



# District 3 Staff Agenda

## February 12, 2020

### Carroll County Extension Office

#### Birthdays

January	February
<ul style="list-style-type: none"> <li>• 8<sup>th</sup> Denise Donahue</li> <li>• 8<sup>th</sup> Joyce Doyle</li> <li>• 10<sup>th</sup> Corinne Belton</li> <li>• 18<sup>th</sup> Ronda Rex</li> <li>• 22<sup>nd</sup> Sherri Farley</li> <li>• 23<sup>rd</sup> Kathy Byrnes</li> <li>• 29<sup>th</sup> Lorilee Kunze</li> <li>• 31<sup>st</sup> Dan Allen</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Bryce Roberts</li> <li>• 10<sup>th</sup> Judy Hetterman</li> <li>• 22<sup>nd</sup> Sarah Stolz</li> <li>• 22<sup>nd</sup> Mary Averbeck</li> <li>• 23<sup>rd</sup> Diane Kelley</li> </ul>

#### Announcements / Association Reports

##### Personnel Updates

- Marlee Kelly - Bullitt Co. ANR Agent
- Robin Christopher - District 3 Administrative Staff STEPS Employee
- Campbell Co. 4-H – Casey Townsend
- Owen Co. 4-H Position Posted
- Aera Extension Directors Position Posted (Select Areas for Phase 1)
- Katherine Jury - Sr. Extension Associate Supporting Substance Abuse Recovery.
- Dr. Nicole Huff – New Assistant Extension Professor for Family finance and Resource Management. July 1
- Alex Elswick – Assistant Extension Professor for Substance Use Prevention and Recovery. July 1.

**Urban Extension Program Update** - Jeff Young, Director for Urban Extension, University of Kentucky College of Agriculture Food and Environment, Cooperative Extension Service

**NEP Update** - Rosie Allen, Northern KY Area NEP Agent & Caroline Durr, Louisville Area NEP Agent

**KSU Update** - Nancy Calix, Assistant Extension Administrator for County Operations, College of Agriculture, Communities, and the Environment, Kentucky State University

**I.T. Update:** Chris McKenzie, Computer Support Specialist III for District 3

# ADMINISTRATIVE UPDATES

**Extension Transition Update** - Chanda Hall, Jefferson County 4-H - Agent Team Member and Nick Carter, County and Local Government Relations Director – Administrative Team Member

**Ag. Distribution** - Call first and arrange a day and time for pickup.

**Extension Business Operations** - County Deposit Procedure

**Extension Philanthropy** - ONE DAY FOR UK April 21st

## HR Updates

### Kentucky Extension Diversity Award Recipients

- Perry County (Reda Fugate)
- Metcalfe County (Lynn Blankenship & Heather Shaw)
- The recipients will be recognized at the State Extension Council Banquet

**Needs Assessment** - What have counties done with the Needs Assessment so far?

### Plan of Work

- Time to begin working on the 4-Year Plan of Work (2020-2024).
- State Extension Council will kick off this new 4-year POW.
- Tools will be ready for Agent use by March 1.

### Social Media

- A Qualtrics survey will be sent to the Extension social media listserv (to collect information for statewide social media).
- Contact Hayley Pierce to be added

**State Extension Council** - February 25-26 @ the Embassy Suite, 1801 Newtown Pike, Lexington, KY.

### UK Logo Reminders & Flyers and Promotional Items

#### UK Work Life

- UK was named a 2019 Great College to Work For!
- Tumblers and pennants are being provided for all Extension Field Staff.

#### ANR Updates

#### 4-H Updates

#### FCS Updates

#### CEDIK Updates

#### Office of Diversity Updates

## DISTRICT UPDATES

### Barnhart Fund for Excellence

- The committee is currently seeking proposals for projects to occur during fiscal year 2021, which is July 1, 2020- June 30, 2021.

- For the 2021 fiscal year application and a list of prior awards, please see <http://administration.ca.uky.edu/barnhart-fund-for-excellence>.
- Applications are due by 5:00 ET on March 2, 2020.

