

May District Staff Meeting – May 8, 2019

Fayette Co Extension Office

Registration Fee: \$10

Morning Refreshments: Bourbon and Harrison Counties

Agenda Topics:

Welcome & Baby Pictures (Patton Slusher's twins and Ryan Farley's son)

Personnel Updates

Welcome to D4!: Debbie Clark – D4 Administrative Associate
 Sarah Redmon – Scott County 4-H Youth Development Agent

Retirements: Liz Kingsland – July 6, 2019
 Tommy Yankey – August 5, 2019

Agent / Support Staff Vacancy Process

University New Employee Orientation

Beginning July 1, 2019, (NEO) will be moving from an in-person, 4-hour session to an online format in myUK Learning. This change will allow ALL newly hired regular staff employees .5 FTE and greater to receive the same important and pertinent information in a timely manner. Official communication will be disseminated to university supervisors beginning in May.

Summer Interns:

Jullian Turner – Clark County 4-H
Hertis Travis – Franklin County 4-H
Izamor Alpouche-De La Luz – Mercer County 4-H
Paighton Wiglesworth – Harrison County 4-H
Madison Adkins – Jessamine County 4-H
Jaena Gates – Fayette County FCS
Cameron Stribling – Fayette County 4-H
Rebecca Hayes – Bourbon County 4-H
Delaney Simpson – Boyle County 4-H

Professional Association Announcements:

KAE-4-HA – Congratulations to our D4 agents serving in Leadership roles!
KEAFCS – National Meeting
KACAA – State and National Meeting
ESP – Awards, National Meeting, LEADS program

SNAP Update – Caroline Durr

IT Update – Rick Hayes

2 Factor Authentication
Windows 10

Budgets:

Thank you to Getting Forms in Early!!!! Fiscal Coordinators will get an email if we are missing any items along with signed copies of MOA and Schedule will be sent

Reminder on Due Dates

Actuals – Program Support Funds and Complete Actuals

UFIR Deadline Extended to May 15

EFO Update – powerpoint attached

Trainings and presentations website is being updated – to avoid have old policies being referenced.

Year end – travel expense reports – must be submitted and approved by July 3 to be posted to the old year.

Standardized Forms http://cafebusinesscenter.ca.uky.edu/efo_forms

County Facilitator Roles & Responsibilities – fiscal coordinator and support staff coordinator. Other agents in office responsible for CEC, reporting and marketing roles

County Coordinator Forms – due June 1

http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf

Counties with 2 – 3 Agents

Counties with more than 3 Agents

<http://ces-manuals.ca.uky.edu/content/office-operations#county>

County Coordinator Descriptions

Community & Leadership Development

Winchester Design Studio

Leadership Development Training Opportunities (Handout)

Extension Philanthropy Update

Grain Center Ribbon Cutting Ceremony – September 19, 2020

Annual Giving – CAFÉ was second highest recipient (behind Athletics)

Continuing to work with counties on Scholarship program

Kentucky State Fair

State Fair Assignments

Regional “Drop Off” Locations:

Electronic Entry System – deadline July 10 (OPEN CLASSES)

Melanie.blanford@ky.gov 502-234-4479

Hemp & CBD Oil

Safety for County Extension Agents (ppt)

CAMP INSURANCE REMINDERS

Open Enrollment

Deadline May 10

ALEX <https://www.uky.edu/hr/benefits/open-enrollment>

UK Health Saver Account

Flexible Spending Account

KACo Workshops for County Leaders

July 25, 2019 – KACo Building, Frankfort KY

Programming Presentations Needed

LEAVE

Check Leave Balances – must use “old” leave before June 30, 2019

Consider donating to Shared Leave Pool <http://www.uky.edu/hr/employee-relations/shared-leave-pool>

Don't forget to request Memorial Day Holiday!

Holiday Schedule: <https://www.uky.edu/hr/hr-home/official-staff-holiday-schedule>

If working on a holiday, UK allows employees to take holiday on another date within six weeks of the missed holiday. Please make note of this in the comment box in SAP (myUK) when you request the new date. Example: Taking this date for 4th of July holiday due to working at 4-H Camp on July 4, 2019.

