

District 4 Staff Update

Thursday June 18, 2020

IT Update

Rick Hayes

Extension Facility Plans

- Healthy @ Work video – for all employees
- Cleaning and Sanitizing the Office - for custodians (including contracted services); agents responsible for building maintenance

Year End Reports

- Affirmative Action Reports – June 30
- Affirmative Action Plans – June 30
- Statistical Contacts – July 15
- Success Stories – July 15
- Program Indicators – July 15
- County Plans of Work – August 1

Fiscal Year End

- Fiscal Year end deadlines – please submit any outstanding OVERNIGHT trips by today
- KERS training to review Year End deadlines:
 - Today (June 18) at 2:00 pm
 - Friday (June 26) at 10:00 am
- FY20 Summary Reports from SPGE (Dept of Local Govt website) – June 30
 - DLG has shared that they are behind in processing registration payments

SNAP ed Fiscal Year End

- Food receipts reimbursed through June 19 only
- NEP June TRIP must be submitted by June 19
- University fiscal year end – June 30; NEP Program year end – Sept 30
- Thank you for Submitting SNAP ed hours; just a few agents who have not yet submitted any SNAP ed hours for the year!

Programming over the Summer

- 4-H Shooting Sports Practices
- 4-H Club protocol
- County Fairs
- Kentucky State Fair
- Other events?

Lessons learned from COVID-19

- Type in the chat box your ideas, lessons learned from our experiences with working remotely, delivering virtual programs

