

May District Staff Meeting

May 13, 2020



Personnel Updates

May 13, 2020



Budget Update

- 9.5% budget reduction
- Managing the cut through vacant positions
- Career Ladder Promotions will continue
- Salary Increase for Master's will continue
- Minimum starting wage of \$12.50 will be effective 7-1-2020
 - Impacting over 200 employees in Field Programs
 - UK will cover the difference for FY21



Farmer's Markets

- Guidance Available
- Center for Crop Diversification Zoom training
- (recorded) 80 minutes
- Available at:
<http://uky.edu/ccd/covidfm1>



Suggestions for a Successful and Safe Start for Your Farmers Market Season in 2020

Kentucky's farmers markets have always played an important role for our communities to access fresh, healthy and locally-grown products while providing our farmers a location to market their items. In the face of concerns about the spread of COVID-19 and its impact on Kentucky's agricultural and food-delivery industries, Commissioner Ryan Quarles and the Kentucky Department of Agriculture have developed these recommendations to assist you in planning for a successful and safe season in 2020.

Before You Open for Business

- Communicate with key community partners such as your local health department.
 - Ask your health department what steps are necessary before you can open for business.
 - Invite your health department to be present on market days.
- Educate your vendors about appropriate sanitization steps:
 - Hand-washing at least once each hour.
 - Sanitizing frequently-touched surfaces at least once each hour.
 - Designating one employee who is wearing sanitary gloves to handle money or vouchers and another to handle food, where possible.
- Review your lay-out map to spread out the gaps between vendor tables and create wide aisles for customers.
- Display public-health messages and materials (from CDC and health departments) where they are visible to everyone.
- Set up infection-prevention equipment and supplies, especially in high-traffic areas:
 - For everyone: Sinks with soap and water, liquid sanitizer dispensers, and tissues.
 - For staff handling money and vouchers: sanitary gloves and liquid sanitizer dispensers.
- Eliminate missed-day fees or penalties that might encourage a vendor to be present while he or she is not feeling well.
- Do not schedule grand-opening or kids-day events that might encourage people to congregate.
- Design a drive-through option for customers who wish to remain in their cars.
- Use social media platforms to communicate with customers about your public health measures.

During Operating Hours

- Tell vendors, employees, and customers that protecting public health is of paramount importance.
- Encourage people who appear to be sick to go home and stay there until they are well.
- Discourage the distribution of free food samples.
- Discourage cooking demonstrations.
- Require vendors and employees to wash their hands at least once each hour.
- Use sanitary wipes to clean frequently-touched surfaces at least once each hour.
- Ensure vendors sanitize their frequently-touched surfaces as part of their end-of-day activities.

Other Resources

- [CDC Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 \(COVID-19\)](#)
- [Farmers Market Coalition: Farmers Markets Respond to COVID-19](#)
- [Kentucky Cabinet for Health and Family Services: Listing of Local Public Health Departments](#)

3/18/2020



Human Resources

- Reminders to use expiring vacation time (annual leave)
- Open Enrollment ends **May 15**
- Visit Work-Life website for a variety of resources
- **MINORS ON CAMPUS TRAINING**
 - Required for all Extension employees
 - Once completed, download .pdf completion certificate
 - Email all 3 certificates to Dora Collins (djc@uky.edu)



Plan of Work

- Video link: <https://youtu.be/vWXNqo-Dwc>

Due Dates:

- July 1 - Draft due for District Director Review
- August 1 – Final POW entered into KERS



IT Update

May 13, 2020



KSU Update

May 13, 2020



Extension Financial Operations

May 13, 2020



CEDIK – Upcoming agent trainings: Leadership Register in KERS

Leadership Development within Communities

Date(s):

May 19, 2020

Location:

Webinar (ZOOM)

Effective Communication

Date(s):

May 21, 2020

Location:

webinar (ZOOM)

CEDIK Resources for Agents

Leading Healthy Community Connections curriculum - <http://cedik.ca.uky.edu/pse-kentucky>

Arts activity handouts are available for agents at the Arts Extension website. Check back weekly for updates: <https://cedik.ca.uky.edu/arts-enrichment>

Instagram Mindful Mandala link

https://www.instagram.com/p/B_SVsUTFcwK/?igshid=zfvvxh7i8ki

Community Phone Interview link

https://cedik.ca.uky.edu/sites/cedik.ca.uky.edu/files/phone_interview_with_someone_from_your_community.pdf

Business Stimulus Funds – available for small businesses in select counties, visit CEDIK website for most up to date details: <http://cedik.ca.uky.edu>

Urban Extension News

- May 6th – COVID-19 Groups at Risk – w/ Julie Zimmerman (KERS)
- May 15th Extension in the City – via Zoom – (KERS)
- May 26th Urban Extension Collaborations rescheduled to July 28th in Bullitt County. (KERS)
- UEI Leadership Fellows – Extended Application Window – June 1st
- Southern Region NUEL Caucus – changed to Zoom format because of health and budget considerations.

Office of Diversity



Cultivating Inclusion Series Webinar

Join via ZOOM!!



