

SEE WHAT'S

Wildly Possible.



Extension District Staff Meeting

Virtual Zoom Meeting

May 13, 2020

10:00AM

Birthdays

May	June	July	August
Rachael Price- 5th Kelly Woods- 9th Levi Berg- 10th Cathy Jansen- 10th Ruth Chowning- 14th Willie Howard- 16th Cathy Toole- 21st Chanda Hall- 22nd Mollie Tichenor- 24th Shelia Fawbush- 29th Casey Townsend- 30th	Regina Browning- 9th Robin Christopher- 10th Sherri Broderick- 12th Jane Proctor- 27th	Owen Prim- 11th Kendal Bowman- 20th Lora Stewart- 25th Jessica Marquez- 28th	Kelly Smith- 11th Stephen Lewis- 20th Diane Mason- 26th



Kentucky Cooperative Extension



Announcements

Congratulations to Sherri Broderick on the birth of her baby boy!!

Thanks to everyone for entering and approval bi-weekly time.



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Personnel Updates

- Transfer – Jason Vaughn – Campbell Horticulture Technician to Powell ANR – March 29th
- New Hire – Casey Townsend – Campbell 4-H – April 1st
- Retirement – Judy Hetterman, Owen FCS – May 5th
- Post Retirement – David Koester – Boone Horticulture – 2020-2021



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Association Reports & Awards

NEP Update: Rosie Allen & Caroline Durr



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NEP Update

- Chop/Chop and Seasoned Newsletters available from One Drive Link (see Caroline Durr 5/13/2020 email message)
- Food Demonstration guidelines reminder from Dr. Stephenson (5/11/2020)



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I.T. Update:

Chris McKenzie
Computer Support Specialist III
District 3



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I.T. Update:

- Testing SoilData reporting in KERS now (for counties in the pilot), hopefully will roll out statewide this summer. Will still enter info in SoilData for the time being even after everybody is migrated, the KERS module will just be for reports. They hope to have the whole thing in KERS towards the end of the year.
- No visits aside from emergencies at least until June, so if you order new equipment just hang on to it and it will need to wait until we get the green light to travel again. An emergency would be something like the whole county is down, even then would not be able to come out that day since I would need to get prior approval from several top people in Extension and reserve a car.
- Equipment can be ordered and delivered to campus or to the county office directly. County office will get it up and going sooner, I will come out and set it up there after travel is allowed to resume.
- New models coming soon, supposed to be next couple of weeks. But don't wait if you want it on this fiscal year
- The standard config laptops (if you order one of the models that are pre-configured for us) are shipping pretty quick, so you probably still have time to order to receive it in time for this fiscal year.
- We recommend everybody uses Skype for Business and Teams side by side so they can be used to it. If anybody needs help setting it up contact me and I can help. If they need help figuring it out contact Chad and they can watch the recording of the previous Teams training or they can sign up to be on the next one.
- Satori is still ending this summer, they mentioned in our meeting that Hayley Pierce is working on some info regarding electronic newsletters, and you mentioned last week that Rhesa is going to send some stuff out about alternatives for physical mailings.

Administrative Updates



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Agent Performance Appraisal Rate Option Form

- Due to District Director Office by May 15
- Performance Evaluations will be conducted for:
 - Agents who were hired before July 1, 2019 and were “NR” for 2019
 - Agents who received a score of “1” in any MJR, will be re-evaluated on that individual MJR.

https://ces-manuals.ca.uky.edu/files/performance_evaluation_opt-in_2020_rev_may_2020.pdf



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ANR Update



Suggestions for a Successful and Safe Start for Your Farmers Market Season in 2020

Kentucky's farmers markets have always played an important role for our communities to access fresh, healthy and locally-grown products while providing our farmers a location to market their items. In the face of concerns about the spread of COVID-19 and its impact on Kentucky's agricultural and food-delivery industries, Commissioner Ryan Quarles and the Kentucky Department of Agriculture have developed these recommendations to assist you in planning for a successful and safe season in 2020.

