

District 3 Staff Agenda

May 13th, 2020

Zoom Meeting

Birthdays:

May	June	July	August
Rachael Price- 5 th Kelly Woods- 9 th Levi Berg- 10 th Cathy Jansen- 10 th Ruth Chowning- 14 th Willie Howard- 16 th Cathy Toole- 21 st Chanda Hall- 22 nd Mollie Tichenor- 24 th Shelia Fawbush- 29 th Casey Townsend- 30 th	Regina Browning- 9 th Robin Christopher- 10 th Sherri Broderick- 12 th Jane Proctor- 27 th	Owen Prim- 11 th Kendal Bowman- 20 th Lora Stewart- 25 th Jessica Marquez- 28 th	Kelly Smith- 11 th Stephen Lewis- 20 th Diane Mason- 26 th

Announcements:

- Congratulations to Sherri Broderick for the birth of her new baby boy!
- Thanks to everyone for entering and approval bi-weekly time.

Personnel Updates:

- Transfer – Jason Vaughn – Campbell Horticulture Technician to Powell ANR – March 29th
- New Hire – Casey Townsend – Campbell 4-H – April 1st
- Retirement – Judy Hetterman, Owen FCS – May 5th
- Post Retirement – David Koester – Boone Horticulture – 2020-2021

Association Reports & Awards:

NEP Update: Rosie Allen

IT Update: Chris McKenzie – See PowerPoint

ADMINISTRATIVE UPDATES

Agent Performance Appraisal Ration 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.

https://ces-manuals.ca.uky.edu/files/performance_evaluation_opt-in_2020_rev_may_2020.pdf

ANR Updates

- Farmer’s Markets
 - Guidance Available from KDA to assist in planning for a successful and safe season in 2020.
 - Center for Crop Diversification Zoom training. (recorded 80 minutes)

<http://uky.edu/ccd/covidfm1>

CEDIK – Upcoming agent trainings. Register in KERS

- Leadership Development within Communities
 - May 19, 2020 / Zoom Webinar
- Effective Communication
 - May 21, 2020 / Zoom Webinar
- 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>

Census Resources

- Need Extension help continuing to encourage people to take 10 minutes to complete their census online, by phone, or by mail.
- As of May 7th, 2020, Kentucky ranked 14th in the nation for responding to the 2020 Census.
- The highest response rate was 76.8% in Oldham County. (10th highest response rate of any county in the nation)
- A quick view of the response rates in your county and screen shots with a few tips are available on the Kentucky: By The Numbers website - <https://kybtn.ca.uky.edu/content/2020-census-response-rate-map>

County Coordinator Lists:

- Signed forms to District Director due by June 1st
- http://districts.ca.uky.edu/files/co_coordinator_list_form_12.2016.pdf
- Each county should have a trained I9 Signer for the office and completed the re-certification training.
 - 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:
 - 7/24/20 – 10AM-11AM EST
 - 12/04/20 – 10AM-11AM EST
 - Please email a copy of completed I-9 forms to Melissa Horton or the District Admin for review prior to mailing to campus.

Extension in the City

- 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.
- 2021 NUEL Conference Atlantic City, NJ May 17-20, 2021

- NUEC21 Website: www.cpe.rutgers.edu/NUEC21
- Urban Agriculture Listening Sessions
 - Assist NIFA in developing the fiscal year 2020 Request for Applications for the Urban, Indoor and other Emerging Agricultural Production Research, Education and Extension Initiative.
 - **Thursday, May 28 from 2-4 pm EST, 1-3 pm CST, 12-2 pm MST, 11 am-1pm PST**
Registration Link: <https://msu.zoom.us/meeting/register/tJ0lfu6hrD8uHtYzm0UxDYIC3v6Dg0yUjHgW>
 - **Thursday, May 28 from 7-9 pm EST, 6-8 pm CST, 5-7 pm MST, 4-6 pm PST**
Registration Link: <https://msu.zoom.us/meeting/register/tJUldOqrqjgrHtUuyo1zmS1KAiwyvUQFk7NF>
 - **Friday, May 29 from 10 am-12 pm EST, 9-11 am CST, 8-10 am MST, 7- 9 am PST**
Registration Link: <https://msu.zoom.us/meeting/register/tJl0cuqrD8vH9JRiHkDDI1kL1tepfCtEWXp>
 - **Friday, May 29 from 2-4 pm EST, 1-3 pm CST, 12 pm-2 pm MST, 11 am-1 pm PST**
Registration Link: https://msu.zoom.us/meeting/register/tJMuf-6pqTkjHtTGkaXRLY9GR17nocRrh_bT