CULTIVATING INCLUSION SERIES

College of Agriculture,
Food and Environment
Office of Diversity

MAY 14, 2020
12 PM - 1 PM EST

**Lightning Talks: DEI
Programs & Resources**

Listen and learn from Dr. Jeff Young about the Urban Extension Institute. Then engage in lightning talks from Kentucky Extension staff on ways they have delivered innovative, accessible, and equitable programming to their communities during COVID-19.

**FIND US IN KERS FOR
CREDIT:**
CAFE Office of
Diversity Inclusion Series

For more information
please contact:
cafediversity@sv.uky.edu

You're invited to join us at our last session of the Cultivating Inclusion Series!

In this session we will highlight:

- Urban Extension
- Innovative efforts within Cooperative Extension Service in response to the coronavirus pandemic

Register Here: <http://ow.ly/fWSU5oze1sf>

Register

- KERS (1 hour credit)
- Registration link



Kentucky Extension Diversity & Inclusion Network Kickoff

College of Agriculture, Food and Environment
Office of Diversity

KENTUCKY STATE UNIVERSITY
COLLEGE OF AGRICULTURE, COMMUNITIES AND THE ENVIRONMENT

KY Extension Diversity Inclusion Network
KICKOFF MEETING
May 21, 2020 | 10 AM - 11 AM EST

The Kentucky Extension Diversity and Inclusion Network (KEDIN) was established to serve and support Extension professionals with diverse backgrounds as they work to meet the needs of Extension clientele throughout the Commonwealth. We invite both KSU and UK Extension Professionals to join us as we reconvene with a kickoff meeting. We are happy to have Extension Administration, HR representatives from both institutions, and YOU join us via Zoom by registering today!

RSVP Here

REGISTER BY CLICKING OR CAPTURING THE QR CODE
FOR MORE INFORMATION CONTACT DR. MIA FARRELL,
ANTONIA.FARRELL@UKY.EDU

What: Established to serve and support Extension professionals with diverse backgrounds as they work to meet the needs of Extension clientele throughout the Commonwealth

Who: KSU and UK Extension Professionals

Register <https://uky.zoom.us/meeting/register/tJAldOurpjMqG9E3R6s4DaywBXfoMVierx4S>

Questions

Dr. Mia Farrell, Assistant Dean and Director for Diversity

Antomia.farrell@uky.edu

Kendriana Price, Inclusion & Diversity Program Coordinator

Kendriana.Price@uky.edu

Follow us:



UK College of
Agriculture, Food
and Environment
Office of Diversity



@UKAgDiversity



4-H Livestock / Horse Programming

- **State 4-H Horse Show** - Canceled. Alternative activities are being developed for some contests. Please contact Dr. Camargo with questions.
- **State 4-H Livestock Judging** - Canceled. Please contact Zach Bartenslager with questions.
 - *KY Online Livestock Judging Practice Contest: May 22-27*
- **4-H Ham Project** - social distancing suggestions when washing hams were shared with 4-H agents in an email from Dana Anderson. Please contact Dr. Rentfrow with questions.



Kentucky State Fair


- Contact assignments are being finalized and will be distributed soon. Please contact Kim Leger with questions.
- KDA Exhibit Drop Off Locations will function again this year.



County Coordinator Roles – Due June 1

List for 2-3 Agent Offices:

List for 4+ Agent Offices:


 University of Kentucky
 College of Agriculture,
 Food and Environment
 Cooperative Extension Service

COUNTY COORDINATOR LIST
(For 3 Agent Counties)

County: (county name)
 Program Year: (year)

County Office/Support Staff Coordinator: (agent's name)

Responsibilities:
 Secretary/Support Staff Supervision
 Affirmative Action
 Office Management
 Office Staff Conference

County Fiscal Coordinator: (agent's name)


Responsibilities:
 Fiscal Matters
 Ordering Supplies
 Office Petty Cash/Credit Card Management
 Penalty Mail
 Equipment Inventory

County Extension Council and Marketing Coordinator: (agent's name)

Responsibilities:
 County & State Extension Councils
 Program Development & Reporting
 Mass Media
 Legislative
 Student Recruitment/Ag Alumni

Agent Signature: _____ Date: _____
 Agent Signature: _____ Date: _____
 Agent Signature: _____ Date: _____

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, age, sex, religion, disability, or national origin.


 University of Kentucky
 College of Agriculture,
 Food and Environment
 Cooperative Extension Service

COUNTY COORDINATOR LIST
(For 2 or 4+ Agent Counties)

County: (county name)
 Program Year: (year)

County Office/Support Staff Coordinator: (no more than 2 agents)

Responsibilities:
 Secretary/Support Staff Supervision: (agent's name)
 Affirmative Action: (agent's name)
 Office Management: (agent's name)
 Office Staff Conference: (agent's name)

County Fiscal Coordinator: (no more than 2 agents)

Responsibilities:
 Fiscal Matters: (agent's name)
 Ordering Supplies: (agent's name)
 Office Petty Cash/Credit Card Mgt.: (agent's name)
 Penalty Mail: (agent's name)
 Equipment Inventory: (agent's name)

