

District Staff Meeting

February 12, 2020



Welcome!

- Thank you Powell and Estill Counties for Morning Refreshments!
- New Agents:
 - Lincoln County ANR – Tyler Miller
 - Madison County FCS – Jessica Hunley
 - Anderson County ANR – Alex Butler, will start March 1
 - Powell County ANR – Interview stage

Extension Financial Operations

Chris Shotwell

County Deposit Procedure

- To increase compliance with State and University cash handling policies and procedures, Extension Employees are now permitted to make deposits on behalf of Extension District Boards or Councils.
- It is recommended that the EDB identify one employee to be responsible for making deposits. A back-up employee may be warranted depending on county needs.
- If an EDB does not permit UK employees to deposit funds, a written EDB policy should be developed regarding timeliness of deposits made by volunteers and proper internal controls. This policy should align with recommendations from the state and university.



County Deposit Procedure

- Approval thereof, from EDB and/or Council must be documented in meeting minutes and **all** cash handling policies and procedures must be followed.
- 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.



Bi-Weekly Starting Pay Increase

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





UK AG IT
UPDATE
FEB 2020

WINDOWS 10 UPGRADE PROJECT

- Windows 7 End of life was Jan 14, 2020
- All machines in the counties should be upgraded to Win 10
- If you have any floating laptops or other machines with Win 7 on them, please let me know immediately so that it can be reloaded
- Home machines can be upgraded by going to <https://www.microsoft.com/software-download/windows10>

IT CHECKLISTS

- Will be conducting IT checklists to ensure that all counties meet a base level of security
- My supervisor will be checking D4
- Please be accommodating if your county is selected to be audited
- We will let you know if you have been selected. We shouldn't be in your way much, but may need to check some quick settings such as passwords and backup

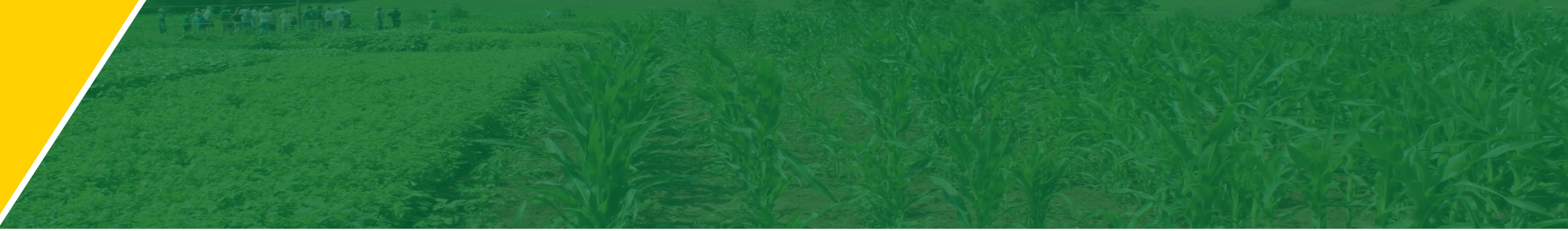
PHISHING

- Be careful about what links you click in emails
- Report any spam using the “report message” button in the upper right corner of Outlook
 - Let me know if you get one that you aren’t sure about
- UKITS to implement a warning system from any email coming from a non-UK email address
 - Already testing with pilot users, so should be soon



EXTENSION TRAINER

- We are happy to welcome Chad Jennings as extension IT trainer!
- chad.jennings@uky.edu
- (859) 323-8473
- Currently working on trainings for Drupal and OneDrive
- New link to training page at <https://www.tinyurl.com/agvideohelp>



KSU Updates

District Staff Meeting

February 12, 2020

EFNEP's Video

[EFNEP50th](#)

2020 Eastern KY Farmer Conference
February 28th and 29th
Morehead Conference Center

KSU Extension is one of the partners engaged in this conference supporting the Community Farm Alliance

Small Scale Farm Grant Program

- We received 77 grants for the February round that were due on February 1st.
- Next grant application is due April 1st.
- Information/application:

KYSU's website: Small Scale Farm Grant Program

email: Kevin Gurtowski: kevin.gurtowski@kysu.edu

Joni Nelson: joni.nelson@kysu.edu

Improving Wildlife and Pollinator Habitat on Farms (KSU & NRCS)

- Regional Conservation Partnership Agreement (RCCP) applications are due **March 6, 2020**
- Apply at Natural Resource Conservation Service (NRCS) Field Office
- Focus Area: Henry, Shelby, Franklin, Anderson, Spencer, Bullitt, Nelson, Washington, Hardin, Larue, Marion, Casey, Taylor, Green, Hart, Edmonson, Warren, Barren, Metcalfe, Cumberland, Monroe, Allen, Simpson



Nutrition Education Program Update

Jen Robinson

Mini-Grant Opportunity (All Program Areas)

Family and Consumer Sciences Extension is currently accepting proposals for projects and activities that support multi-disciplinary programming, in addition to FCS Extension. All faculty and staff within CAFE are eligible to apply for the mini-grant opportunity, with emphasis placed on county programs. **If applicable, all applicants must have committed and started working on SNAP-Ed match hours for FY 2020.**

The application has a rolling deadline and will be accepted through May 15th (or until allocated funds are exhausted). All awarded funds must be spent no later than June 15th. All receipts and other required documentation must be submitted no later than 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.



Snap Ed Hours – Don't Forget!



15 Agents have not reported any hours for October, November, December and January.

15 Agents have reported hours each month (Oct, Nov, Dec, Jan)

It is important to report monthly – you can report time spent in staff (Nov, Dec and today so far this year); time spent on newsletter preparation; time with community groups etc.



Extension Transition



Extension Administrative Regions and Areas



Area Extension Director Hiring – Phase 1

- Timeline:
 - Application Deadline: February 23, 2020
 - Interview process begins early March
 - Projected Start Date: July 1, 2020

Area Extension Director Hiring – Phase 1

- East Region Areas Included:
 - East 2 (Casey, Russell, Pulaski, Wayne and McCreary)
 - East 3 (Bell, Harlan, Knox and Whitley)
 - East 4 (Leslie, Perry and Letcher)
 - East 5 (Pike, Martin, Floyd, Johnson and Magoffin)
 - East 8 (Bath, Rowan Montgomery, Menifee and Morgan)

Area Extension Director Hiring – Phase 1

- Central Region Areas Included:
 - Central 1 (Madison, Clark, Estill and Powell)
 - Central 6 (Boone, Gallatin and Grant)
 - Central 7 (Campbell, Kenton and Pendleton)
 - Central 8 (Franklin, Scott, Woodford and Harrison)

Area Extension Director Hiring – Phase 1

- West Region Areas Included:
 - West 2 (McCracken, Marshall, and Calloway)
 - West 3 (Caldwell, Crittenden, Livingston, Lyon and Trigg)
 - West 5 (Ohio, Daviess, McLean and Hancock)
 - West 6 (Meade, Hardin, Breckinridge and Grayson)
 - West 8 (Butler, Edmonson, Warren, Simpson and Logan)

Area Extension Director Hiring – Phase 2

- Timeline:
 - Positions open for application in July with a three-week application window.
 - Interview process begins early September
 - Projected Start Date: January 1, 2021

Area Extension Director Hiring – Phase 2

- East Region Areas Included:
 - East 1 (Adair, Green, Taylor, Cumberland and Clinton)
 - East 6 (Boyd, Carter, Elliott, Greenup and Lawrence)
 - East 7 (Mason, Bracken, Fleming, Robertson and Lewis)
 - East 9 (Wolfe, Lee, Breathitt, Owsley and Knott)
 - East 10 (Clay, Jackson, Rockcastle and Laurel)

Area Extension Director Hiring – Phase 2

- Central Region Areas Included:
 - Central 2 (Anderson, Mercer, Boyle, Lincoln and Garrard)
 - Central 3 (LaRue, Marion, Nelson and Washington)
 - Central 4 (Bullitt, Jefferson, Oldham and Spencer)
 - Central 5 (Shelby, Henry, Owen, Carroll and Trimble)
 - Central 9 (Jessamine, Fayette, Bourbon and Nicholas)

