

District 3 Staff Agenda

February 12, 2020

Carroll County Extension Office

COOPERATIVE EXTENSION

 University of
Kentucky
College of Agriculture,
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Birthdays

January

- 8th Denise Donahue
- 8th Joyce Doyle
- 10th Corinne Belton
- 18th Ronda Rex
- 22nd Sherri Farley
- 23rd Kathy Byrnes
- 29th Lorilee Kunze
- 31st Dan Allen

February

- 1st Bryce Roberts
- 10th Judy Hetterman
- 22nd Sarah Stolz
- 22nd Mary Averbeck
- 23rd Diane Kelley



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Announcements / Association Reports



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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 Mangement. 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

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.



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NEP Update:

Rosie Allen & Caroline Durr



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KSU Update:

Nancy Calix

Assistant Extension Administrator
for County Operations



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I.T. Update:

Chris McKenzie

Computer Support Specialist III

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ADMINISTRATIVE UPDATES



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Extension Transition Update

Chanda Hall, Jefferson County 4-H - Agent Team Member
Nick Carter, County and Local Government Relations Director
Administrative Team Member



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AG. Distribution

Before visiting Ag Distribution, please call first and arrange a day and time for pickup.



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EBO - 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.



EBO- 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.



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.



HR Updates - 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>



HR - 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.



HR - 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).



HR - 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!



HR - Bi-Weekly Starting Pay Increase

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



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HR - 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.



HR - 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.



HR - 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.



HR – 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.



HR - 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>



HR - Becoming A Skilled Facilitator – Two Day Workshop

Agents are often involved in community engagement and development projects that call upon them to facilitate groups through strategic decisions, brainstorming new ideas, as well as solving community issues and county disputes. Participants attending the first day of this workshop will learn and practice the fundamentals of facilitation and will deepen your knowledge and skills around the core facilitation practices. Attendees of day 2 of this workshop will practice applied facilitation in a variety of situations important in your role as an extension agent. Participants during day 2 will receive in-depth coaching needed to become more comfortable and effective at facilitating. The training fee for each day is \$35 to cover lunch and materials.

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

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?



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Plan of Work Process

- 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.
- 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.
- 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.



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!



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State Extension Council Update:



EMBASSY SUITES
HOTELS®

SEC conference will be February 25-26

Embassy Suites
1801 Newtown Pike
Lexington, Kentucky 40511



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UK Logo Reminders & Flyers and Promotional Items

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



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



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.

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



Ag and Natural Resources

- Craig Wood has been working closely with Pam Sigler on POW.
- On February 20 and 24, will have a webinar on ANR and Horticulture. Will introduce the agents to this new POW. Will cover evaluation, logical models, etc.
- Sent new agents an email asking for information on what they did/did not feel strongest in so that training could be tailored to those topics.
- ANR website has been revamped. Took a lot of input from agents on how to construct the site and put it together.
- Small Grant program from KSU is open. Link on website takes them straight to KSU site.



4-H Youth Development

- Foundation EIN – if any county agents have used the EIN for the foundation for any reason in the last 7 years, let Mark Mains know. Moving forward, if county wants to use the foundation, the foundation will facilitate it, but the agents can no longer use the EIN directly themselves.
- Volunteer Forum is next week.
- Survive and Thrive 4-H onboarding process. Summary sheet has been created for new agents to check off items. This will begin with New Agent Orientation, and include 4 county visits with specialists, and workshops with specialists during annual update.
- Kim Leger will be distributing state fair materials next week.
- 4-H summit in March. 91 counties are attending.

4-H Youth Development

- Collaborating with homemakers to develop multi-program ways to support the international program.
- Partnering with Goodwill to do an upcycling challenge with second hand garments. There will be a social media campaign through Goodwill. The top liked posts will enter into a judging contest. Winners get gift certificates or scholarships to teen conference.

4-H Youth Development

- Joey Barnard will step in as acting Camp Specialist. North Central Camp will be run by Jake Farmer. Please let Mark Mains know if there are any challenges. Planning to advertise both of those positions in late summer and fill by September/October.
- Rachel Noble has taken over social media responsibilities. She did a few infographics on Facebook and Instagram – Facebook getting primarily women in their 20's, Instagram is getting a more mixed audience.
- Paula Tarry – Coordinator for 4-H Capital Experience. It will be March 24. The general address is planned for 11:30.

Family and Consumer Sciences

- Katherine Jury has come to FCS from District 7 agent role. She will be 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.

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.



FCS Agent Training Week, February 17th - 21st

FCS agent training week will be held the week of February 17th.

To hopefully make travel easier and to allow for more hands-on activities, we will offer three locations in 2020, Ashland, Bardstown, and Hopkinsville.

Registration should be completed in KERS.