County Extension Council and Marketing Coordinator: (no more than 2 agents)

Responsibilities:
 County & State Extension Councils: (agent's name)
 Program Development & Reporting: (agent's name)
 Mass Media: (agent's name)
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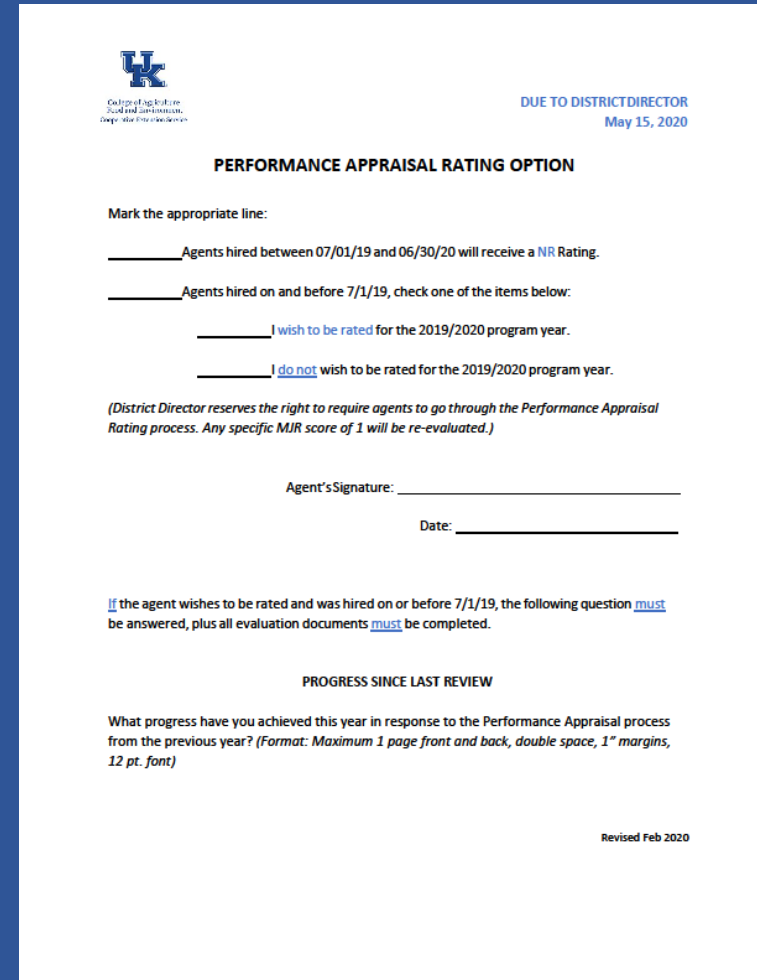
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 Agent Signature: _____ Date: _____

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Agent Performance Appraisal Rating Option Form

- Due to District Director Office by May 15
- Performance Evaluations will be conducted for:
 - Agents who were hired before July 1, 2019 and were “NR” for 2019
 - Agents who received a score of “1” in any MJR, will be re-evaluated on that individual MJR.



The form is titled "PERFORMANCE APPRAISAL RATING OPTION" and is due to the District Director by May 15, 2020. It includes instructions for marking the appropriate line for agents hired between 07/01/19 and 06/30/20, and for agents hired on or before 7/1/19. It also includes a section for "PROGRESS SINCE LAST REVIEW" and a note that the form was revised in February 2020.

UK
College of Agriculture,
Food and Forestry,
Department of Extension

DUE TO DISTRICT DIRECTOR
May 15, 2020

PERFORMANCE APPRAISAL RATING OPTION

Mark the appropriate line:

_____ Agents hired between 07/01/19 and 06/30/20 will receive a NR Rating.

_____ Agents hired on and before 7/1/19, check one of the items below:

_____ I wish to be rated for the 2019/2020 program year.

_____ I do not wish to be rated for the 2019/2020 program year.

(District Director reserves the right to require agents to go through the Performance Appraisal Rating process. Any specific MJR score of 1 will be re-evaluated.)

Agent's Signature: _____

Date: _____

If the agent wishes to be rated and was hired on or before 7/1/19, the following question must be answered, plus all evaluation documents must be completed.

PROGRESS SINCE LAST REVIEW

What progress have you achieved this year in response to the Performance Appraisal process from the previous year? *(Format: Maximum 1 page front and back, double space, 1" margins, 12 pt. font)*

Revised Feb 2020



Planning for Re-Opening of County Offices

- During Weekly County Staff Meetings strategically plan how to accommodate social distancing and reducing risk - things to consider:
 - Meeting room set-ups
 - Frequent cleaning / sanitizing of high touch areas, common use areas
 - Hand-washing / sanitizing stations
 - Sneeze guards / partitions for public facing work stations
- Pre-Ordered Hand Sanitizers and Disposal Face Masks now available at UK Supply or have been shipped.
- Cloth Face Masks will be shipped to each office – 2 cloth face masks per employee



We are not yet in a re-opening phase and do not have a set date for this change.



Professional Association News

May 13, 2020