Before You Open for Business

- Communicate with key community partners such as your local health department.
 - Ask your health department what steps are necessary before you can open for business.
 - Invite your health department to be present on market days.
- Educate your vendors about appropriate sanitization steps:
 - Hand-washing at least once each hour.
 - Sanitizing frequently-touched surfaces at least once each hour.
 - Designating one employee who is wearing sanitary gloves to handle money or vouchers and another to handle food, where possible.
- Review your lay-out map to spread out the gaps between vendor tables and create wide aisles for customers.
- Display public-health messages and materials (from CDC and health departments) where they are visible to everyone.
- Set up infection-prevention equipment and supplies, especially in high-traffic areas:
 - For everyone: Sinks with soap and water, liquid sanitizer dispensers, and tissues.
 - For staff handling money and vouchers: sanitary gloves and liquid sanitizer dispensers.
- Eliminate missed-day fees or penalties that might encourage a vendor to be present while he or she is not feeling well.
- Do not schedule grand-opening or kids-day events that might encourage people to congregate.
- Design a drive-through option for customers who wish to remain in their cars.
- Use social media platforms to communicate with customers about your public health measures.

During Operating Hours

- Tell vendors, employees, and customers that protecting public health is of paramount importance.
- Encourage people who appear to be sick to go home and stay there until they are well.
- Discourage the distribution of free food samples.
- Discourage cooking demonstrations.
- Require vendors and employees to wash their hands at least once each hour.
- Use sanitary wipes to clean frequently-touched surfaces at least once each hour.
- Ensure vendors sanitize their frequently-touched surfaces as part of their end-of-day activities.

Other Resources

- [CDC Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 \(COVID-19\)](#)
- [Farmers Market Coalition: Farmers Markets Respond to COVID-19](#)
- [Kentucky Cabinet for Health and Family Services. Listing of Local Public Health Departments](#)

- Farmer's Markets
- Guidance Available from KDA to assist in planning for a successful and safe season in 2020.
- Center for Crop Diversification Zoom training.
<http://uky.edu/ccd/covidfm1>

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CEDIK- Upcoming Agent Trainings: Leadership Register in KERS

- Leadership Development within Communities
 - May 19, 2020 / Zoom Webinar
- Effective Communication
 - May 21, 2020 / Zoom Webinar
- CEDIK Resources for Agents
 - Leading Healthy Community Connections curriculum - <http://cedik.ca.uky.edu/pse-kentucky>
 - Arts activity handouts are available for agents at the Arts Extension website. Check back weekly for updates: <https://cedik.ca.uky.edu/arts-enrichment>
 - Instagram Mindful Mandala link
https://www.instagram.com/p/B_SVsUTFcwK/?igshid=zfvvxh7i8ki
 - Community Phone Interview link
https://cedik.ca.uky.edu/sites/cedik.ca.uky.edu/files/phone_interview_with_someone_from_your_community.pdf
 - Business Stimulus Funds – available for small businesses in select counties, visit CEDIK website for most up to date details: <http://cedik.ca.uky.edu>

Census Resources

- Need Extension help continuing to encourage people to take 10 minutes to complete their census online, by phone, or by mail.
- As of May 7th, 2020, Kentucky ranked 14th in the nation for responding to the 2020 Census.
- The highest response rate was 76.8% in Oldham County. (10th highest response rate of any county in the nation)
- A quick view of the response rates in your county and screen shots with a few tips are available on the Kentucky: By The Numbers website.

<https://kybtn.ca.uky.edu/content/2020-census-response-rate-map>

County Coordinator Lists:

- Signed forms to District Director due by June 1st
- http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf
- Each county should have a trained I9 Signer for the office and completed the re-certification training.
 - 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:
 - 7/24/20 – 10AM-11AM EST
 - 12/04/20 – 10AM-11AM EST
 - Please email a copy of completed I-9 forms to Melissa Horton or the District Admin for review prior to mailing to campus.

