



District 4 weekly updates

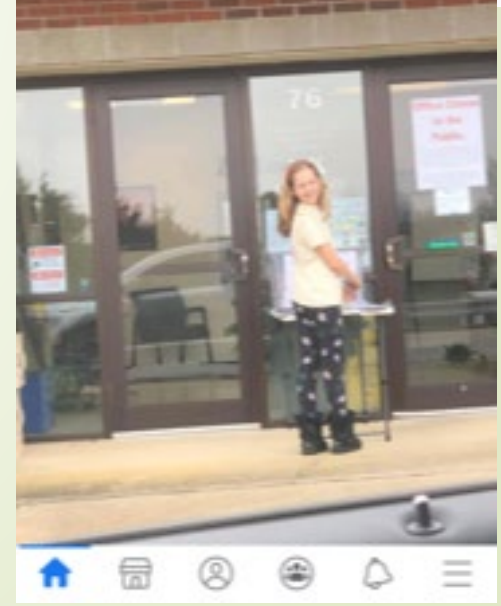
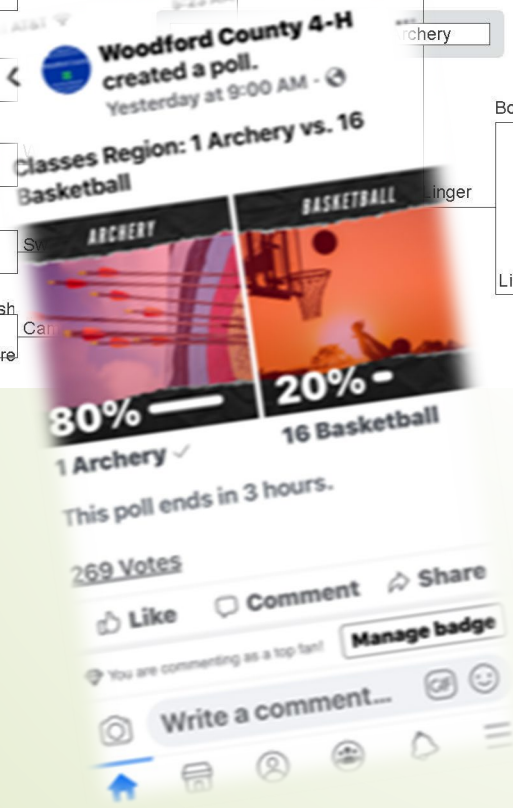
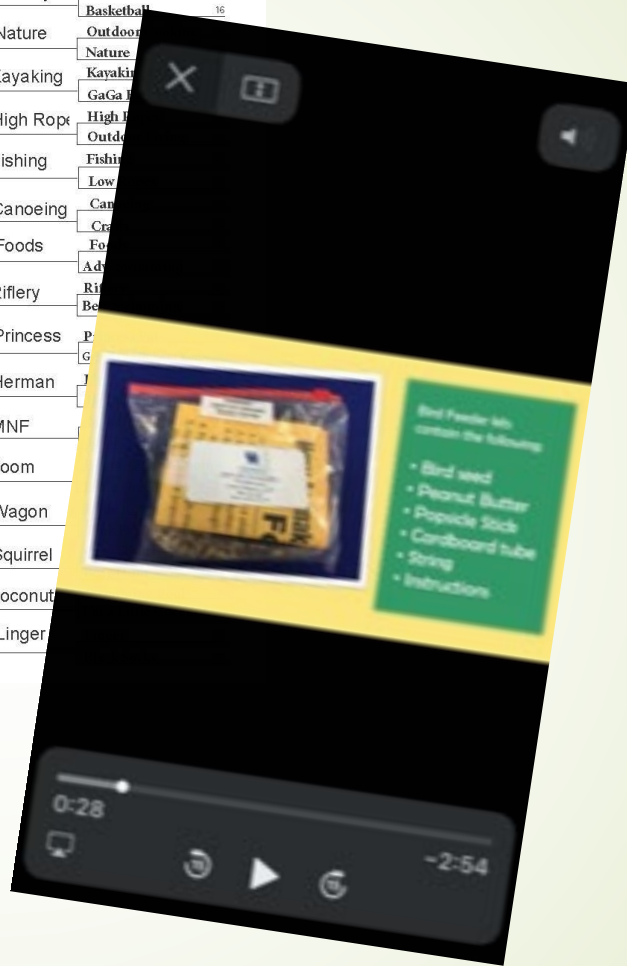
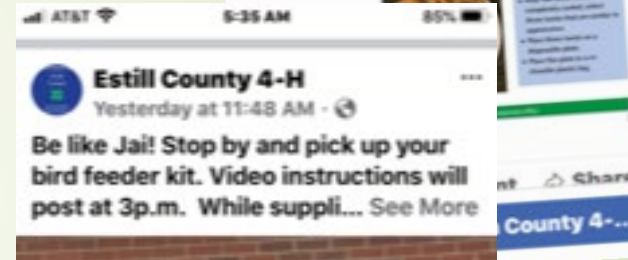
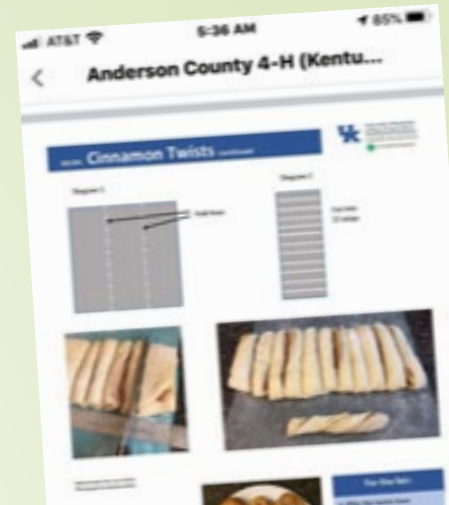
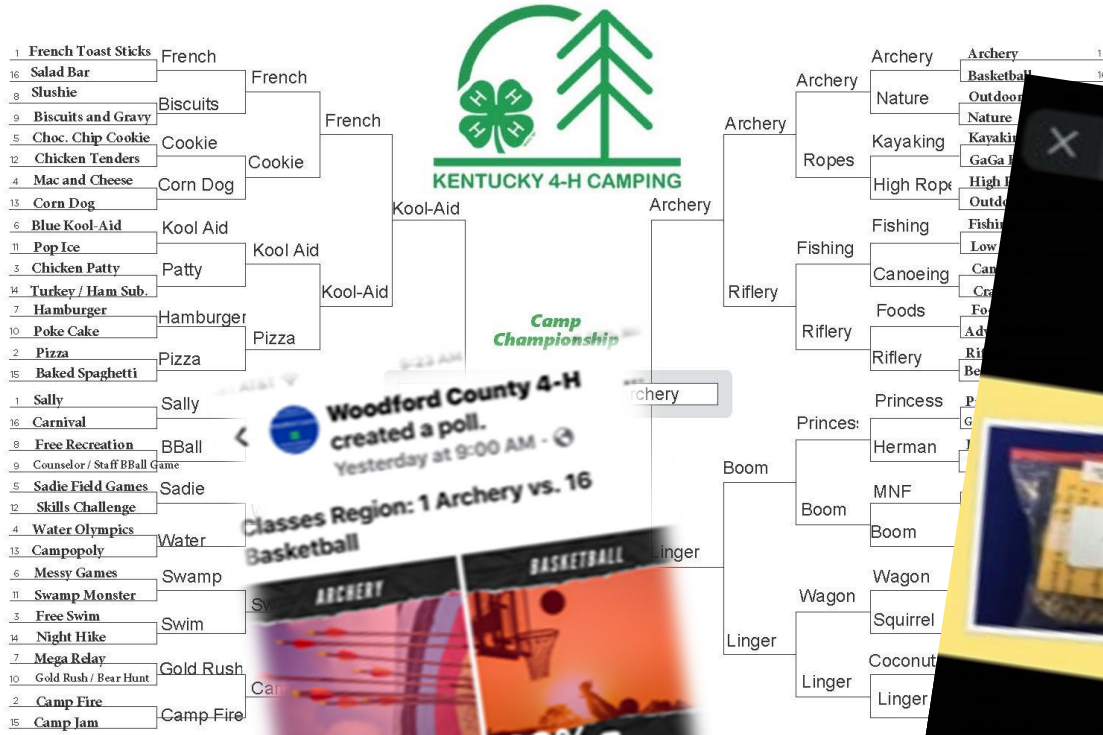
March 26, 2020

