



## Happy New Year District 5!

### Cooperative Extension Service

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We hope everyone had a great holiday break. Now that we are rested and re-energized, it is time to get back to our regular routine. In lieu of our usual monthly staff meeting, we are sending this newsletter with announcements and reminders for upcoming events and deadlines.

### Personnel Updates

We have a new 4-HYD/ANR Agent in McCreary County, Tracie Goodman! She started her Extension career on January 2<sup>nd</sup>.

McCreary County also has a new 4-HYD Program Assistant, Ashley Moore, who started her career with Extension on January 6<sup>th</sup>! Please help us in welcoming Tracie and Ashley to the District 5 Extension family. We are excited to have them!

### Program Area Updates

#### **FCS Updates**

- FCS Agents have been preparing for FCS Training Week, will be held February 17<sup>th</sup>-21<sup>st</sup>

#### **ANR & Horticulture Updates**

##### Updates:

- District 5 has been meeting monthly preparing for KACAA State meeting
- Our district is going strong with winter meetings such as: Dairy Short-course, Master Cattlemen, Women's Cattlemen, Tobacco, Hemp, Grain, Forages, etc
- Agents have been preparing for spring field days and research plots

##### Announcements:

- Dr. Wood will be meeting with agents at our March 11<sup>th</sup> Staff Meeting
- The updated ID 36 is online and printed
- Commercial Vegetable Entomology, Plant Pathology and Management Webinar with Ric Bessin, Emily Pfeufer, and Rachel Rudolph: Feb. 6<sup>th</sup> 7 to 8:30 pm
- Kentucky Forest Health Conference at the Good Barn: Feb. 6<sup>th</sup> 9 to 3:30:
- Tomato Grafting Workshops
  - March 12 at South Farm 1 to 3 pm
  - March 25 at Metcalfe County Extension Office 1 to 3 pm
  - March 31 at RCARS in Breathitt County 1 to 3 pm
- OAK Conference in Louisville: March 6-7
- IPM high tunnel workshop at South Farm: May 12<sup>th</sup> 9 am to 12 pm



## Administrative Reminders

### 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 potentially earn a monetary award. Nominations are for accomplishments during October 1, 2018 through September 30, 2019. The program nomination 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](mailto:CAFEDIVERSITY@LSV.UKY.EDU) by January 10, 2020.

### Kentucky Volunteer Leader Forum

The 20<sup>th</sup> KVF will be held February 13-15 at the Lexington Convention Center. Final registration deadline is January 21. Goal is to have participation from all 120 counties!

For more information visit: <http://4-H.ca.uky.edu/content/kentucky-volunteer-forum>

### Career Ladder

See link for application- <http://ces-manuals.ca.uky.edu/content/career-ladderprofessional-promotion>.

*Agents should send us their application by January 30<sup>th</sup> so that we will have time to review applications before the February 1<sup>st</sup> deadline date.*

### Support Staff Performance Evaluation

An email has been sent to all D5 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 me 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.

### MLK Holiday – January 20, 2020

Please remember to submit a leave request in myUK for this holiday. If you should happen to be working on this date, you are eligible to take the holiday within six (6) weeks of the actual holiday. Please be sure to note in the leave request the program/reason for working on 1/20/2020. As a reminder, please be prompt in approving time and leave for biweekly employees!



## **2020 Chi Epsilon Sigma Membership Dues**

Reminder that support staff can request permission for membership dues payment. The membership dues must be postmarked by **January 31, 2020**.

## **Success Stories**

The second Success Story is due January 10<sup>th</sup>. 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).

## **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 164.650 [http://districts.ca.uky.edu/files/oath\\_of\\_office\\_0.pdf](http://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**

Original letter/check to Dr. Laura Stephenson by January 10<sup>th</sup>. Send a copy to DD.

## **Update Board Members & Agent Contact information on DLG**

Officers must be elected by District Board by January 30<sup>th</sup>. Corrections to DLG by January 31<sup>st</sup>. 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 1<sup>st</sup>. Send signed original to DD.

[http://districts.ca.uky.edu/files/county\\_offset\\_voucher.pdf](http://districts.ca.uky.edu/files/county_offset_voucher.pdf).

## **TRIP Reimbursement**

Just a reminder that you can track your own documents by following the guidance in this QRC:

<http://www.uky.edu/ufs/sites/www.uky.edu/ufs/files/TRIP%20Workflow%20Tracking.pdf>



## **District Staff Meeting**

Our next district staff meeting will be Wednesday, February 12<sup>th</sup>, at 10:00am, at the Taylor County Extension Office.

## **State Extension Council Meeting**

The upcoming meeting will be February 25<sup>th</sup>-26<sup>th</sup>, 2020 at the Embassy Suites, 1801 Newtown Pike, Lexington, Kentucky 40511. There will be a New Delegate Orientation, February 25<sup>th</sup> from 4:30-5:30 ET (Bourbon Room). Agents, be sure to share this information with your county delegates.

## **CEC Officers**

If you have not already done so, please send Cristin Sullivan an updated list of your CEC officers.

## **Special District Report Forms**

We have still not received several Special District Report Forms. Please send these in as soon as you have District Board Meetings and elect new members.

Agents are encouraged 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>.

## **Future District Staff Meetings**

February 12 – Taylor Co CES      *Morning Refreshments: Adair & Breckinridge      Registration: Clinton*  
 March 11 – Taylor Co CES      *Morning Refreshments: Casey & Clinton      Registration: Cumberland*  
 April – NO GENERAL STAFF MEETING PLANNED  
 May 13 – Taylor Co CES      *Morning Refreshments: Cumberland & Grayson      Registration: Grayson*  
 NO JUNE, JULY or AUGUST Staff Meetings