Extension in the City

- May 6th – COVID-19 Groups at Risk – w/ Julie Zimmerman (KERS)
- May 15th Extension in the City – via Zoom – (KERS)
- May 26th Urban Extension Collaborations rescheduled to July 28th in Bullitt County. (KERS)
- UEI Leadership Fellows – Extended Application Window – June 1st
- Southern Region NUEL Caucus – changed to Zoom format because of health and budget considerations.
- 2021 NUEL Conference Atlantic City, NJ May 17-20, 2021
NUEC21 Website: www.cpe.rutgers.edu/NUEC21

Extension in the City

- Urban Agriculture Listening Sessions
 - Assist NIFA in developing the fiscal year 2020 Request for Applications for the Urban, Indoor and other Emerging Agricultural Production Research, Education and Extension Initiative.
 - **Thursday, May 28 from 2-4 pm EST, 1-3 pm CST, 12-2 pm MST, 11 am-1pm PST**
Registration Link: <https://msu.zoom.us/meeting/register/tJolfu6hrD8uHtYzmoUxDYIC3v6DgoyUjHgW>
 - **Thursday, May 28 from 7-9 pm EST, 6-8 pm CST, 5-7 pm MST, 4-6 pm PST**
Registration Link: <https://msu.zoom.us/meeting/register/tJUldOqrqjgrHtUuyo1zmS1KAiwyvUQFk7NF>
 - **Friday, May 29 from 10 am-12 pm EST, 9-11 am CST, 8-10 am MST, 7- 9 am PST**
Registration Link: <https://msu.zoom.us/meeting/register/tJIocuqurD8vH9JRIHkDDL1kL1tepfCtEWXp>
 - **Friday, May 29 from 2-4 pm EST, 1-3 pm CST, 12 pm-2 pm MST, 11 am-1 pm PST**
Registration Link: https://msu.zoom.us/meeting/register/tJMuf-6pqTkjHtTGkaXRLY9GR17nocRrh_bT

Extension Financial Operations (EFO) Updates

- Budget:
 - 9.5% budget reduction
 - Managing the cut through vacant positions
 - Career Ladder Promotions will continue
 - Salary Increase for Master's will continue
 - County Facilitator's Position to remain in place for time being with District Board approval.
 - Minimum starting wage of \$12.50 will be effective 7-1-2020
 - Impacting over 200 employees in Field Programs
 - UK will cover the difference for FY21

Human Resources

- Reminders to use expiring vacation time (annual leave)
- Open Enrollment ends May 15
- Visit Work-Life website for a variety of resources
- **MINORS ON CAMPUS TRAINING**
 - Required for all Extension employees
 - Once completed, download .pdf completion certificate
 - Email all 3 certificates to Dora Collins (djc@uky.edu) & Robin Christopher (robin.Christopher@uky.edu)

Kentucky State Fair

- Contact assignments are being finalized and will be distributed soon. Contact Kim Leger with questions.
- KDA Exhibit Drop Off Locations will function again this year.

Planning for Re-opening of County Offices

- We are not yet in a re-opening phase and do not have a set date for this change.
- During Weekly County Staff Meetings strategically plan how to accommodate social distancing and reducing risk - things to consider:
 - Meeting room set-ups
 - Frequent cleaning / sanitizing of high touch areas, common use areas
 - Hand-washing / sanitizing stations
 - Sneeze guards / partitions for public facing work stations
- Pre-Ordered Hand Sanitizers and Disposal Face Masks now available at UK Supply or have been shipped.
- Cloth Face Masks will be shipped to each office – 2 cloth face masks per employee.
- See Dr. Laura Stephenson’s email on Healthy at Work Guidelines
- Will need an Office Contact Person for COVID-19 Response.