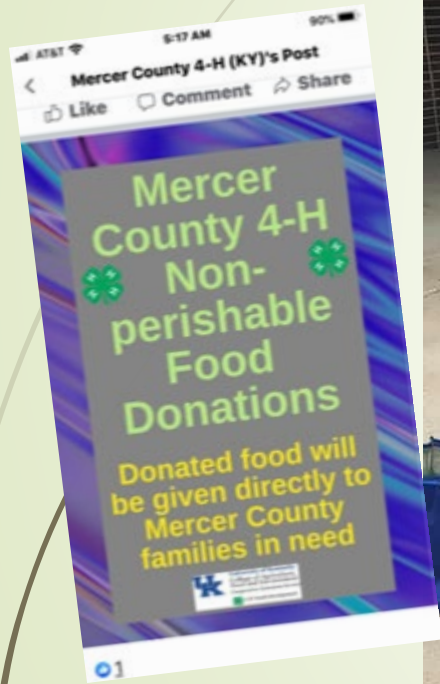
COOPERATIVE EXTENSION



2020 4-H SUMMER CAMP TOURNAMENT

First Round Second Round Regional Regional Finals Semifinals Semifinals Regional Finals Regional Semifinals Second Round First Round







KENTUCKY EMERGENCY MANAGEMENT SYSTEM SURVEY

Dr. Jeff Young




Frankfort request for SNAP ed efforts in Counties

- The NEP office is putting together an overview of our response to COVID-19 to share with Frankfort. We understand there are LOTS of requests of your time currently but this one is **time-sensitive**.
- We would like at least one way each county (agent specific) is responding with programming or creative outreach.
- Photos would be GREAT to send as well.
- If there is an NEP assistant in that county, please add what they specifically are doing as well. It's critical we show how extension agents AND NEP assistants are reaching audiences.
- **Please complete the attachment sent earlier today and send to Jen Robinson before 5 pm this evening.**