Program & Staff Development

Core Training Sessions in May

Update Plan of Work, Affirmative Action Plans – June 30

KERS Reporting – July 15 final date for submission

KSU Update

May 16 – author, Land Grant Universities for the Future – Steven Gerassy – all KSU employees are required to attend, others are welcome

July 15-17 – Annual KSU Extension Retreat at Barren River State Park

June 20 – 22nd Third Thursday field day

Diversity Update

Employee Education Assistance Award - \$250 – May 14 application due – sponsored by UK Womens Forum

June 18-21: APES Youth Seminar

Nov 15-16: Jr MANNRS Institute

Unconscious Bias Training – July 23, RCARS – Quicksand

EXTENSION INNOVATION – <https://youtu.be/U2wwwYnMxjg>

Tax Exemption & Volunteer Groups

Remember that agents cannot use UK's EIN/Tax Exemption. They must either use the Extension District Board's Tax Exempt number or Program Council Tax Exemption if they have 501c3 non-profit status. (Financial Guidelines for CES County Volunteer Groups – Tax Exemption Status Overview)

<http://ces-manuals.ca.uky.edu/content/financial-guidelines-ces-county-volunteer-groups>

Each Extension entity will need to choose one of the four plans for handling funds described as Option A, Option B, Option C, or Option D.

County Program Councils and/or related entities may apply for tax exempt status as a 501(c)(3) organization. The councils/entities are a program of the Land Grant institution and will function through a Memorandum of Understanding with Kentucky Cooperative Extension Service.

There are at least two situations where it may be desirable for County Program Councils/entities to pursue 501(c)(3) tax exempt status:

- If the group conducts raffles, lotteries, or other forms of gaming as fund-raising activities.**
- If the group depends on grant funds that are awarded only to 501(c)(3) entities.**
- Have to be incorporated first (use a lawyer to set this up through the Secretary of State office) before applying for 501 c 3

Addition to Guidelines for Volunteer Groups – “A volunteer agreeing to serve as a treasurer for any Extension related group with peak bank account balances over \$500 must participate successfully participate in the Client Protection Risk Management approval process.”

If practical, a bond or dishonest endorsement should be utilized to protect group assets.

Kentucky SPGE Required Filings – calendar handout –

Political Activities – Updated UK Policies – handout –

Online Masters – Science Translation & Outreach

Approved by Council for Post-Secondary Education – *Look for registration information soon.*

If you are interested in this degree program (which qualifies for your UK Employee Education Plan) there are a few things you can do to prepare:

- 1) Take the GRE or GMAT and have scores forwarded to UK Graduate School
- 2) Complete the application for admission to UK Graduate School – Aug. 2 deadline
- 3) Complete the Agent Study Plan form and submit to your District Director and appropriate Assistant Director for approval
- 4) The fourth thing we encourage, is to talk with Extension Specialists and other faculty you know and encourage them to serve on your graduate committee. We anticipate a significant number of new students – all of which will need advisors and committee members.

KEHA Voting Delegate Information –

Concealed Carry – From UKPD

No changes in UK Policy. No weapons on any university property that is leased, owned, or occupied. UK employees are still restricted by policy. A weapon, according to the Ky Supreme Court, may be stored in a private or official vehicle, but cannot be removed while on any of the listed university properties mentioned above.

Agent Performance Appraisal Process

Rubric <http://districts.ca.uky.edu/Agent>

Remember to upload supporting documentation to OneDrive

Timeline

- June 1 - August 1 – deadline for agents to complete self-evaluation
- September 15 – deadline for DD’s to complete comments
- October 15 – Assistant Directors review and add comments
- November 15 – Evaluation Cycle Complete
- November 15 – February 15: Midyear Conferences

Career ladder promotions

- Level II: Jessica Bessin, David Davis, Whitney Hildebran, Kendyl Redding, Jessica Sayre, Clay Stamm
- Level III: Krista Perry
- Level IV: Amanda Sears, Brandon Sears, Cathy Weaver
- Level V: Eric Baker

Service Awards

Alethea Price	Courtney Brock	Eric Comley
Benita Peoples	Elizabeth Coots	Diana Doggett
	Mike Meyer	

State Extension Council Meeting: August 7, 2019 – KSU Research Farm

HOLD THESE DATES!!

June - August, 2019 – No staff meetings!

September 11, 2019

October 9, 2019 (tentative)

November 13, 2019

December 11, 2019

January 8, 2020

February 12, 2020

March 11, 2020

April 8, 2020 (tentative)

May 13, 2020