Plan of Work

- Video link: https://youtu.be/_vWXNqo-Dwc
- Due Dates:
 - July 1 - Draft due for District Director Review
 - August 1 – Final POW entered into KERS

Office of Diversity

- May 14 Cultivating Inclusion webinar
 - You're invited to join us the last session of the Cultivating Inclusion Series!
 - Session to highlight: Focusing on Urban Extension and Innovative efforts within Cooperative Extension Service in response to the coronavirus pandemic
 - Register Here: <http://ow.ly/fWSU5oze1sf>
- May 21 – Extension Diversity Network
 - Established to serve and support Extension professionals with diverse backgrounds as they work to meet the needs of Extension clientele throughout the Commonwealth
 - KSU and UK Extension Professionals Invited to Participate in the Network
 - Register <https://uky.zoom.us/meeting/register/tJAldOurpjMqG9E3R6s4DaywBXfoMVierx4S>
- For questions, contact:
 - Dr. Mia Farrell, Assistant Dean and Director for Diversity - Antomia.farrell@uky.edu
 - Kendriana Price, Inclusion & Diversity Program Coordinator - Kendriana.Price@uky.edu





SAVE THE DATE

9TH ANNUAL JR. MANRRS LEADERSHIP INSTITUTE

Leadership Next: 2020 Full STEAM Ahead

NOVEMBER 20-21, 2020
UNIVERSITY OF KENTUCKY

Applications Available Sept. 1

QUESTIONS? CONTACT KENDRIANA PRICE, KENDRIANA@UKY.EDU



Kentucky Cooperative Extension



4-H Updates

- 4-H LIVESTOCK / HORSE PROGRAMMING
 - State 4-H Horse Show - Canceled. Alternative activities are being developed for some contests. Please contact Dr. Camargo with questions.
 - State 4-H Livestock Judging - Canceled. Please contact Zach Bartenslager with questions.
 - 4-H Ham Project - social distancing suggestions when washing hams were shared with 4-H agents? Contact Dr. Rentfrow with questions.

District Updates



Kentucky Cooperative Extension



District Zoom Trainings

- Thursday, May 21st - Website Updating - 9am-11am (Chad Jennings)
- Tuesday, May 26th - Adobe Acrobat - 9am-11am (Chad Jennings)
- Tuesday, June 16th - Quick Books Online Training (EBO Team)
- Tuesday, June 23rd - Quick Books Online Training (EBO Team)



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Leave Request

- Be proactive in submitting leave in MYUK for approval
- Take old leave before June 30, 2020 or donate to Shared Leave Pool
- Memorial Holiday Leave – May 25th. Code as Holiday-Memorial



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State Extension Council Meeting

- August 2020 @ at the Kentucky State University Research Farm, 1525 Mills Lane, Frankfort, KY



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Upcoming Due Dates

- Open Enrollment – UK Benefits ends May 15th
- Plan of Work Draft – July 1st (email to DD)
- Plan of Work-Final Draft due into KERS by August 1st
- Affirmative Action Plan-Rough Draft to DD by May 15th and final due June 30th (KERS)
- Affirmative Action Report-Due by June 30th (KERS)
- County Coordinators Form- June 1st
- Final Monthly KERS Reports Due-July 15th
- Final 2 Success Stories Due by July 15th



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Upcoming Due Dates

- Priority Indicator and Featured Programs Report-Due by July 15th
- Program Support Actual Expenditures to EDB & DD-Due by July 15th
- Agent Self-Evaluation Performance Appraisal – August 1 (only those agents who opt-in, were NR for FY19 or received a “1” on a single MJR)
- ES-237/ 4-H Enrollment Report Submitted Due August 1st (All agents & assistants need to give youth numbers to 4-H for this report. It is a county youth report. Must include all work with youth-6 hours or more.)
- Actual Income & Expenditures due to DD by August 15th for Review
- Actual Income & Expenditures uploaded to DLG by September 1st
- Publish statement in local paper regarding financial reports by September 1st

Upcoming Due Dates

- Tax rate forms due to DD (set tax rates in late July or August) by September 15th

Upcoming District Staff Meetings: PLEASE HOLD THESE DATES

NO JUNE, JULY or AUGUST Staff Meetings

September 9

October 14

November 11

December 9



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Program Areas

4-H:

ANR:

FCS:



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Questions



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WHAT
Parities
YOU?

YOU ARE

Wildly Possible.

