage plan. Collision deductible waiver (CDW) or any other additional insurance is **not** a reimbursable domestic travel expense.



# Financial Operations Updates

- KERS update – work is being done to create a new county vehicle mileage log similar to those required for personal vehicles. More info to come on when these will be implemented and how they will be processed for review.
- Fiscal Coordinator/Facilitators will continue to review travel documents after they have been submitted to the supervisor for approval.
- Remind all staff that the travel document should be printed and provided to the fiscal contact in order to record the expenses in the county's financial records



# Financial Operations Updates

- QuickBooks Online (QBO)
  - 5 pilot counties are currently using QBO successfully (Bell, Breathitt, Christian, Scott and Todd)
  - Modifications to the chart of accounts have been made as a result of pilot county feedback
  - Standardized reports have been modified as a result of pilot county feedback
  - EFO is in the process of developing training materials, QBO website resources, video tutorials, and training programs for QBO
- Implementation of QBO is slated to start in January with the first district going live Feb 1
- We will roll-out across the state district by district with the last two going live July 1
- EFO will email counties to collect general county info to establish the accounts in QBO
- Communication to come from EFO regarding the implementation





# Financial Operations Updates

- Compliance
  - EFO is in the process of updating and/or adding policies & procedures for financial related processed
  - Cash Handling is the first one to have been completely drafted and is currently under review
  - EFO is working to develop training materials and a training program to train all county staff on policies and procedures



# Update District Board Members

- Please send an updated list of district board members to your district support staff who will forward to campus.
- We are planning a quarterly newsletter for DB members



# New State Ext Council Delegates

- Send those names to Dian Stapleton asap – [dstaplet@uky.edu](mailto:dstaplet@uky.edu)
- New Delegate will get email from Dian to complete online vendor application in order to get reimbursed for travel expenses (NEW)



# Report to the People

- The deadline for RTP to be submitted to (PSD) is **December 1st**
- Your report needs to be approved by your District Director prior to being submitted to PSD.
- To get the Program Indicators, click here:  
<https://kers.ca.uky.edu/CES/rpt/CESreports.aspx>
- There is a link to this under Quick Links on the PSD website as well: <https://psd.ca.uky.edu>



# Report to the People

- Be sure to use this year's templates :  
<https://psd.ca.uky.edu/reportstothepeople>
- Upload RTP to:  
[https://uky.az1.qualtrics.com/jfe/form/SV\\_cHAAIzOezev0Ex7](https://uky.az1.qualtrics.com/jfe/form/SV_cHAAIzOezev0Ex7)
- Thanks everyone and if you need anything else, please email [pamela.holbrook@uky.edu](mailto:pamela.holbrook@uky.edu) or call 859-257-7193 with your questions



# Club / Unit Non-Discrimination Forms

- Club/Group Affirmative Action form:  
<http://psd.ca.uky.edu/aaterms#additional>
- On the internal site, listed as: Non-Discriminatory Forms for Extension Groups



# Association Membership Dues

- When and how to process your dues
- Supervisor approval
  - Manager / DD



# U.S. Census Job Opportunities



**JOIN THE 2020 CENSUS TEAM**

United States  
**Census 2020**

**APPLY ONLINE!**  
[2020census.gov/jobs](https://2020census.gov/jobs)

The U.S. Census Bureau is an  
Equal Opportunity Employer.

**U.S. Census Bureau**  
Like This Page · October 11 ·

You can help your community! Apply for one of thousands of temporary #2020Census jobs. Census results determine the number of seats each state has in the U.S. House of Representatives as well as how funds are spent on roads, schools and hospitals. Apply online at: [2020census.gov/jobs](https://2020census.gov/jobs) #ApplyToday

67 · 8 Comments · 222 Shares

Like · Comment · Share

Most Relevant

Drenda Carter I enjoyed working the 2010 census and I would like to get in on the first hiring wave for Maryland, how soon will that be? I have put in my app is that all I can do for now?  
Like · Reply · 2w

U.S. Census Bureau Hello, If you have a question about your application, please call 1-855-JOB-2020.  
Like · Reply · 2w

Orin O'Neill I really enjoyed working on the 2010 Census. My application is on its way! 🙌  
Like · Reply · 3w  
1 Reply

Pamela Davis Shawn Wentz, can you pass this on to Judy? They might know when they'll be hiring for door knocking.  
Like · Reply · 3w  
1 Reply

Jane McI and do you have to be an



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*



# U.S. Census: How Extension Can Help

- Contact: Michelle L. Elison, Kentucky Partnership Specialist Philadelphia Regional Census Center
- Promotion
- Complete Count Committees (one in each county)
  - Schools Reps
  - Media
  - Non-profits/ Community/ Extension
  - Health Care



# County Program Review

- This year there will be “Prep Webinars” for agents to help you know what to expect, what you will need to provide and who will need to be available – TBA
- Need team members



# Online M.S. Program

- Master of Science in Science Translation and Outreach (STO) in the College of Agriculture, Food and Environment
- Goal is to be ready Fall 2019
  - But many approvals have to happen first.



# 15<sup>th</sup> Annual National Land Grant Diversity Conference

- February 6 - 8, 2019
- Theme: “Do the Right Thing: Transforming Diversity”
- Cincinnati Airport Marriott - Hebron, KY
- Registration is now open:  
<https://diversity.ca.uky.edu/national-land-grant-diversity-conference>



University of Kentucky  
College of Agriculture,  
Food and Environment  
Cooperative Extension Service

*It starts with us*

# Diversity Office Updates

- KY Jr. MANRRS Leadership Institute – December 7-8
- Diversity Awards – Applications being accepted
  - Due Jan. 11, 2019
- Mentors
- Interns – Currently taking county applications to host interns



# Extension Philanthropy Update

- David Kessler – Looking for one county per district to pilot a locally driven college scholarship program.
- Will be need based-aid
- Goal is to increase retention of students



# Community Needs Assessment

- Surveys
  - 17,489 electronic surveys returned
  - 5,000+ paper surveys are being processed
  - So far, 50% are non-Extension users
- Focus Groups and Interviews
  - 2 focus groups/county
  - 1 key informant interview/agent
  - Guides are on the agent resource website
  - **Due by December 14**



# Mental Health First Aid

- FCS and 4-H have Specialists certified to teach
- Working on late spring in-service training
- Dr. Deborah Reed and Daniel Wilson are also working on this topic and will schedule Question-Persuade-Refer (QPR) training in 2019





# Reminders

- Few agents have submitted quarterly success stories – please load your success stories quarterly



# Reminders

- Policy or procedure questions?
  - Who should you call?



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*

# Reminders

- Family Medical Leave

- FML Website - <http://www.uky.edu/hr/employee-relations/family-medical-leave>
- “Little Cats” Brochure – for employee’s welcoming new babies  
<http://www.uky.edu/hr/work-life/resources-for-parents/for-new-parents>
- FML Form - <http://www.uky.edu/hr/forms/request-for-family-and-medical-leave>
- Forms are submitted to Phillip Neeley by emailing [Phillip.neeley@uky.edu](mailto:Phillip.neeley@uky.edu) or faxing to 859-257-2010.



# Reminders

- Client Protection Risk Management Webinars
  - Sign up in KERS
  - January 11 at 10:00 a.m. (ET)
  - March 29 at 10:00 a.m. (ET)
  - August 2 at 10:00 a.m. (ET)
  - November 22 at 10:00 a.m. (ET)



# Reminders

## Equine Summit

- December 18, 2018  
Mercer County Extension Office  
1007 Lexington Road  
Harrodsburg, KY 40330
- December 19, 2018  
Daviness County Extension Office  
4800A New Hartford Road  
Owensboro, KY 42303



# Johnnie Jacobs – GoFundMe

- Charlene Jacob's son has received a lung transplant
- To help with medical expenses:  
<https://www.gofundme.com/johnnie-jacobs-medicalfamily-fund>



# FCS Updates

- Review Jennifer Hunter's email with FCS agents



University of Kentucky  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

*It starts with us*