

May District Staff Meeting

May 13, 2020



Personnel Updates



Budget Update

- 9.5% budget reduction
- Managing the cut through vacant positions
- Career Ladder Promotions will continue
- Salary Increase for Master's will continue
- 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



Farmer's Markets

- Guidance Available
- Center for Crop Diversification Zoom training (recorded) 80 minutes
- Available at:

<http://uky.edu/ccd/covidfm1>



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](#)

3/18/2020



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)



Plan of Work

- Video link: <https://youtu.be/vWXNqo-Dwc>

Due Dates:

- June 1 - Draft due for District Director Review
(Please send your draft as an email attachment. One per county).
- August 1 – Final POW entered into KERS



KSU Update



IT Update



NEP Update

NEP Recorded Zoom Trainings (link on NEP website right menu)

- Cook Wild KY: Wild Turkey, Venison, Rabbit, Fish
- Community PSE Gardening
- Community PSE School Cafeterias
- SNAP-Ed Reimbursements
- SNAP-Ed KERS for Agents
- Farmer's Market Toolkit

Kids Club Chop Chop and Seasoned Newsletters for Extension Agents to use as well as NEP assistants.

Very Important: Please report your SNAP-Ed Hours in KERS monthly (by 10th of each month).

Thank you ALL for participating in NEP zoom trainings and reporting your SNAP-Ed hours during COVID-19.



Extension Financial Operations



CEDIK – Upcoming agent trainings: Leadership Register in KERS

Leadership Development within Communities

Date(s):

May 19, 2020

Location:

Webinar (ZOOM)

Effective Communication

Date(s):

May 21, 2020

Location:

webinar (ZOOM)

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=zfvvvh7i8ki

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>

Urban Extension News

- 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.

Census Resources

The 2020 Census: Why It Counts to be Counted.

Julie N. Zimmerman, Professor, Rural Sociology



What is the 2020 Census?

Every 10 years, a count is made of all persons living in the United States. It is called the Decennial Census.

Conducting the Decennial Census is part of our Constitution. In the Constitution, Article 1, Section 2, mandates that the U.S. conduct a count of its population once every 10 years. The first Census was in 1790.

The 2020 Census is conducted by the U.S. Census Bureau and will count every person living in the 50 states, District of Columbia, and the five U.S. territories (Puerto Rico, American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands).

Why is the Census important?

Data from the 2020 Census are used in many ways. The population count will determine the number of seats each state will have in the U.S. House of Representatives. The results are also used to draw congressional and state legislative districts.

Another important use of the Census results is that it impacts the amount of Federal funding that states and communities receive. Each year, \$675 billion in federal funding is based on data from the Census.

Just a few of the programs that you might be familiar with that rely on Census data include Medicaid, CHIP, WIC, SNAP, childcare, schools, school lunches, foster care, Head Start, and special education.

With Congressional representation and so much funding relying on data from the Census, it is important that everyone gets counted.

Will anyone know my answers?

By law, your answers cannot be used against you in any way. This includes any government agency such as the Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), the Department of Homeland Security (DHS), and U.S. Immigration and Customs Enforcement (ICE).

In fact, all Census Bureau employees take an oath for life to protect any identifiable information. The penalty for disclosure is a fine of up to \$250,000, imprisonment for up to 5 years, or both.

The information you provide on the Census is only for producing statistics. If you have seen census records in advertising for genealogical websites, know that it is only after 72 years and only for historical research that Title 44 of the U.S. Code allows the National Archives and Records Administration to release any records.

More information on the security of your answers is available in this factsheet:

<https://www.census.gov/library/fact-sheets/2019/dec/2020-safety-security.html>



Kentucky: By The Numbers
<http://kybtrn.ca.uky.edu>
March 2020

Kentucky: By The Numbers is an Extension program in the Department of Community and Leadership Development at the University of Kentucky. For more information contact your local Cooperative Extension office or Dr. Julie N. Zimmerman, Professor of Rural Sociology, Department of Community and Leadership Development, 500 Garrigus Building, University of Kentucky, Lexington, KY 40546-0215. email: jzimmer@uky.edu. The entire series is online at <http://kybizdata.ca.uky.edu>

Following the 2020 Census

Julie N. Zimmerman, Professor, Rural Sociology

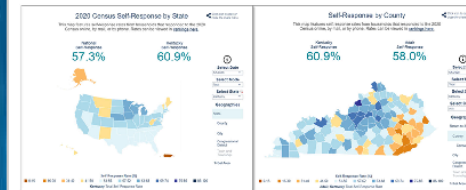


Want to know how many people in your county have responded to the 2020 Census?

The Census Bureau has a continuously updated map online to view response rates by state, county, place, and census tract.

<https://2020census.gov/en/response-rates.html>

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 - which is also the 10th highest response rate of any county in the nation.



To help you quickly view the response rates in your county, 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>

Responding to the 2020 Census is important for everyone.

