

District 3 Staff Agenda

November 13, 2019

Carroll County Extension Office

Birthdays

November	December
4 th - Paul Adkins, Bullitt 8 th - Chris Ammerman, Grant 20 th - Ralph Hance, Trimble	5 th - DJ Scully, Campbell 29 th - Joan Bowling, Kenton 31 st - Wayne Long, Jefferson

Association Reports

- 4-H
- FCS
- ANR/Hort
- ESP

District Personnel Updates

- District 3 Administrative Support Staff – Julianna Santo, STEPS Employee
- State Office
 - Kendriana Price - Inclusion and Diversity Program Coordinator – Office of Diversity
- KSU
 - Jessica Marquez - Community Resource Development Assistant - Jefferson County
- District Vacancies
 - Office Support Staff and Program Assistants
 - Agent Positions – Bullitt County ANR and Campbell County 4-H

I.T. Updates

Christopher McKenzie, Computer Support Specialist III for District 3

NEP/SNAP-ED Updates

Rosie Allen, Northern KY Area NEP Program Agent

US Census Follow Up

Erin Peabody, Partnership Specialist, U.S. Census Bureau
erin.d.kendrickpeabody@2020census.gov / (859) 620-1195

ADMINISTRATIVE UPDATES

Extension Transition Updates @ 11:00 AM

KSU Updates

- Small Farmers Conference – November 19th-21st @ KSU
 - Link to register: <https://www.eventbrite.com/e/kysu-small-limited-resource-minority-farmers-conference-tickets-70761855615>
 - 4-H Small Farm Youth Conference November 20th

- UK/KSU Diversity Award and Training
- Grand-Families Project (Louisville)
- Aquaculture Extension
- KSU County Personnel Meetings:
 - December 6, 2019: Quarterly, KSU Farm (10:00 am – 2:30 pm)
 - February 7, 2020: Virtual (10:00 – 11:30 am)
 - March 20, 2020: Quarterly, Location TBA (10:00 am – 2:30 pm)
 - May 8, 2020: Virtual (10:00 – 11:30 am)

Community Assessment Report

- Share with local county elected officials, stakeholders and Extension leaders
- Each county received 50 copies
- Future focus will be on marketing the needs and our responses to promote our work.

Extension Financial Operations

- Fiscal compliance officer positions were reviewed with business analysts in CAFE. In the process of hiring the Central Region Business analyst position to be housed on campus.
- Extension Business Operations Manual to be revised in early 2020 so that it can be distributed.
- **District 5 and 3 will have QuickBooks training in March 2020.**
- Concur – delayed but looking at Feb/March to do a pilot phase. Expect that all will be using Concur by end of 2020.

CEDIK

- Agent advisory council will meet early spring 2020.
- CEDIK staff are in the process of reviewing resources, materials and work processes to meet the needs of the agents in the state.
- Series of trainings related to Leadership Development will be shared in 2020.

Office of Diversity

- Intercultural Awareness Day was a success. The event was well received by students, faculty and local stakeholders.
- Extension Diversity Award is available for applications. Deadline is January 10.
- Junior MANNR's Institute is scheduled in the next few weeks.

RCARS Mountain Ag Week

- Mountain Fest Field Day, Saturday, September 12, 2020, @ UK Robinson Center, Quicksand, KY
- A recognition in honor of Dr. Williams is planned as an evening celebration.

HR

- New hires need to be hired in at \$10.40 per hour rate.
- New Agent Orientation Dates: Nov 19-21, 2019, January 21-23, 2020, April 14-16 and August 11-13, 2020.
- Extra bonus days for Christmas do apply to Extension staff.
- Harassment Training - Three trainings have been planned for agents related to responding to harassment and discrimination. In-service credit in KERS is available. (One has been shared with great response, two remaining).
 - December 19, 2019, 1 pm to 3 pm EDT at Madison Cooperative Extension Office
 - January 16, 2020, 10 am to 12pm CENTRAL time at Hopkins Cooperative Extension Office
- IEEO has a reporting tool online now that can be used as a direct link option.
- Summer Internship application is up on UK Jobs. It will close in mid-December. If a county wants to host an intern, please send the form by December 13.
- Justice for All poster – Blue posters for SNAP and Green posters for all meeting spaces are now available from Kelly for the counties.

- Direct Deposit – myUK now has options to update the employee direct deposit without needing the wildcard id.
 - For instructions on how to update your direct deposit information in myUK go to: <https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-ess-guide/update-your-info-bank-information>
- Professional Development Fund is available for staff. The form will be available on the CAFE website.
 - Go to <https://cafebusinesscenter.ca.uky.edu/staffprofessionaldevelopmentfund> to get more information.
- Fit Bit discount is going on now – will not be available after new year.
 - Available at a 40%-70% discount through HR Health and Wellness
 - See <http://ukhr.uky.edu/livewell/stepup/fitbit> for more information.

Urban Extension

- A UK group attended the eXtension Impact Collaborative in Atlanta focused on Urban issues.
- UK Extension had a table at the KY Farm City Luncheon for the first time in Jefferson County.
- Developing in-service topics related to urban extension programs.