Extension Financial Operations (EFO) Updates

- Budget:
 - 9.5% budget reduction
 - Managing the cut through vacant positions
 - Career Ladder Promotions will continue
 - Salary Increase for Master's will continue
 - County Facilitator's Position to remain in place for time being with District Board approval.
 - 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

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) and Robin Christopher robin.Christopher@uky.edu

Kentucky State Fair

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

Planning for Re-Opening of County Offices

- We are not yet in a re-opening phase and do not have a set date for this change.
- 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.
- See Dr. Laura Stephenson’s email on Healthy at Work Guidelines
- Will need an Office Contact Person for COVID-19 Response.

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

Office of Diversity

- May 14 Cultivating Inclusion webinar
 - You're invited to join us the last session of the Cultivating Inclusion Series!
 - Session to highlight: Focusing on Urban Extension and Innovative efforts within Cooperative Extension Service in response to the coronavirus pandemic
 - Register Here: <http://ow.ly/fWSU50ze1sf>
- May 21 – Extension Diversity Network
 - Established to serve and support Extension professionals with diverse backgrounds as they work to meet the needs of Extension clientele throughout the Commonwealth
 - KSU and UK Extension Professionals Invited to Participate in the Network
 - Register <https://uky.zoom.us/meeting/register/tjAldOurpjMqG9E3R6s4DaywBXfoMVierx4S>
- For questions, contact
 - Dr. Mia Farrell, Assistant Dean and Director for Diversity - Antomia.farrell@uky.edu
 - Kendriana Price, Inclusion & Diversity Program Coordinator - Kendriana.Price@uky.edu

4-H Updates -

- 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.
 - 4-H Ham Project - social distancing suggestions when washing hams were shared with 4-H agents? Contact Dr. Rentfrow with questions.

DISTRICT UPDATES

District Zoom Trainings

- Thursday, May 21st - Website Updating - 9am-11am (Chad Jennings)
- Tuesday, May 26th - Adobe Acrobat - 9am-11am (Chad Jennings)
- Tuesday, June 16th - Quick Books Online Training (EBO Team)
- Tuesday, June 23rd - Quick Books Online Training (EBO Team)

Leave Request:

- Be proactive in submitting leave in MYUK for approval
- Take old leave before June 30, 2020 or donate to Shared Leave Pool
- Memorial Holiday Leave – May 25th. Code as Holiday-Memorial

State Extension Council Meeting

- August 2020 @ at the Kentucky State University Research Farm, 1525 Mills Lane, Frankfort, KY

Upcoming Due Dates:

- Open Enrollment – UK Benefits ends May 15th
- Plan of Work Draft – July 1st (email to DD)
- Plan of Work-Final Draft due into KERS by August 1st
- Affirmative Action Plan-Rough Draft to DD by May 15th and final due June 30th (KERS)

- Affirmative Action Report-Due by June 30th (KERS)
- County Coordinators Form- June 1st
- Final Monthly KERS Reports Due-July 15th
- Final 2 Success Stories Due by July 15th
- Priority Indicator and Featured Programs Report-Due by July 15th
- Program Support Actual Expenditures to EDB & DD-Due by July 15th
- Agent Self-Evaluation Performance Appraisal – August 1 (only those agents who opt-in, were NR for FY19 or received a “1” on a single MJR)

- ES-237/ 4-H Enrollment Report Submitted Due August 1st (All agents & assistants need to give youth numbers to 4-H for this report. It is a county youth report. Must include all work with youth-6 hours or more.)
- Actual Income & Expenditures due to DD by August 15th for Review
- Actual Income & Expenditures uploaded to DLG by September 1st
- Publish statement in local paper regarding financial reports by September 1st
- Tax rate forms due to DD (set tax rates in late July or August) by September 15th

Upcoming District Staff Meetings: PLEASE HOLD THESE DATES

NO JUNE, JULY or AUGUST Staff Meetings

September 9
October 14
November 11
December 9

Program Areas:

4-H:
ANR:
FCS:

NOTES:

