

D4 Weekly Update

May 7, 2020



Weekly Updates through May – for Agents and Support Staff

- **May 14, 1:30 pm** – Will include Training on 4-H OnLine – James Leslie
- **May 21, 1:30 pm** – Will include Training on Electronic Newsletters – Hayley Pierce
- **May 28, 1:30 pm** – Weekly Update and Open Q & A



Poll for Today

- Estimate the number of days per week you will be in the office from now through May 31.
- To prepare for the Electronic Newsletter training, please answer a few questions about newsletters



May District Staff Meeting – Agents Only

- May 13, 2020
- 9:30 am Via ZOOM
- Bring your own Coffee & Chick'n Mini's!
- Will have Break Out rooms for Program Areas



D4 IT Training with Chad Jennings

- Microsoft Teams – **May 12** – 10:00 am

- Updating County Websites – **May 19** – 10:00 am



It's Thursday.....



New I-9 Packets

- Debbie sent email to Agents on 5-4-2020
- HR will no longer accept old I-9 forms
- Please replace any that you might have in your office



Open Enrollment ends May 15

- ALEX tool to help with health insurance decisions
- SAVI tool for financial planning
- Options for college savings plans and assistance with student loan forgiveness applications



Budget Update

- Budget reduction plan is to use current vacancies and keeping currently filled positions intact
- Final Budget decisions will be shared once plan is reviewed and approved
- Agent Career Ladder and Master raises will be paid as planned.
- New minimum starting wage of \$12.50 is being implemented July 1. Will impact about 200 employees in Extension Field Programs. The increase is being funded by UK

Gifts, Grants & Contracts Financial Forms

- We have received from the following counties:
- Anderson, Clark, Estill, Fayette, Lincoln, Madison, Mercer & Scott Counties
- If you have no gifts, grants or contracts to report – please email Debbie to let her know.
- Due May 1, 2020



UFIR:

- We have received from the following counties:
- Anderson, Boyle, Estill, Fayette, Lincoln, Madison, Mercer, Powell, Scott & Woodford Counties
- Please follow instructions from DLG – Contact Beth Atkinson for assistance.
- Due May 1, 2020



Agent Performance Evaluation

- Opt-out/Opt-in Rating Form – email to Debbie by May 15
- http://ces-manuals.ca.uky.edu/files/performance_evaluation_-_opt-in_2020_-_rev_may_2020.pdf
- Agents who received a “1” in any MJR, will be re-evaluated for that specific MJR only
- Use Adobe Acrobat **Certified Electronic Signature**



Telecommunications Tax Email

- KY Dept. of Revenue reaching out to counties to update banking information for direct deposit of telecommunications taxes.
- County Fiscal Contact should be the “Payment Contact”
- Member of District Board signs
- Provide generic county ext office email address, rather than contact agent email address.
- Section B is only completed if county is opting out



4-H Camping Season Cancelled for 2020

- Temporary employees are being furloughed
- Minimizing costs as much as possible
- Anticipating a \$500,000 deficit
- Once COVID risk has passed there hopefully will be an option for using camps for short camping experiences



EDB Support of KY Camping Program

Please **HOLD** on any EDB support of the KY 4-H Camping Program at this time. Extension Business Operations needs to further explore the most appropriate way to provide support.



Preparing for Healthy At Work:

- Remote work will continue to be encouraged
- No face-to-face meetings through May 31
- Anticipating University will have additional action items for our offices that we will implement even before we are open to the public
- Take steps now to prepare your office for safe meeting space and safe working environments (cleaning supplies)
- Share your ideas via the feedback form for solutions you have already developed for your office situation.



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It starts with us