Area Extension Director Hiring – Phase 2

- West Region Areas Included:
 - West 1 (Ballard, Carlisle, Hickman, Fulton and Graves)
 - West 4 (Henderson, Webster and Union)
 - West 7 (Allen, Barren, Hart, Metcalfe and Monroe)
 - West 9 (Christian, Todd, Muhlenberg and Hopkins)

Area Extension Director Hiring

- Application Review:
 - Review team will include:
 - Extension HR Director
 - Extension Director of Business Operations
 - Assistant Directors for 4-H, FCS and ANR
 - Office of Diversity
 - Appropriate Regional Extension Director
 - Review team will determine a primary interview pool.

Area Extension Director Hiring

- Interview Process:
 - Campus interview with Extension Administrative Team
 - County-based interview component:
 - Regional Extension Directors will coordinate time for candidates to visit each county in the area.
 - County visit will include:
 - Separate interview times with all agents, all staff and invited leaders
 - Brief facility walk-through
 - An online form will be available to submit feedback regarding each finalist.

Urban Extension

- Urban Extension Institute for KY – collaboration meetings are scheduled for the year.
- 3 in-service trainings are planned and will go into KERS. If agents complete all 3, they become an official UEI ambassador.
- Urban Extension website is in process.
- STO Program – Paul Vincelli and Lee Moser are having trouble getting timely response from agents. It's time to form graduate committees.
- CLD – Dr. Tanaka would like to offer a 1-hour course for ANR, FCS and 4-H Extension. She is looking for instructors. Each topic area would be for 5 weeks of the semester.
- Dr. Heather Campbell is looking for translators.



TRIP Reminders

- 3rd Party Paid Expenses
- Payment notation on every receipt – matches 2nd tab
- Do not send for approval until the last day of travel has passed
- Agenda must be included if there is a registration fee or if claiming meals on an overnight trip
- Mileage logs, lodging, transportation, registration:
xxxxxRECEIPT.PDF (Scan all receipts together)
- Agendas, 60 day taxation, additional info:
xxxxxDOCUMENT.PDF (Scan all supporting docs together)

Support Staff Performance Evaluation

- All Agents provide input
- Send to DD through “Get Feedback” before the 1:1 Meeting
- All Agents should participate in the 1:1 Meeting (by Feb. 21)
- Employee Signatures due Feb 24
- Supervisor Signatures due Feb 28

Extension Philanthropy

- **One Day for UK** is April 21st. This is UK's second year to highlight a day of giving.
- This year we are being included in the UK highlighted funds as a featured Extension fund. ESP has a fund to support professional development for Extension employees at all levels that will be the designated Extension fund.
- Donors are not limited to highlighted funds – they can give to any UK fund (i.e., children's hospital, etc.).
- More information in March.

Plan of Work Process

- State Extension Council will kick off this new 4-year POW.
- Tools will be ready for Agent use by March 1.
- Community Assessments should be used as a tool for Plan of Work.
- Logic models are still in the process of being developed.
- There will be core training on the Plan of Work process and all agents can attend this core training, not just new agents. An additional training may also be offered. Training covers how to write the POW. The template is unchanged. It is available on the PSD website.

Plan of Work Process

- Core Training on Plan of Work Process – Feb 19, Jabez
- 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.
- ANR will hold a webinar on Feb 20/Feb 24 to review POW resources for ANR and HORT



Community Assessment

- How have you utilized the report for your county?
- Examples will be shared with State Extension Council



Human Resources Update

Minors on Campus Training

- Minors on Campus training is now 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 the 3 certificates of completion 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 the birth or adoption of a child, if they have enough time 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 at the bottom).

Retirement

- All new employees will be automatically enrolled in UK's matching retirement savings plan, regardless of age, starting in July.
- Current employees under age 30 who were hired before July 1, 2020 will not be automatically enrolled until they reach 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!