IF YOU HAVE NOT REGISTERED IN KERS PLEASE CONTACT SALLY MINEER ASAP. Cost \$30/day

Parenting a Second Time Around

This will be a facilitator training for professionals working with grandparent/caregiver relatives. PASTA is an eight week workshop series which covers the topics of child development, discipline & guidance, caring for yourself as a caregiver, rebuilding a family, living with teens, legal issues, and advocacy. The workshops can be taught as a stand-alone lesson or as part of the series. Participants will receive the facilitator's manual with handouts, supplementary materials, and evaluation tools. Cost: \$40

- **March 23th - 24th: Princeton Education and Research Center,**
<https://kers.ca.uky.edu/core/reporting/training/5790>
- **March 26th - 27th: Scott County Extension Office,**
<https://kers.ca.uky.edu/core/reporting/training/5791>

Positive Employability

Research conducted by Harvard University, the Carnegie Foundation, and Stanford Research Center indicates 85% of job success comes from having well-developed soft and people skills, and only 15% of job success comes from technical skills and knowledge (hard skills). Employers are often prepared to teach technical job skills; however, the intangible skills of being a team player, time management, and positive attitude are difficult to teach on-site but critical to success. The “Positive Employability” program will equip agents with personal skill sets and resources to partner and deliver workforce “soft skills” development programs with local schools, Industrial Development Authorities, Chambers of Commerce, local businesses and other workforce development initiative agencies. The program will provide three curriculum sets delivering objective-based learning through interactive learning activities, including Ten Soft Skills for Success, Business and Communication Strategies, and Creating a Positive Business Image through Business Etiquette. The Positive Employability program will allow individuals to develop key skills to enhance employment earnings and upward mobility leading to enhanced financial security. Cost: \$45

July 15th and 16th, 2020 – Warren County Extension Office,

<https://kers.ca.uky.edu/core/reporting/training/5947>



Kentucky Extension Homemakers Association

The KEHA State Meeting will take place April 21st – 23rd Owensboro Convention Center, Owensboro, KY.

The KEHA newsletter with registration details is available at www.keha.org.

Agents are encouraged to attend, to participate in sessions eligible for in-service credit, and to support their leaders participating in the state meeting.

FCS Program/Material Request Form

In an effort to improve lines of communication and quick response to program requests, we have developed a FCS Program/Material Request Form.

The Qualtrics form will come centrally into the main office and then be distributed to the correct person to handle the request.

The link is available at:

https://uky.az1.qualtrics.com/jfe/form/SV_2hKcF3L1n2IvT7.

CEDIK Updates

- CEDIK agent advisory council will be February 24 at Winchester Design Studio.
- New County Data Profiles: economics profiles, housing, county budgets, digital divide, agriculture and workforce, retail and small business. The profiles are in Tableau and will be easier to download.
- Hires: Arts Extension Assoc. Jessica Evans (developing curricula for agents with/without arts experience); Cameron Currell, Coordinator of Winchester Design Studio.

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 <small>Office of Diversity Team</small>	12:00PM - 1:00PM AG INFO. CENTER N24B ●●●●● Participants are encouraged to bring their lunch, however, light refreshments will be provided.
MARCH 12	Empowering Student Athletes <small>Ricky Lumpkins - Academic Counselor</small>	
APRIL 9	Cultivating Change <small>Dr. Kristen Mark - Faculty Fellow for Office of LGBTQ+ Resources</small>	
MAY 14	Lightening Talks about DE&I Resources	

FOR MORE INFORMATION CONTACT TASHLEY.HOLT@UKY.EDU

Save The Date

Kentucky Extension Diversity & Inclusion Network Retreat

May 20-21, 2020

E. S. Goodbarn, Lexington, KY

More information coming soon.

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.az1.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/PRESENTJMLI2020](https://tinyurl.com/presentjml2020)

ALL PROPOSALS MUST BE SUBMITTED ONLINE BY APRIL 24, 2020

DIRECT QUESTIONS TO KENDRIANA PRICE, KENDRIANA.PRICE@UKY.EDU



DISTRICT UPDATES

Barhnart 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

- Meeting- March 18th, Registration- \$55;
Deadline March 6th
- In-service March 19, \$35 cost
- Scott Co. Extension Office



New Agent Orientation Dates

- April 14-16, 2020
- August 11-13, 2020

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 10th (3rd) and July 10th (4th & 5th)

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 3rd party, you must include the information on the 2nd tab of TRIP and attach documentation.
- Make sure payment notation is on every receipt and matches what is on the 2nd 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 1st
- 2nd TRIP Quarterly Payment February (Payment is due upon receipt of the invoice)
- CES Budget Plan “Rough Draft” March/TBA
- State Extension Council Meeting February 25th & 26th
- March District Staff Meeting March 11th
- Status of County Office April 1st
- County Payment to UK April 10th
- Plan of Work “Rough Draft” May 1st
- May District Staff Meeting May 13th

Questions



Program Areas

4-H:

- Teen Summit: Sherri Farley and Shelley Meyer
- D3 4-H Teen Council in Carroll, Feb 21st 10-1: Shelley Meyer
- Tractor Driving: Shelley Meyer and Diane Kelley
- District Showcase: Mary Averbeck
- Horse Update: Kelly Smith and Lora Stewart

FCS:

- See Handout

ANR:

- ANR/HORT Agent Meeting with Dr. Wood
 - a. February 18, 9:30-11:30 a.m., Carroll County Extension Office
- KACAA Country Kitchen Recap
- Dr. Gary Palmer's Retirement Recognition
 - a. March 18, 3:00-5:00 p.m., Scott County Extension Office
 - b. Share photos, stories, note of thanks to Lindie Huffman by March 1
- Louisville Agriculture Club
 - a. March 6, 11:00 a.m.
 - b. Speaker: Dean Cox

Safe Travels!

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

Thanks to Oldham and Owen Counties for providing morning refreshments.