Remote Work vs. Office Work

- Allow yourself to SLOW down
 - Forwarding Phones, Hot Spots
 - Limiting Public Access
 - Following CDC Guidelines
 - Office Staff Meetings
- 



Guidance for office signage

- ▶ “For the safety of our clientele and staff, the XXXX County Extension office is **temporarily limiting public access.**”
- ▶ Inform clientele how to contact the office.
 - ▶ Main Phone Line and hours to utilize the number
 - ▶ Main Office email address for general questions
 - ▶ Email address and Cell Phone number for Agents
 - ▶ Email address for Support Staff
- ▶ Phone Message: “The XXX County Extension Office is currently limiting public access. Our staff are available via phone and email. Please leave a message and we will return your call as quickly as possible.”



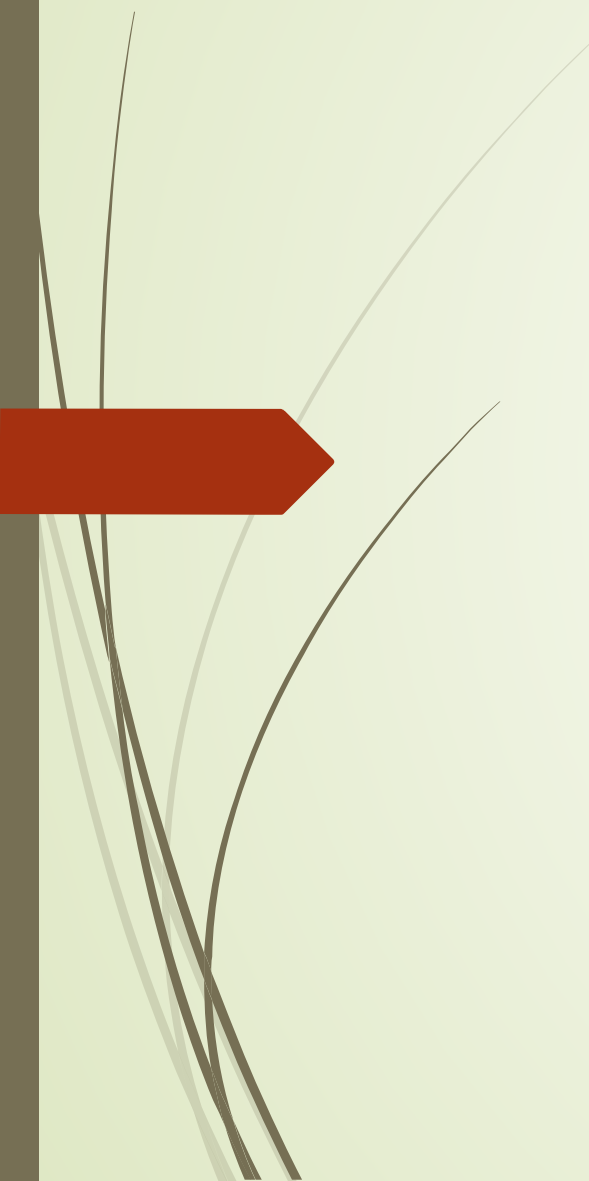
Managing district board meetings

- Discussion, questions via phone calls, email
- Voting – board members must be seen and heard
- When ready to vote, be sure to use the budget version with Beth Atkinson's initials
- Fiscal Coordinators:
 - Email final electronic copy (Excel file) to Debbie
 - Snail Mail **signed original** of entire budget file (MOA, Schedule, Budget Plan, Program Support Budgets and the 5 & 10 Year Plan) No extra copies needed!

Electronic Signatures

- Utilize certified signature in Adobe

<i>Signature of Traveler</i>	<i>Date</i>
I hereby certify that it is necessary for the person named above to make this trip on official business connected with the duties of his/her position and that all UK Employee Travel policies have been followed.	
<u>Jennifer B Cocanougher</u>	Digitally signed by Jennifer B Cocanougher
<i>Signature of District Director</i>	Date: 2020.01.08 20:02:00 -05'00'
	<i>Date</i>



It's Thursday have you
approved support staff
working hours and leave
yet?



Contracted Work Services

- **Mowing Services** – may continue, Governor still allows landscaping services to operate
- **Cleaning Services** – may continue, but be aware of the number of people within the office
- **Bookkeeping Services** – do as much remotely as possible, if in office follow CDC recommendations and be aware of the number of people within in the office at the same time.



Tips for Slowing the Email Traffic

- ▶ Log into SKYPE for business
 - ▶ IM for quick questions, calls
 - ▶ SKYPE calls
- ▶ Assistant Directors are coordinating program directions/information
- ▶ District 4 Thursday ZOOM updates; Tuesday Morning Email Recap
- ▶ Utilize TEAMS for planning groups, etc



Questions?

Comments?