Required I-9 Approved Signer Re-Training

- All Extension Field Staff I-9 Approved Signers must re-train this year.
- Sign up on MyUK Learning for: “Form I-9 Training for Approved Signers” (VIRTUAL HR-EMP-FI9TAS)
 - Virtual Courses (with an unlimited number of participants) will be offered:
 - 3/19/20 – 10AM-11AM EST
 - 5/07/20 – 10AM-11AM EST
 - 7/24/20 – 10AM-11AM EST
 - 12/04/20 – 10AM-11AM EST
- Only individuals on the 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.



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.



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 may be brought in to 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>

CEDIK Update

Becoming A Skilled Facilitator – Two Day Workshop

Register in
KERS

Sessions:

Monday, March 9th, 2020

09:00 am - 04:00 pm ET

Please arrive 15 minutes early

Tuesday, March 10th, 2020

09:00 am - 04:00 pm ET

Please arrive 15 minutes early

Location: Nelson County Extension Office - 317 S. Third St. Bardstown, KY



CEDIK Updates

- CEDIK agent advisory council will be February 24 at Winchester Design Studio.
- New Hires:
 - Arts Extension Assoc. **Jessica Evans** (developing curricula for agents with/without arts experience)
 - **Cameron Currell**, Coordinator of Winchester Design Studio.

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.pearh.ca.uky.edu



Office of Diversity

Kentucky Diversity Award

Congratulations to all **Kentucky Diversity Award** nominees. Although an individual and team recipient were selected, all of the nominees work does not go unnoticed. 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.



On behalf
of UK CAFE
Office of
Diversity,
we would
like to
invite you
to:



**CULTIVATING
INCLUSION
SERIES**

College of Agriculture,
Food and Environment
Office of Diversity

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
N24B

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

FOR MORE INFORMATION CONTACTT 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.

If you are interested in attending this session, please RSVP at https://uky.azure.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 information

When: 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 to join us on November 20-21, 2020 on the UK College of Agriculture, Food and Environment Campus. The Institute is open to 100 youth scholars in grades 7-12 and costs only \$10 to register. Applications will become available on September 1, 2020.



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

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/PRESENTJML12020](https://tinyurl.com/presentjml12020)

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.

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



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

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



Cooperative
Extension Service



Cooperative
Extension Service

Flyers and Promotional Items

Be sure that your flyers and promotional items are well edited.

Remember, this might be the only interaction someone has with

Extension and the University – leave them with a good impression.



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!

Client Protection – D4

Run background checks for

ALL ACTIVE VOLUNTEERS

by April 30.

County Review Follow Up Reports:

- Anderson
- Garrard
- Lincoln
- Mercer
- Nicholas

State Extension Council

- SEC conference will be February 25-26, 2020.
- First day – Welcome by Dr. Stephenson and Dr. Owens, TEConomy report and diversity awards.
- Second day – Community assessment conversations (report and activity to better use the report), business meeting, delegate discussion forum.
- Lacey Holleran (Tourism Dir. In Maysville) and Joe Pfeffer (Mason Judge Exec.) will attend and discuss how the assessments are used outside of Extension.
- There will be a discussion about opportunities for leader engagement as we transition to area structure.



Professional Development Announcements

- Epsilon Sigma Phi – March 18-19, Scott Co Extension Office
 - Retirement Reception for Dr. Gary Palmer
- KACAA
- KEAFCS
- KAE₄-HA
- Chi Epsilon Sigma

UK Work Life

- UK was named a 2019 Great College to Work For!
- Tumblers and pennants are being provided for all Extension Field Staff.
- We would like to showcase this on social media. Agents can take pictures/selfies with their new items and we will share on Facebook. Please email your picture/selfies to – hayley.pierce@uky.edu

Next District Staff Meeting: March 11



- March Madness!!

Casual Dress supporting your Favorite Team

- Morning Refreshments: Boyle and Scott Counties



COOPERATIVE EXTENSION



University of
Kentucky®

*College of Agriculture,
Food and Environment*



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