



# District 3 Staff Agenda

## March 11, 2020

### Carroll County Extension Office

**Birthdays:**

March Birthday's	April Birthday's
7 <sup>th</sup> Bethany Pratt	9 <sup>th</sup> David Hull
8 <sup>th</sup> Lawrence Caudle	12 <sup>th</sup> Kenna Knight
16 <sup>th</sup> Christy Eastwood	20 <sup>th</sup> Kate Thompson
18 <sup>th</sup> Don Sorrell	24 <sup>th</sup> Shelley Meyer
18 <sup>th</sup> Christin Herbst	
25 <sup>th</sup> Allison Lewis	
26 <sup>th</sup> David Littlejohn	
29 <sup>th</sup> Valerie Holland	
29 <sup>th</sup> Lindie Huffman	

**Announcements:**

**Association Reports:**

- KAE4-HA Meeting - April 21<sup>st</sup>-23<sup>rd</sup> at the Hilton Garden Inn, Pikeville
- KEHA State Meeting - April 21<sup>st</sup>-23<sup>rd</sup> at the Owensboro Convention Center
- ESP Annual Meeting- March 18<sup>th</sup> & 19<sup>th</sup> at the Scott Co. Extension Office

**Personnel Updates:**

- Campbell County 4-H Agent – Casey Townsend – April 1<sup>st</sup>
- Resignation – Michele Stanton – Kenton County Horticulture – Feb 3<sup>rd</sup>
- Retirement – Judy Hetterman – Owen County FCS – May 5<sup>th</sup>

**IT Updates: Chris McKenzie**

- Extension IT Update
  - The UK account manager now requires 2 Factor Authentication to login in addition to linkblue password.
  - New employees need to go to <https://newemployee.uky.edu/Account/NewEmployee> in order to setup their email account.
  - Some mail apps will no longer work with O365 starting around October.
    - It is recommended that everyone use the Outlook app on iOS and Android.
    - It is recommended that Windows and OSX users use Outlook from Office 365.
  - Expect more security updates in the coming months.
  - E.g. lock screen after 30 min of inactivity, more things requiring 2 Factor Authentication

# ADMINISTRATIVE UPDATES

## Transition Update

- The first 14 Area Director Positions have closed. The interview process will begin soon with a targeted start date of July 1, 2020.
- Second round Area Director Positions will post in July with a targeted start date of January 1, 2021.

## State Extension Advisory Council

- The 2020 annual conference was a success. Delegates reviewed recent economic and functional impact study, the Community Assessments, discussed strategies to utilize the assessment findings, and considered how our council system can be enhanced as we move forward.
- Summer meeting will be August 11, 2020 at Kentucky State University Research Farm.

## 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 (3 PDFs – not just the link) to the DD and to Dora Collins ([djc@uky.edu](mailto:djc@uky.edu)).
- The training is available from UK's Risk Management site:  
<https://www.uky.edu/administrativeservices/minors-campus>

## 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 the District Admin for review prior to mailing to campus.**

## 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.

## 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>

## Unconscious Bias Training

- Coming soon on KERS
  - May 27<sup>th</sup> from 10 a.m. – 12 p.m. EST at the Woodford CES office
  - May 29<sup>th</sup> from 10 a.m. – 12 p.m. CENTRAL at the Christian CES office
- Employees who have not previously attended this training need to sign up.

## **UK/KSU Joint Logo**

- Be sure you are using the correct joint logo.
- KSU changed the name of their college last year.
- Download the correct logos at [marketing.ca.uky.edu](http://marketing.ca.uky.edu).

## **CAFE Store Removal**

- The CAFE Store is no longer available. A list of approved vendors for promotional items can be found at: <http://www.uky.edu/Purchasing/promoitems.htm>.
- The link to the CAFE Store needs to be removed from county websites. Instructions are included in the handout and in a video at: [www.tinyurl.com/cafestore](http://www.tinyurl.com/cafestore).

## **Bulk Mail/Satori changes**

- The contract with Satori will end on June 30.
- As a result, the bulk mailing process will transfer to the county level, rather than be negotiated on a statewide basis.
- Counties will need to budget accordingly and start assessing other options that would be a good fit for their individual situations.
- District IT Techs will remove Satori from county computers as the contract is complete.
- Trainings to use free (with conditions) email-based newsletter distribution systems will be offered at the end of April – agents can check KERS for dates/times.
- The contract for first class mail meters will end in late 2021 and this will be reviewed closer to that time.

## **Office of Diversity**

- Cultivating Inclusion Series, Thursday, March 12, 2020, Empowering Student Athletes
- KY Extension Diversity Inclusion Network Annual Retreat, Thursday, May 21 and Friday, May 22, 2020
- Save the Date – 9th Annual Jr. MANRRS Leadership Institute, November 20th-21st

## **Extension Philanthropy - One Day for UK, April 21<sup>st</sup>**

### **Plan of Work**

- Counties should have POW meetings with councils/volunteers completed ideally by the end of March.
- Agents should first meet with Program Councils to provide overview of the Plan of Work Process (resources can be found on the PSD website).
- Agents should remind program councils of the community assessment reports and that these are resources to use for POW discussions/meetings.
- After the program councils have finalized priority areas, these issues/program ideas should be presented to the County Extension Council.
- Agents should work with the County Extension Council to determine what programs will remain program area specific and those that will be collaborative efforts among agents.
- Agents should reiterate how the community assessment can enhance the Plan of Work process.
- Agents should also work with councils/volunteers to determine best practices to market these programs to effectively make the community aware, increase participation, recruit new audiences, etc.