### **Chi Epsilon Sigma**

- April 15-17, 2020
- Embassy Suites - 1801 Newtown Pike, Lexington, KY

### **ESP Annual Meeting- Scott Co. Extension Office**

- Meeting- March 18<sup>th</sup>, Registration- \$55; Deadline March 6<sup>th</sup>
- In-service- March 19, \$35 cost

### **New Agent Orientation Dates**

- April 14-16
- August 11-13

### **New Mileage Rate**

- The new mileage rate for calendar year 2020 is 57.5 cents per mile.
- KERS will be updated soon and the TRIP system was updated effective Jan. 1.
- A link is provided for more information. <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2020>

### **Secretary Training Day**

**Success Stories** - Due dates –April 10<sup>th</sup> (3<sup>rd</sup>) and July 10<sup>th</sup> (4<sup>th</sup> & 5<sup>th</sup>)

### **Support Staff Evaluation Timeline**

- Supervisors are to hold 1:1 meeting by February 21
- Employee signatures are due February 24
- Supervisor signatures are due February 28

### **TRIP Reminders**

- If expense is paid by 3<sup>rd</sup> party, you must include the information on the 2<sup>nd</sup> tab of TRIP and attach documentation.
- Make sure payment notation is on every receipt and matches what is on the 2<sup>nd</sup> tab of TRIP (example, paid by county, initial and date or paid by employee, initial and date)
- Do not click save and send for approval on TRIP until the last day of travel has passed. It will just delay the process of reimbursement.
- Employee must include an agenda if there is a registration fee paid or if claiming meals on overnight TRIPS.

**Unconscious Bias Training** - New employees will need to register in myUK Learning

**Winter Weather Office Emergency Closing Policy Link:** <http://districts.ca.uky.edu/OfficeTools>

### **Upcoming Due Dates**

- |  |   |
|--|---|
| • County Off-Set Voucher                 | February 1 <sup>st</sup>                              |
| • 2 <sup>nd</sup> TRIP Quarterly Payment | February (Payment is due upon receipt of the invoice) |
| • CES Budget Plan “Rough Draft”          | March/TBA   |

- State Extension Council Meeting February 25<sup>th</sup> & 26<sup>th</sup>
- March District Staff Meeting March 11<sup>th</sup>
- Status of County Office April 1<sup>st</sup>
- County Payment to UK April 10<sup>th</sup>
- Plan of Work “Rough Draft” May 1<sup>st</sup>
- May District Staff Meeting May 13<sup>th</sup>

**Program Areas:**

<p>→ <b>4-H:</b></p> <ul style="list-style-type: none"> <li>• Teen Summit: Sherri Farley and Shelley Meyer</li> <li>• D3 4-H Teen Council in Carroll, Feb 21st 10-1: Shelley Meyer</li> <li>• Tractor Driving: Shelley Meyer and Diane Kelley</li> <li>• District Showcase: Mary Averbek</li> <li>• Horse Update: Kelly Smith and Lora Stewart</li> </ul>	<p>→ <b>FCS:</b></p> <ul style="list-style-type: none"> <li>• See handout</li> </ul>	<p>→ <b>ANR:</b></p> <ul style="list-style-type: none"> <li>→ ANR/HORT Agent Meeting with Dr. Wood <ul style="list-style-type: none"> <li>• February 18, 9:30-11:30 a.m., Carroll County Extension Office</li> </ul> </li> <li>→ KACAA Country Kitchen Recap</li> <li>→ Dr. Gary Palmer’s Retirement Recognition <ul style="list-style-type: none"> <li>• March 18, 3:00-5:00 p.m., Scott County Extension Office</li> <li>• Share photos, stories, note of thanks to Lindie Huffman by March 1</li> </ul> </li> <li>→ Louisville Agriculture Club <ul style="list-style-type: none"> <li>• March 6, 11:00 a.m.</li> <li>• Speaker: Dean Cox</li> </ul> </li> </ul>
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*Safe Travels!*

Thanks to Carroll County Extension Office for hosting the district staff meeting.

Thanks to Oldham and Owen Counties for providing morning refreshments.