The results are used for allocating federal funding dollars, for determining political representation, and the results are a key source of data for our local communities. For an overview and answers to some commonly asked questions, Kentucky: By the Numbers has a brief publication.

The 2020 Census: Why it Counts to be Counted

https://kybtn.ca.uky.edu/sites/kybtn.ca.uky.edu/files/2020_census_kybtn_pub.pdf



7-May-2020

Kentucky: By The Numbers is an Extension program in the Department of Community and Leadership Development at the University of Kentucky. For more information contact your local Cooperative Extension office or Dr. Julie N. Zimmerman, Professor of Rural Sociology, Department of Community and Leadership Development, 500 Garrigus Building, University of Kentucky, Lexington, KY 40546-0215. email: jnzimmer@uky.edu. The entire series is online at <http://kybctn.ca.uky.edu>

Office of Diversity



College of Agriculture,
Food and Environment
Office of Diversity

Cultivating Inclusion Series Webinar



Join via ZOOM!!



**CULTIVATING
INCLUSION
SERIES**

College of Agriculture,
Food and Environment
Office of Diversity

MAY 14, 2020
12 PM - 1 PM EST

**Lightning Talks: DEI
Programs & Resources**

Listen and learn from Dr. Jeff Young about the Urban Extension Institute. Then engage in lightning talks from Kentucky Extension staff on ways they have delivered innovative, accessible, and equitable programming to their communities during COVID-19.

**FIND US IN KERS FOR
CREDIT:**
CAFE Office of
Diversity Inclusion Series

For more information
please contact:
cafediversity@lsv.uky.edu

You're invited to join us at our last session of the Cultivating Inclusion Series!

In this session we will highlight:

- Urban Extension
- Innovative efforts within Cooperative Extension Service in response to the coronavirus pandemic

Register Here: <http://ow.ly/fWSU5oze1sf>

Register

- KERS (1 hour credit)
- Registration link



Kentucky Extension Diversity & Inclusion Network Kickoff



What: Established to serve and support Extension professionals with diverse backgrounds as they work to meet the needs of Extension clientele throughout the Commonwealth

Who: KSU and UK Extension Professionals

Register <https://uky.zoom.us/meeting/register/tJAldOurpjMqG9E3R6s4DaywBXfoMVierx4S>



Questions

Dr. Mia Farrell, Assistant Dean and Director for Diversity

Antomia.farrell@uky.edu

Kendriana Price, Inclusion & Diversity Program Coordinator

Kendriana.Price@uky.edu

Follow us:



UK College of
Agriculture, Food
and Environment
Office of Diversity



@UKAgDiversity



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.
 - *KY Online Livestock Judging Practice Contest: May 22-27*
- 4-H Ham Project - social distancing suggestions when washing hams were shared with 4-H agents in an email from Dana Anderson. Please contact Dr. Rentfrow with questions.



Kentucky State Fair


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



County Coordinator Roles – Due June 1

<https://districts.ca.uky.edu/OfficeTools>

List for 2-3 Agent Offices:

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

COUNTY COORDINATOR LIST
(For 3 Agent Counties)

County: (county name)
Program Year: (year)

County Office/Support Staff Coordinator: (agent's name)

Responsibilities:
Secretary/Support Staff Supervision
Affirmative Action
Office Management
Office Staff Conference

County Fiscal Coordinator: (agent's name)

Responsibilities:
Fiscal Matters
Ordering Supplies
Office Petty Cash/Credit Card Management
Penalty Mail
Equipment Inventory


County Extension Council and Marketing Coordinator: (agent's name)

Responsibilities:
County & State Extension Councils
Program Development & Reporting
Mass Media
Legislative
Student Recruitment/Ag Alumni

Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, age, sex, religion, disability, or national origin.

List for 4+ Agent Offices:

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

COUNTY COORDINATOR LIST
(For 2 or 4+ Agent Counties)

County: (county name)
Program Year: (year)

County Office/Support Staff Coordinator: (no more than 2 agents)

Responsibilities:
Secretary/Support Staff Supervision: (agent's name)
Affirmative Action: (agent's name)
Office Management: (agent's name)
Office Staff Conference: (agent's name)

County Fiscal Coordinator: (no more than 2 agents)

Responsibilities:
Fiscal Matters: (agent's name)
Ordering Supplies: (agent's name)
Office Petty Cash/Credit Card Mgt.: (agent's name)
Penalty Mail: (agent's name)
Equipment Inventory: (agent's name)

County Extension Council and Marketing Coordinator: (no more than 2 agents)

Responsibilities:
County & State Extension Councils: (agent's name)
Program Development & Reporting: (agent's name)
Mass Media: (agent's name)
Legislative: (agent's name)
Student Recruitment/Ag Alumni: (agent's name)

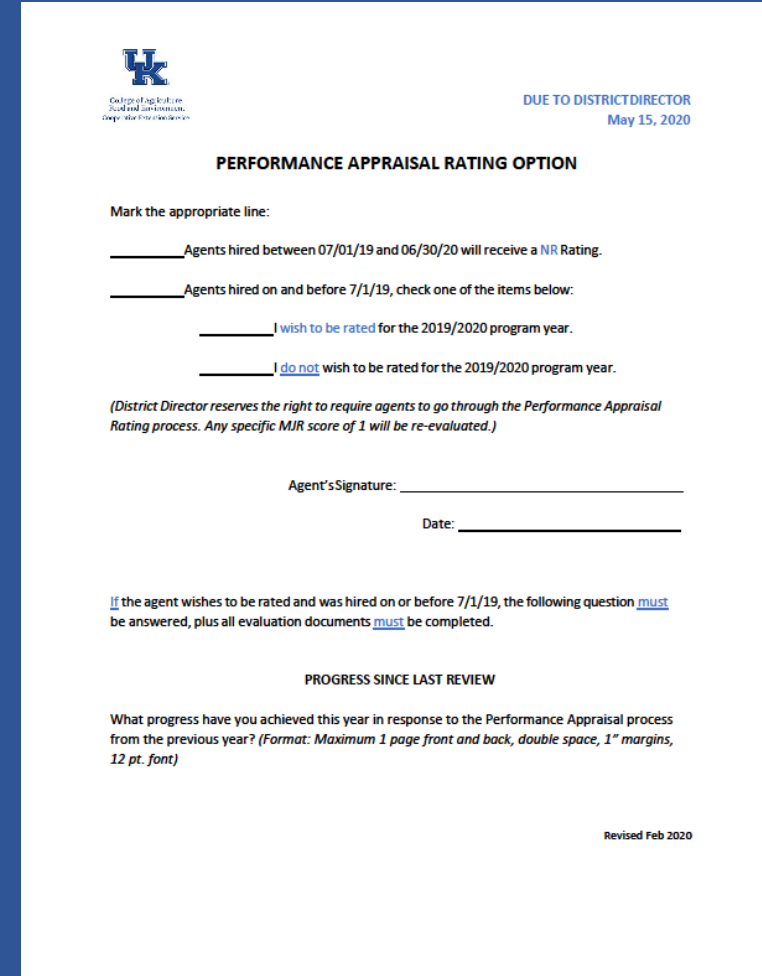
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____
Agent Signature: _____ Date: _____

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Agent Performance Appraisal Rating 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.



The form is titled "PERFORMANCE APPRAISAL RATING OPTION" and is due to the District Director by May 15, 2020. It includes instructions for agents to mark the appropriate line for their rating and to provide a signature and date. It also includes a section for progress since the last review.


University of Kentucky
Cooperative Extension Service
Department of Agriculture

DUE TO DISTRICT DIRECTOR
May 15, 2020

PERFORMANCE APPRAISAL RATING OPTION

Mark the appropriate line:

_____ Agents hired between 07/01/19 and 06/30/20 will receive a **NR** Rating.

_____ Agents hired on and before 7/1/19, check one of the items below:

_____ I **wish to be rated** for the 2019/2020 program year.

_____ I **do not** wish to be rated for the 2019/2020 program year.

(District Director reserves the right to require agents to go through the Performance Appraisal Rating process. Any specific MJR score of 1 will be re-evaluated.)

Agent's Signature: _____

Date: _____

If the agent wishes to be rated and was hired on or before 7/1/19, the following question must be answered, plus all evaluation documents must be completed.

PROGRESS SINCE LAST REVIEW

What progress have you achieved this year in response to the Performance Appraisal process from the previous year? *(Format: Maximum 1 page front and back, double space, 1" margins, 12 pt. font)*

Revised Feb 2020



Planning for Re-Opening of County Offices

- 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



We are not yet in a re-opening phase and do not have a set date for this change.



Professional Association News



D1 Weekly ZOOM Updates

D1 has held the following meetings: 4-H Online with James Leslie, One Drive Training, Drupal Training, and Microsoft Teams.

Upcoming Trainings:

- May 28th (1:30-3) ~ Electronic Newsletters with Hayley Pierce
- To Be Determined ~ Advanced 4-H Online with James Leslie & Adobe Acrobat with Chad Jennings



Weekly Updates

- Monday Extension Memo
- Tuesday Extension Healthy At Home newsletter
- Thursday Extension Video



Administrative Reminders:

- May 15 -PE Rating Opt-Out form
- Monthly KERS – 10th of each Month
- Audits – follow instructions from DLG to upload
- June 1 - POW draft
- July 15 - All KERS reporting (meetings/activities, Success Stories, Program Indicators)
- August 1 - Agent Self Evaluation (only those who opt-in, NR for 2019 or received a “1” on any MJR)
- August 1 – Year-end Budget Actuals (including program support budget actuals)
- August 1 - ES-237 (watch for announcements from state 4-H office)



District Staff Meetings

- Hold the following dates:
 - September 9
 - October 14
 - November 11
 - December 9