DISTRICT 3 REMINDERS

Career Ladder Applications

- Applications due February 1, 2020
- Years of service with CES in other states will apply to career ladder applications
- http://districts.ca.uky.edu/files/professional_promotion_procedures_and_career_ladder_guidelines_-_rev._08_30_2017-pjm.pdf
- Level II now requires completion of the Mentor Packet to advance to this level. This is only for individuals hired AFTER July 1, 2016 when the program first went into effect.
- Level IV, Track B now requires the same “evidence of community development work” as Track A.
- The Application for Professional Promotion (last page) has been reconfigured to help clarify the requirements of each level. Please note that incomplete applications will not be accepted.
- The salary increase levels will remain the same: Level II: \$2,000, Level III: \$2,500, Level IV: \$3,000, Level V: \$3,500

County Extension Council

- Submit Officers to the District Office by December
- Include the officer’s names, address, and emails

December Holiday Staff Celebration

- Wednesday, December 11th @ General Butler State Park, Conference Center
- Registration cost - \$45 per person
- Registration and payment due November 15th to Carroll County Extension Office

Emergency Closing for Offices

- Policy and Guidelines for Offices: <http://districts.ca.uky.edu/OfficeTools>
- Contact the DD promptly
- District Office must report to Dr. Stephenson who must notify main campus.

Holiday Leave & Bonus Days

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

- Holiday Thanksgiving-November 28-29
- Holiday Special-December 23, 24, 26, 27, 30 & 31
- Holiday Christmas-December 25
- Holiday New Year's Day-January 1

Performance Evaluation Conferences & Mid-Year

- Everyone should have a meeting date scheduled with me.
- If not, sign up through SignUpGenius
- Complete the Mid-Year Conference Form and send to me a week prior to meeting
- Agent rating letters will be emailed November 15th

Performance Evaluations for Bi-Weekly Staff

- Dec 2, 2019 – Begin Self-Evaluation in myUK
- Jan 14, 2020 – Self-Evaluations due to supervisors
- Feb 8, 2020 – All face to Face Meetings with Supervisors must be completed

Reporting Deadlines

- Extension Annual Calendar - <http://districts.ca.uky.edu/OfficeTools>

Report to the People

- Report to the People (rough draft) due to DD before Thanksgiving Break-November 27th, 2019.
- There are quite a few changes this year: <https://psd.ca.uky.edu/reportstothepeople>
- If you were not able to attend a webinar, it is important you watch the recorded webinar here: <https://www.youtube.com/watch?v=UDrLvphoPg>

2019-2020 Staff Meeting Dates

- December 11th, 2019
- January – No Meeting
- February 12th, 2020
- March 11th, 2020
- April – No Meeting
- May 13th, 2020
- June – July – August – No Meeting

Program Area Meetings

4-H

- KVF- Mollie Tichenor, Kelly Woods, Shelley Meyer (sponsorship by Dec 1 for booklet, district baskets, accreditation)
- District Middle School Retreat- Shelley Meyer
- District Teen Retreat- Shelley Meyer (Jan 30-31)
- District Teen Council Meeting- Feb 21st Carroll County 10-1
- Horse Update: Kelly Woods and Lora Stewart

FCS

- See handout

ANR/Hort

- KACAA
 - Membership Dues
 - Membership for Area Directors who are previous ANR/Hort Agents
- Holiday Staff Meeting
- Upcoming Date
 - December 16, KACAA Winter Board Meeting, E.S. Goodbarn

HAPPY THANKSGIVING and Safe Travels!

Thanks to Carroll County Extension Office for hosting the district staff meeting.

Thanks to Campbell and Carroll Counties for providing morning refreshments.

CALENDAR REMINDERS

Cooperative Extension Service
Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

Educational programs of Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin. University of Kentucky, Kentucky State University, U.S. Department of Agriculture, and Kentucky Counties, Cooperating.

LEXINGTON, KY 40546



Disabilities
accommodated
with prior notification.

age

2019:

- 9/30 – SNAP-Ed Reports
- 9/30 – Final Accounting Approval Form Due
- 10/1 – Deadline for September Travel
- 10/1 - Motor Vehicle/Watercraft Tax Form due to Frankfort with copy to DD
- 10/01 – CAFÉ Internship Applications available
- 10/10 – 1st County Quarterly Payment Due to Dr. Young w/ copy to DD
- 10/10 – 1st Success Story Due
- 10/15 – Property Tax Rate Request Form
- October Staff Meeting - CANCELLED
- 11/1 – 2 nominees to County Judge for EDB appointment
- 11/10 – Deadline for October Travel
- 11/13 – District 3 Staff Meeting (*Tentative*)
- November Date Pending – Equipment Inventory
- November Dates Pending – Mid-Year Conferences for Agents
- November Date Pending – Report to the People- Due to DD before Thanksgiving
- December Dates Pending – Mid-Year Conferences for Agents
- December Date Pending – D3 Holiday Staff
- 12/3 – Support staff PE’s released through Success Factors
- 12/11 – District 3 Staff Meeting (*Tentative*)
- 12/10 – Deadline for November Travel
- 12/31 – CAFÉ Internship applications due

2020:

- 1/10 – Deadline for December Travel
- 1/14 – Support Staff evaluations due online
- 1/31 – All EDB officers must be elected
- 2/10 – Deadline for January Travel
- 2/11 – Supervisor and support staff face-to-face meetings due
- 2/12 – District 3 Staff Meeting
- 3/11 – District 3 Staff Meeting
- 5/13 – District 3 Staff Meeting

Annual Due Dates/Timelines Calendar: <http://districts.ca.uky.edu/OfficeTools>
https://districts.ca.uky.edu/files/extension_annual_calendar_19-20.pdf

December 11, 2019

February 12, 2020

March 11, 2020

May 13, 2020