

COOPERATIVE EXTENSION



January 2020 District 3 Newsletter

Cooperative Extension Service

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Happy New Year!

I trust everyone had a great holiday break. Now that we are rested and re-energized, it time to get back to our regular routine. First, let me start with some good news from the District 3 Office.

We now have a new Administrative Support Staff STEPS employee. Her name is Robin Christopher. You can contact Robin at the District 3 Office phone number, 857-257-7484, or by email at robin.christopher@uky.edu. We're excited to have Robin on our D3 team. Don't hesitate to give Robin a call for any assistance you may need.

Bullitt County has a new ANR Agent, Marlee Kelly. She started her Extension career on January 2nd. Marlee has recently worked with the UK Animal and Food Science Department. While there, she created and helped with programs for Extension in meat science such as meat cutting workshops, 4H/ FFA meat judging workshops, country ham project and worked with local producers in Kentucky with meat and food science. The Bullitt County Office is thrilled to have Marlee aboard and looking forward to a long working career in Bullitt County. Please help me in welcoming Marlee to the District 3 Extension team.

Next, below are some important reminders since we will not be having a district staff meeting this month. Please take note of these deadlines and act accordingly.

Extension Diversity Award

A friendly reminder about the Extension Diversity Award. This is a great opportunity to highlight the work you and your co-workers have achieved and to potential earn a monetary award. Nominations are for accomplishments during October 1, 2018 through September 30, 2019. The program nominated could have started before October 1, 2018, but it must have also been ongoing during the period October 1, 2018 - September 30, 2019. Nominations are due via email CAFEDIVERSITY@LSV.UKY.EDU by January 10, 2020.

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, age, veteran status, or physical or mental disability. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.
LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.

Support Staff Performance Evaluation

An email has been sent to all D3 Biweekly Staff notifying them that their performance evaluation is underway. Here is the timeline.



Before Clicking the “Send to 1:1 Meeting” you should click “Get Feedback” and forward to the District Director. This will allow the District Director to add comments regarding the employee but not change any scores. When the District Director is finished adding comments, the PE will return to your “To Do” list. You can then click “Send to 1:1 Meeting”. You are now ready to review the PE with your support staff. If during the 1:1 meeting you find that changes need to be made, you can do that at this stage.

Please consult with all agents in the office when assigning scores and providing feedback. It should be done as a group. This is not for NEP. They will be evaluated the same way as before.

Career Ladder

Applications due Feb 1, 2020. See link for application- <http://ces-manuals.ca.uky.edu/content/career-ladderprofessional-promotion>. *Agents should send me their application by January 30th so that I will have time to review applications before the February 1st deadline date.*

Success Stories

The second Success Story is due January 10th. Success stories should relate to significant program accomplishments, particularly those outcomes and goals identified in the Plan of Work. The main focus should be on outcomes, with the results revealing at least those clientele experiencing changes in practice (What are people doing differently as a result of involvement in Extension Programs?). The reports can also document participant changes in knowledge, opinions or skills (KOSA), as well as, social, economic or environmental changes (SEEC).

Volunteer Leader Forum

The Kentucky Volunteer Forum is fast approaching. It will be February 13th-15th at the Hyatt Regency in Lexington. Hopefully all of your county volunteers planning to attend have been registered. If not, the final deadline date to register is January 21st. Note: No late registrations, refunds, or changes after January 21st. See KVF link for more information- <http://4-h.ca.uky.edu/content/kentucky-volunteer-forum>.

MLK Holiday

Monday, January 20th is an official holiday for UK employees. You will need to use the HOLIDAY-MLK Day code when requesting leave. Be sure to share this with the other office staff. If you are working the 4-H Country Ham Project this day, you have up to six weeks to use your MLK Day leave.

TRIP

Everyone has been doing a good job with completing their TRIP. Just a few reminders when submitting receipts for reimbursements. Be sure to include on receipts paid by 3rd party or by employee, your initials, date the receipts and include a program agenda. Make sure miles on the TRIP document matches the miles on the Mileage Log. It's best to use the last day of the month for your TRIP end date. Never use the first day of the month as the TRIP end date.

Agents are encourage to visit the Extension District Webpage for available resources and to regularly review the Extension Annual Calendar for important due dates. <http://districts.ca.uky.edu/OfficeTools>.

District Board Meeting

In January, the County Judge Executive administers oath of office to incoming board members, and conducts nomination and election of new board chair.

KRS 164.650http://districts.ca.uky.edu/files/oath_of_office_0.pdf.

Review County Insurance Policies

In January, the District Board to review insurance policies whether through KACo or other company. Review financial obligations of agents.

County Payment to UK

Send the original letter/check to Dr. Laura Stephenson's office by January 10th. Send a copy to DD.

Update Board Members & Agent Contact information on DLG

Officers must be elected by District Board by January 30th. Corrections to DLG by January 31st. Send a copy to DD.

County District Board Treasurers Bonded

In January within 10 days of election, the treasurer should be bonded at 125% of the largest amount in hand at any one time.

County Offset Voucher

Due February 1st. Send signed original to DD.

http://districts.ca.uky.edu/files/county_offset_voucher.pdf.

District Staff Meeting

Our next district staff meeting will be Wednesday, February 12th, at 9:30am, at the Carroll Co. Extension Office.

State Extension Council Meeting

The upcoming meeting will be February 25th-26th at the Embassy Suites, 1801 Newtown Pike, Lexington, Kentucky 40511. There will be a New Delegate Orientation, February 25th from 4:30-5:30 ET (Bourbon Room). Agents, be sure to share this information with your county delegates.