## **CEDIK Update**

- Logic models and evaluation tools for agent led programs will be on CEDIK's website soon.
- [CEDIK County Data Profiles](#) are currently online – Use for Plan of Work, Success Stories and other program planning/reporting.

## **FCS Mini Grants**

- Family and Consumer Sciences Extension is currently accepting proposals for projects and activities that support FCS and multi-disciplinary programming. If applicable, all applicants must have committed and started working on SNAP-Ed match hours for FY 2020.  
[https://hes.ca.uky.edu/files/hes\\_minigrant\\_packet\\_final.pdf](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](mailto:jhunter@uky.edu), or Jan Childers, [nfsjan@uky.edu](mailto:nfsjan@uky.edu).
- Applications will be accepted through May 15, 2020 or until funds are exhausted.

## **ANR Update**

- Social Media posts (Facebook and Twitter) are now available for use. Agents will receive an email at the beginning of each month from the ANR office that contains Social Media posting information
- The search process will soon begin for a new ANR Assistant Director

## **4-H Update**

- Livestock/Animal Agriculture related to 4-H
  - Recently, leaders in the animal agriculture community have expressed concern about the KY 4-H Program's lack of support.
  - The KY 4-H Program supports county 4-H Livestock programs across the state and values the rich diversity of youth development opportunities through sales, showcases, and achievement programs.
  - The KY 4-H Program supports counties in implementing their livestock program, and believe the best outcomes happen when supporting their grassroots decisions.
  - The Kentucky 4-H program has seven core areas of focus and agriculture and animal science are integral to our programs.
- State Fair Assignments
  - State Fair Assignments (except for livestock) have been released.
  - All assigned personnel are expected to work during the full duration of their assignment unless alternative arrangements are made. We are waiting on guidance from the State Fair board regarding the livestock assignments.
  - Please review and update District assignments.

## **NEP Update**

- SNAP-Ed 2021 Commitments. Deadline is quickly approaching – March 18, 2020. Complete in KERS

## **2021 Extension Conference**

- February 3-5, 2021 – Downtown Lexington Hyatt and Hilton
- Planning committee is being formed.
- Districts to nominate two agents from each program areas to sever on committee.

## **Diversity Awards**

- Congratulations to all nominees and winners. Thank you for your hard work and dedication to ensure diverse programming for the UK Cooperative Extension Service.

## **Service Awards**

- Thank you for your hard work and dedication to the UK Cooperative Extension Service.

## Extension Business Operation Team

- Budget Training

# DISTRICT UPDATES

## Career Ladder

- Apps are being reviewed. Waiting on the word of letters to be mailed to agents.

## Chi Epsilon Sigma

- April 15-17, 2020. Embassy Suites - 1801 Newtown Pike, Lexington, KY

## Benefits Open Enrollment (UK Employees)

- April 29<sup>th</sup> – May 15<sup>th</sup>

## Leave – TDL Conversion

- Conversion can only occur April 1 – 30
  - <https://www.uky.edu/hr/policies/conversion-temporary-disability-leave>
- Annual Leave, Expiration & Shared Leave Pool
  - Shared Leave Pool May 1 – Sept 30
  - <https://www.uky.edu/hr/shared-leave-pool/about-staff-shared-leave-pool>

## Logic Model Trainings

- Pam Sigler has scheduled multiple sessions on Zoom in March, April, May, and June for training on Success Stories and POW.
- Good training for new agents.
- All trainings will be 1 hour on Zoom. Morning & afternoon sessions on the following days:
  - March 27, April 16, April 21, May 12, May 22, June 1<sup>st</sup> and June 17<sup>th</sup>

## Secretary Training Day

- Event is being planned. Look for information to be shared soon.
- All Support Staff are encouraged to attend

## Upcoming Due Dates

- |  |                        |
|--|------------------------|
| • CES Budget Plan “Rough Draft”                                    | TBA                    |
| • Status of County Office  | April 1 <sup>st</sup>  |
| • No District Staff  | April 8 <sup>th</sup>  |
| • 4th Quarter/Final County Payment to UK                           | April 10 <sup>th</sup> |
| • Success Story (3 <sup>rd</sup> )                                 | April 10 <sup>th</sup> |
| • Budget to Fiscal Court   | April 15 <sup>th</sup> |
| • Financial Report Form (Gifts, Grants & Contracts) to DD’s office | May 1 <sup>st</sup>    |
| • POW Draft to DD  | May 1 <sup>st</sup>    |
| • UFIR – submit to DLG – copy to DD’s office                       | May 1 <sup>st</sup>    |
| • District Staff Meeting   | May 13 <sup>th</sup>   |
| • Affirmative Action PLAN (Rough Draft) to DD for review           | May 15 <sup>th</sup>   |
| • POW Final Draft  | June 30 <sup>th</sup>  |
| • Success Stories (4 <sup>th</sup> & 5 <sup>th</sup> )             | July 15 <sup>th</sup>  |

**Program Areas Meeting**

→ **4-H:**

- D3 4-H Teen Council Meeting: Friday, April 17<sup>th</sup> from 10 am-noon in Carroll County- Shelley Meyer
- Multi-Communication- Denise Donahue
- Culinary Challenge- Denise Donahue
- Agent Contact List: Sherri Farley
- Volunteer Advisory Group – need 2 volunteers from D3
- Agent Advisory Group – need agent to begin rotation September 2020
- International Program Needs Hosts- Paul Adkins

→ **FCS:**

→ **ANR:**

- Spencer County Edification, April 8, 10:00 am
- Master Naturalist Program

